

May 13, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 13, 1992.

CALL TO ORDER

The meeting was called to order at 7:34 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Walter B. Flintrup, Vice President; Norma Zatz, Secretary; John J. Graham; Zelda Rich; Eva Weiner; and Carolyn A. Anthony, Director.

Member absent: Susan Brill Schreck.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Susan Hagen Land, Head, Adult Services; and Tobi Oberman, Supervisor of Circulation Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 15, 1992

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of April 15, 1992 as written, subject to additions and/or corrections. Mrs. Rich seconded the motion.

There being no additions or corrections the motion to approve the minutes of the meeting of April 15, 1992 was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, 1991 LIBRARY PROJECT FUND, AND THE LIBRARY NOTE FUND, BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and lists of bills

was unanimous.

YEAR-TO-DATE BUDGETARY STATUS

The trustees reviewed the Year-to-Date Budgetary Status statement.

ADOPTION OF 1992 LEVY

The trustees discussed the proposed budget for FY 1993-94 and the letter from Village Manager Albert J. Rigoni.

The increase in the Library's operating budget, independent of capital expense is 6.7%.

The total proposed budget, including \$250,000. in capital expenditures, debt repayment and reimbursement of \$100,000. owed to the Village represents an increase of \$519,100. or 11.77% over the 1992-93 budget.

After discussion of the Director's recommendation that the Board adopt a 1992 levy of \$4,150,000. which is \$506,871. more than the 1992 levy, representing an increase of 13.9%, Mr. Graham made a motion seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT A LEVY OF \$4,150,000. FOR THE SKOKIE PUBLIC LIBRARY 1992 LEVY.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

**CIRCULATION REPORTS
LIBRARY USE STATISTICS
PROGRAM STATISTICS FOURTH QUARTER F.Y. 1991-92
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (5)**

Mrs. Zatz made a motion, seconded by Mr. Flintrup to place the Consent Agenda items on file.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. CIRCULATION REPORTS
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS FOURTH QUARTER F.Y. 1991-92
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. CORRESPONDENCE (5)
Letter from T. Schwarcz, Director, Preschool Education Center

Letter from Sara Zucker, Director of Gan Yeladim, Niles
Township Jewish Congregation
Notes (3) re James Mesplé Exhibition at Skokie Public
Library: Bruce London, Skokie; Betty Hendrix; McGuire
Gibson, Oriental Institute

Mrs. Hunter read into the record a post card she received from Inez M. Mueller in which she requested the Library consider instituting telephone renewal service. Mrs. Anthony said she, too, received a post card from Mrs. Mueller.

Mrs. Hunter asked Mrs. Oberman, Supervisor of Circulation Services, for her input regarding implications of this service. Mrs. Oberman said she is in the process of compiling information regarding costs, staff hours, and mechanicals involved in providing telephone renewals.

Mr. Flintrup will obtain information on the number of NSLS libraries currently offering telephone renewals.

After discussion the motion to approve the Consent Agenda items passed unanimously.

GIFT

The trustees noted the gift of \$100. from the Woman's Club of Skokie for the purchase of large print books and books on tape for the visually impaired.

PERSONNEL

Circulation Services

The resignation of Wilma Wolk, part-time Circulation Clerk, effective May 19, 1992, and the appointment of part-time Circulation Clerk, Marjorie Dugrot, effective May 1, 1992 and Linda Kleisch, effective June 2, 1992 were noted.

Also noted was the retirement of Dorothy Waterloo, part-time Circulation Clerk, effective May 27, 1992.

DIRECTOR'S REPORT

Usage--Library usage was down in April from the same month last year, perhaps due to construction inconvenience and reduced expenditure for library materials. Nevertheless, circulation for the year reached a new peak of 901,573. Information services continued to climb for the month and the year to an annual total of 235,207 requests.

ILA Legislative Day--Mrs. Weiner, Mr. Flintrup and Mrs. Anthony drove to Springfield for ILA Legislative Day. Together with the Wilmette Public Library Director and Board President they hosted Jeff Schoenberg and Jan Schakowsky for dinner Tuesday evening. Debby Miller, ILA Lobbyist, and Joel Rosenberg, Director, Rockford Library, reviewed pending legislation for about 250 attendees Wednesday morning. Secretary of State George Ryan addressed the group with strong words of praise for libraries and a promise to protect public libraries, to the extent possible, in the upcoming budget battles. Although the Legislature was in session, Representative Lou Lang came out to talk with Skokie Public Library attendees briefly. Tax caps, opposed by ILA, were not favored by Skokie legislators, but no one could predict the bill's outcome.

Electricity--The Skokie Public Library \$40,000. credit with Commonwealth Edison has been refunded. A new 35 year agreement with Commonwealth Edison for electricity has been negotiated with the Village and the Library has retained its listing as a municipal building entitled to certain breaks in our electric rates. Skokie Public Library will continue to pay for electricity in the eight non-summer months.

The electricity was out for over an hour April 28 due to an electrical problem disrupting power to the Southwest area of Skokie.

Internet--We signed up this past month for a password on the Internet, which is an electronic highway linking libraries for access to holdings and electronic mail. Skokie Public Library can begin to explore the capability and potential use of such a system in preparation for the development of National Resources for Education Network (NREN).

Personnel Code--Mr. Graham, Mrs. Schreck and Mrs. Anthony had their first meeting regarding revision of the Personnel Code. Areas needing attention were identified and work to be done was mapped out.

IANO Workshop--Mrs. Anthony attended a workshop sponsored by the Illinois Association of Nonprofit Organizations on the subject of "Capturing Corporate Support." There were a number of good suggestions regarding selection of corporations to approach, how to prepare a proposal and what corporations will and will not fund.

Young Steinway Series 1992-93--Emilio del Rosario, Lydia Stux and Mrs. Anthony met to plan the Young Steinway Concert Series for 1992-93. We will omit one fall concert, probably November, in anticipation of a conflict with lobby renovation.

Intersystem RBP--Bridget Lamont called several people together at the Harold Washington Library Center to consider the possibility of reinstating reciprocal borrowing between the Chicago Public Library and several suburban libraries which have discontinued the agreement. At that meeting and a follow up, there was a frank discussion of problems and possible ways of reducing the barriers. A subcommittee of the System directors of Chicago, NSLS and SLS will develop a proposal for consideration by affected libraries. LSCA money may be available to help initiate the plan. Mrs. Anthony relayed the Board's concerns about maintenance of effort and inappropriate timing. She will keep the Board apprised of developments.

CD Rom Networking--Mesdames Kozlowski, Cleland, Land and Anthony attended an informational meeting at NSLS on establishing CD Rom Networks. The workshop was led by Howard McQueen, a national expert on the subject. The information will help in planning future directions for reference service and library technology.

State Library Advisory Committee--Mrs. Anthony will be in Springfield May 20-21 for a meeting of the Illinois State Library Advisory Committee. This is the meeting at which LSCA grant recommendations are made, although several other issues will also be considered. One of the topics is system mergers. Cumberland Trail and Shawnee Library Systems have proposed a possible merger that could take effect July 1, 1992, if approved by member libraries. The Boards of Starved Rock and Bur Oak Library Systems have voted in favor of exploring a merger.

Aquarium Donation--The Suburban Aquarist Society has offered to provide the Library with an aquarium, the fish to stock it, and all the necessary trimmings. The Sea Shell II pet shop in Skokie supplying the aquarium will also maintain it. It will be placed in Youth Services near the Service Desk.

SLS Unemployment Group Account--Mrs. Anthony has learned that refunds are due members shortly.

COOPERATIVE COLLECTION DEVELOPMENT POLICY FOR EVANSTON PUBLIC LIBRARY, MORTON GROVE PUBLIC LIBRARY, SKOKIE PUBLIC LIBRARY

The Evanston, Morton Grove, and Skokie Public Libraries have entered into a cooperative effort for acquisition of foreign language materials. Evanston will collect materials in Spanish; Morton Grove in Hindi, Urdu and Gujarati; and Skokie Public Library in Russian and Korean.

Each community has some need for materials in each of these languages and this cooperative plan will also fulfill the State Library's requirement for participation in a cooperative collection venture to qualify for a Per Capita Grant in fiscal year 1992-93.

During discussion Mr. Flintrup asked if Russian language collection circulation statistics were available. Mrs. Anthony will provide them.

RENOVATION PROJECT

The Board noted the Revised Change Order No. 6 in the amount of \$5,171.00 and the contractor's Application and Certificate for Payment in the amount of \$159,214.00.

The Administrative Offices and Board Room will be moved up to their new areas May 20. Youth Services Department will be closed to the public from June 1 to June 22. Work will continue on the second floor staff offices while new carpeting is installed in the south half of Youth Services.

Demolition of the Administrative Offices is scheduled to begin May 21 and Adult Services personnel will move up to Youth Services June 1.

RESOLUTION ON ARTS SUPPORT

The Illinois Arts Council text of a proposed resolution in favor of support for the Illinois Arts Council and the National Endowment for the Arts was reviewed.

The Skokie Public Library has been the beneficiary of Illinois Arts Council funding over the years in addition to funding from the Skokie Fine Arts Commission. The Board concurred with the value of bringing art to the community and the role of the public library as a forum for

performances and art exhibits. In support of intellectual freedom Mrs. Zatz made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT A RESOLUTION IN SUPPORT OF THE ARTS, (copy attached), AND NOTICE BE SENT TO OUR REPRESENTATIVES IN SPRINGFIELD AND WASHINGTON, D.C., AND WE PUBLISH IT WHEREVER WE CAN.

The roll call vote for approval was unanimous.

The list of Illinois Arts Council Supported Exhibits, Performances and Artwork is to accompany the Resolution and a letter from Board President, Diana Hunter.

AUTOMATION

The Board reviewed the Joint Computer Program for Libraries Audited Financial Statements from Evoy, Kamschulte, Jacobs & Company, Certified Public Accounts for the fiscal year ended April 30, 1991.

The Board reviewed the JCPL End-of-Year Reports and annual report prepared by Joyce Mitchell, retiring Systems Librarian.

JCPL libraries have saved a considerable amount of money by performing our own terminal repair in recent years. A terminal maintenance contract for JCPL would cost in excess of \$15,000 per year. JCPL has acquired a number of terminals from sites in California and Tennessee that have moved on to other systems, in order to maintain spare parts for our equipment. We should be able to keep a full complement of terminals in operation until we are ready to acquire a new system.

GOALS AND OBJECTIVES FY '93

Mrs. Anthony and the Board reviewed the Goals and Objectives for FY 1992-93, which continue to be the six identified for the current planning cycle.

Board concerns include the quality of future signage and it was suggested that care be taken in selection so that new signage does not detract from the architecture or furnishings. It was also suggested that the Library embark on an ambitious public relations campaign to get Skokie school children signed up for a Skokie Public Library borrower's card. Mr. Flintrup suggested we either

RESOLUTION

WHEREAS, neither a great nation nor its smallest community has ever truly flourished without strong arts and cultural life; and

WHEREAS, artistic expression builds understanding between people of different ethnic, racial, and cultural backgrounds; and

WHEREAS, the arts are essential to our quality of life, nourishing the spirit of creativity in all endeavors; and

WHEREAS, the arts are vital to the education of our youth, offering career opportunities, teaching creative skills that are valuable throughout life, building self-esteem and providing the opportunity to become more complete human beings; and

WHEREAS, the arts are important to our economic development, creating jobs and stimulating a wide range of related business activity; and

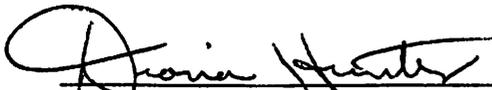
WHEREAS, public support for the arts can play a vital role in bringing cultural activities to a broad section of people, from those in inner-city neighborhoods to suburban areas to small rural communities; and

WHEREAS, public funding of the arts in this country has stimulated the creating or development of hundreds of community arts organizations, including Skokie Public Library, bringing enjoyment to residents of this community;

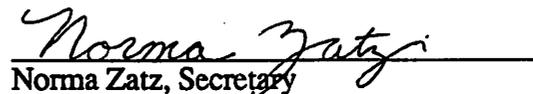
THEREFORE, be it resolved this 13th day of May, that the Board of Skokie Public Library Trustees does hereby acknowledge the importance and value of public funding for the arts in Illinois, and expresses support for continued strong federal and state government support for the arts.

ADOPTED BY THE Board of Trustees of the Skokie Public Library, in Cook County, Illinois, this 13th day of May, 1992.

FOR THE SKOKIE PUBLIC LIBRARY:



Diana Hunter, President



Norma Zatz, Secretary

be visible at each school's open house, by sending a staff member, or that announcements and application cards be distributed.

SAVS TRANSACTIONS-FEE OR FREE TO USER

The Board will need to decide whether to absorb the \$6.00 fee charged per SAVS transaction as of July 1, or to pass some or all of the fee to the user.

Use of SAVS has declined sharply in recent years. SAVS was used primarily for 16 mm films some years ago, however, in recent years, usage has been primarily video. As our video collection has grown, SAVS usage has declined.

Whether a fee is charged to the user or not is less a matter of expense to the Library, or revenue gained, than it is of consistency and precedent. Since Skokie Public Library has a nonrefundable insurance fee of \$1.00 for feature films on videotape, it would be consistent to assess the same charge to users of SAVS videos. If the cost of borrowing through SAVS were less than borrowing at Skokie Public Library, users might exploit that strategy. The issue of precedent concerns handling of other services for which the Library may be assessed a fee.

NSLS has indicated other public libraries have reported differing strategies in response to the SAVS charge. Some will not make SAVS use an option to patrons; others will absorb the cost; some will pass the fee on to the user.

During discussion of the Director's recommendation to pass on a fee of \$1.00 to be consistent and have the Library absorb the balance of \$5.00 per transaction, Mr. Flintrup made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR TO PASS ON A \$1.00 SAVS FEE TO THE PATRON AND THE LIBRARY ABSORB THE \$5.00 BALANCE.

The roll call vote for approval was unanimous.

Review of the fee after a year was requested.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network May, 1992 Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the NSLS Board of Directors and distributed information to trustees regarding van delivery service; a proposal for utilizing FAX and computer technology for electronic delivery of flyers, announcements, newsletters, board packets, forms, and memos; and the NSLS Electronic Bulletin Board, a communications center and database offered to the NSLS membership.

Mr. Flintrup asked for a monthly outline of Skokie Public Library programs, events and exhibits from the Coordinator of Programs and Exhibits to share with NSLS Directors and representatives at their Board meeting.

COMMENTS FROM TRUSTEES

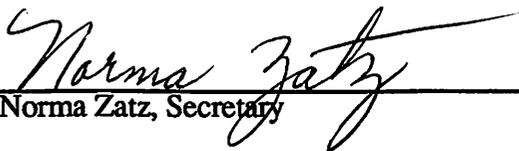
Mrs. Weiner commented on the success of her attendance, along with Mr. Flintrup and Mrs. Anthony, at the Illinois Library Association Legislative Day in Springfield.

Mrs. Zatz asked if other Board members have noticed "Berm Ahead" signs in Skokie. She encountered one at Lockwood and Church recently.

Mrs. Hunter advised that there would be an annual meeting immediately following adjournment.

ADJOURNMENT

The meeting was adjourned at 10:08 p.m.


Norma Zatz, Secretary