

April 14, 1999

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, April 14, 1999.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:38 p.m.

Members present: John J. Graham, President; Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Zelda Rich; Richard J. Witry; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Susan Greer arrived at 7:48 p.m.

Also present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 10, 1999

Mrs. Hunter made a motion, seconded by Dr. Wozniak to approve the minutes of the regular meeting of March 10, 1999, subject to additions and/or corrections.

There being no additions or corrections the minutes were approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

Mrs. Hunter made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF MARCH, 1999, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS REPORT BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
GIFTS
CORRESPONDENCE (2)
PERSONNEL

Mrs. Rich made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. GIFTS

In Memory of Jane McCabe

\$15 from Edward and Marliese R. Bisanz

\$20 from Maria E. Davila

\$25 from The Brunner Family (Mary V./Edward A.)

5. CORRESPONDENCE - Letter from Kathleen McCabe; letter from Christy Krier, Bethesda Lutheran School
6. PERSONNEL

Appointments: Mohammed Baseer, hourly Roving Technology Guide, Adult Services Department, effective March 15, 1999; Ismet Vulic, hourly Clerk, Circulation Department, effective April 19, 1999

Promotions: Silvia Kraft-Walker to Assistant Department Head, Youth Services Department, effective April 5, 1999; Anita Fareeduddin from hourly Page to hourly Computer Assistant, Youth Services Department, effective March 29, 1999

Status Change: Gail Dunlap from hourly to part-time salaried Bookmobile Assistant, Community Services, effective March 15, 1999

Resignation: Gregory Grucel, hourly Roving Technology Guide, Adult Services Department, effective April 6, 1999

The motion was unanimously approved.

TRANSFER OF FUNDS

Mrs. Anthony distributed an Estimated Balance Sheet at Year End 4/30/99.

After brief discussion Mrs. Hunter made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF \$350,000 FROM THE GENERAL OPERATING FUND TO THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS.

The roll call vote for approval was unanimous.

PROPOSED BUDGET FY 1999-2000

Slight adjustments have been made since the last draft reviewed at the March meeting.

The Board reviewed Mrs. Anthony's memorandum of April 8 which notes budget considerations for specific lines.

Mrs. Rich made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE BUDGET FOR FISCAL YEAR 1999-2000 AS PRESENTED BY THE DIRECTOR IN THE AMOUNT OF \$6,459,290.

During discussion Mrs. Hunter expressed concern regarding programming. She said she has asked for statistics regarding a particular ongoing program a number of times and has yet to see them. It is important to know where our audiences come from. It is not prudent to sponsor ongoing programs with low attendance.

Mrs. Anthony responded that the program series in question has not been held for several months, but statistics will be gathered when the programs are held later this spring.

Mr. Graham suggested Mrs. Hunter prepare a list of specific questions for Mrs. Anthony to address in order to make a correct analysis for Mrs. Hunter.

The roll call vote for approval was unanimous.

PROPOSED SALARY SCALE ADJUSTMENT

The subcommittee consisting of Mr. Graham, Mr. Witry, Mrs. Anthony and Mrs. Kozlowski met to review personnel and compensation issues.

Mr. Witry reported that there would not be enough time to examine all of the facets that go into a compensation package for consideration in this budget cycle.

He said the subcommittee divided issues into two groups, those needing immediate consideration and longer range issues. It was agreed that an outside consultant to review the longer range issues would be helpful to assist the Board in consideration of options. However, adopting a salary scale for Fiscal Year 1999-2000 is more of an immediate need.

After careful consideration, the subcommittee proposes a salary scale adjustment for Fiscal Year 1999-2000 of 2% to the bottom of the scale and 3.5% to the top of scale. All staff would receive a 2% adjustment in May, with the exception of staff at top of scale who would receive a 3.5% adjustment. Staff not at top of scale would also be eligible for an additional 3% increase at the time of their annual performance review, for a total annual increase of 5%.

After discussion Mr. Witry made a motion seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SALARY SCALE FOR FISCAL YEAR 1999-2000 AS PROPOSED. (copy attached)

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

Usage--Circulation was up nearly 5% over the same month last year. Greatest gains were in circulation of materials to adults, with significant increases in all formats. Bookmobile circulation was also up nearly 9%. The gate count was down slightly and reciprocal borrowing was relatively unchanged. There were 14,844 successful requests to the Library's website in March for an average of 479 requests per day.

National Library Week--National Library Week is being observed April 12-18. A poetry reading Monday, April 12 in the Petty Auditorium was well attended. We also observed

Check-It-Out Yourself Day on Monday with raffle prizes for persons who check out their own books with the new self-check system. Thursday evening at 7:30, Mark Rosenthal, Curator of Mammals at the Lincoln Park Zoo, will present "Backstage at the Zoo." At 2 p.m. Sunday, April 18, Skokie fourth graders will present the results of their work with artists-in-residence, The Free Associates. A reception following the performance is sponsored by Cole Taylor Bank.

Petty Auditorium Work--Upgrades of the lighting and sound systems in the Petty Auditorium, including the sound system for the hearing impaired are largely complete. The quality of sound for Wednesday's movie was markedly improved. Next, we will look into getting a video projection system for the Petty as it will open up new possibilities for showing foreign films, documentaries and short subjects, not available in local theatres.

New TeleCirc Release--Users were quick to notify us about problems after the installation of a new release of the TeleCirc software for telephone renewal, attesting to the popularity of the service. The technical difficulties have been corrected. The new release features a clearer voice.

JCPL News--New TCP/IP lines for accessing OCLC, our utility for cataloging, will be in place May 11. The new connection will be a dedicated line, with faster and cleaner connection. It will change the way the catalogers work as each will be able to use OCLC from their desk, rather than moving to a shared work area.

We are close to introducing a WebPac which will be for use by access from outside the building. It will be available in both HTML and JAVA formats with the capability to discern the format needed by the user's computer. Initially, it will be available only to staff so that they can test it and make adjustments before pointing the public to WebPac from our homepage.

Upgrading of the routers is in progress, bringing the system into Y2K compliance.

Webmaster--Due to continuing growth in responsibilities in the area of technology for the LAN Administrator, we have separated out the position of Webmaster. Gail Shaw will assume that position with responsibility for the Library website, SkokieNet and developing an Intranet for internal Library communication. The LAN Administrator position which will oversee the network, software upgrades and hardware maintenance, is being advertised.

Metadata Workshop--Three Library employees, including Gail Shaw, will attend a two day workshop at Dominican University on metadata, a system of cataloging information on the World Wide Web. Metadata may be part of a cataloging record for print or audiovisual material, pointing a user to related web information which may be immediately accessed. It may also be used for electronic information such as that on SkokieNet, improving subject access and integrating the electronic information with information on other resources.

Asset-Based Community Development--Mrs. Anthony attended a presentation by John McKnight of the Northwestern University Institute for Policy Research on Asset-Based Community Development. Sponsored by the Urban Libraries Council, the presentation described the success researchers have had in developing communities by focussing on strengths. The speaker asserted that, the more voluntary organizations a community has and the more interaction among them, the healthier the community will be. The findings have significant implications for SkokieNet and its potential importance to the community.

Minigrant For Marketing--We have applied for a \$4,500 minigrant from LSTA funds offered by the Illinois State Library to hire a marketing consultant to help staff develop a marketing plan for the Library.

Kiosks--For some time now, we have been monitoring developments in kiosks for unattended information access through computerized technology. A new model developed by staff at the North Suburban Library System looks promising for use in the Library lobby and at outreach locations in the community.

Reception for Jean Wilkins--Diana Hunter and Mrs. Anthony attended a reception at NSLS March 22 to welcome Jean Wilkins as the new Director of the Illinois State Library.

Advisory Panel on Adults and Public Libraries--Mrs. Anthony will participate in a one day advisory panel on adults and the public library, sponsored by the National Center for Education Statistics in Arlington, Virginia, May 11. NCES is the primary organization collecting data on public library use in the United States. They are looking for advice re the kinds of data that should be collected as library services evolve.

BUILDING

Renewal of HVAC Maintenance Contract

Our Custom Maintenance Agreement operates on a fiscal year and is due for renewal. The contractor notes an increase of just under 3% from our present rate due to increases in labor, materials and vehicle costs. The new annual billing rate is \$37,824.

Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF THE HVAC CONTRACT AT THE PRICE QUOTED OF \$37,824 ANNUALLY.

The roll call vote for approval was unanimous.

Improvement of Telephone System for Y2K and E911 Compliance

In order to make our telephone and voice mail system Year 2000 compliant and E 911 compliant, we need to upgrade our existing Option 11E System/Release 18 software to Option

11C System/Release 23 software. The cost of these improvements will be \$9,427. The cost of the Y2K compliance portion of the upgrade is only about \$2,500, so most of the cost is for E 911 compliance.

After brief discussion Mr. Witry made a motion seconded by Dr. Woziak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE TELEPHONE AND VOICE MAIL SYSTEM IMPROVEMENTS EXPENSE OF \$9,427 FOR NORTECH AND \$3,750 FOR AMERITECH TO BRING OUR TELEPHONE SYSTEM INTO COMPLIANCE.

The roll call vote for approval was unanimous.

Replacement of hot water duct heaters with electric duct heaters

The Community Services office area in the northeast corner of the building has had a persistent problem with insufficient heat.

Chicago Chiller (North Town Mechanical), our HVAC maintenance contractor, has proposed to furnish and install three electric duct heaters in rooms 120, 121, and 123 in the amount of \$6,535.

After brief discussion Mrs. Hunter made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REPLACEMENT OF HOT WATER DUCT HEATERS WITH THREE ELECTRIC DUCT HEATERS AS PROPOSED BY CHICAGO CHILLER IN THE AMOUNT OF \$6,535.

The roll was called.

Mrs. Hunter--yes; Mr. Witry--no; Mrs. Greer--yes; Mrs. Rich--yes; Dr. Wozniak--yes; Mrs. Weiner--yes; Mr. Graham--yes. The motion passed.

Paneling for Service Desks

Most of our service desks have experienced chipping and cracking of the oak veneer to a greater or lesser degree.

Continental Woodworking Company President John Eiden and one of Continental's craftsmen met with architect Paul Steinbrecher and Mrs. Anthony to discuss a solution to the problem which affects the main Circulation Desk, Check-out Desks, Readers Advisory Desk and neighboring catalog table, Information Services Desk, Youth Services Desk and neighboring catalog table.

Rebuilding the desks would be a considerable expense and involves the risk of breaking the stone in detaching it from the wooden counters. Continental proposed instead to build new panels, with laminating to be done in the shop rather than on-site.

Continental Woodworking has done quality casework for the Skokie Public Library over the past two decades and their work has held up very well. Their proposal is in the amount of \$49,600.

After discussion Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE CONTINENTAL WOODWORKING PROPOSAL IN THE AMOUNT OF \$49,600 FOR NEW PANELING AT THE SERVICES DESKS DESCRIBED.

The roll call vote for approval was unanimous.

Additional Library Signage

One of the Library's objectives this year was to improve user access to the collection through specification and purchase of additional hanging signs and end-of-stack signs.

We have received a proposal from ASI Sign Systems, the vendor of the current library signage, for 31 overhead signs identifying collection areas such as Biography, Multimedia Reference, A-V Kits, Foreign Language and Travel in both Adult and Youth Services. Two

signs, one each for the Petty Auditorium and Mary Radmacher Meeting Room will identify the meeting spaces and allow for an inserted weekly schedule of activities. Two hundred thirty-two end of stack signs will have windows for insertion of both topical headings such as COOKING and Dewey Classifications.

The proposal, including installation is \$27,461.75.

During discussion Mr. Witry asked if the end of stack signage would also be in Braille, and what might the ADA standards be for library signage? Does the new signage comply with ADA standards?

Mrs. Kozlowski will check.

After discussion Mrs. Hunter made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE ADDITIONAL LIBRARY SIGNAGE BY ASI SIGN SYSTEMS AS PROPOSED IN THE AMOUNT OF \$27,461.75

The roll call vote for approval was unanimous.

LONG RANGE PLAN

Mrs. Anthony reported that the Long Range Plan Committee met three times in March and made significant progress toward completion of a plan. Strengths, weaknesses, opportunities and threats (SWOT) of the Library were identified. A Library Vision Statement was developed, which describes the potential benefit to targeted segments of the community.

The Committee discussed the thirteen service responses which have replaced the eight roles in the previous planning process from the Public Library Association. It was observed that the Library provides services in each category area. There are some we do extremely well, such as General Information. Committee members agreed that we could continue to provide those services on a maintenance basis as many people have come to rely on them. Such services, to be continued

but not significantly expanded at this time, include Basic Literacy, Formal Learning support, General Information and Lifelong Learning.

Service responses which could be modified or expanded to address community needs and were therefore selected for emphasis in the upcoming planning period included: Business and Career Information, Community Referral, Cultural Awareness, Current Topics and Titles, and Information Literacy.

The Committee also identified six broad areas for goals for the coming planning period. Five categories for service goals include: marketing, training of public and staff, quality customer service, information dissemination and proactive engagement of the community. Effective resource utilization was seen as a topic for a general management goal.

The Committee meets tomorrow, April 15. The goals will be fleshed out and resource implications discussed. A draft plan should be ready by the May Board meeting.

TECHNOLOGY PLAN 1999-2000

Board approval of the proposed Technology Plan is needed so that it may be submitted to the State as part of the Library's Per Capita Grant application process.

The Plan lists up-to-date hardware and software in use in the Library, objectives for JCPL and Skokie Public Library related to technology. Also included is the Library's Internet policy and an overview of the planned Skokie Institutional Network or I-Net, scheduled to be completed by late 2000.

It would be appropriate at this time for the Board to propose any changes to the policies or objectives in order for the Plan to be submitted to the State in July.

After brief discussion Mrs. Hunter made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TECHNOLOGY PLAN FOR 1999-2000 AS PRESENTED.

The roll call vote for approval was unanimous.

JULY 4 HOLIDAY

This year July 4 falls on a Sunday. The Village parade and Park District fireworks will be held Sunday, July 4. However, Monday, July 5 is listed as the official holiday.

If we are closed only Sunday, since Sunday is not a regular workday, we will have to schedule all staff for another day the preceding or following week.

Mrs. Anthony suggests that the Library close both Sunday and Monday. Sunday would be a closed day, not a paid holiday. Monday would be a closed day and a paid holiday.

Mrs. Rich made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CLOSING THE LIBRARY JULY 4 AND 5, 1999, AS RECOMMENDED BY THE DIRECTOR.

The motion was unanimously approved.

PRESS RELEASE FROM MAINSTREAM LOUDOUN

The Board reviewed the press release regarding the bill sponsored by Virginia Delegate Dick Black which would have required any public library receiving any state funding to obtain filters which block obscene materials, child pornography, or materials harmful to juveniles. His bill did not make it out of the Science and Technology Committee.

CIVIC SPACE / CYBERSPACE

The Board reviewed the excerpt from the book *Civic Space / Cyberspace: The American Public Library in the Information Age*, written by Redmond Kathleen Molz and Phyllis Dain. The section "Success, Leadership, and the Future" mentions the Skokie Public

Library as “an attractive library building...outfitted with classic modern furniture and interesting art works.... Most impressive is the array of holdings, many special programs related to local interests and constituent groups, high per capita operating expenditures, high circulation of materials, and attention to the latest electronic resources. The library is an expression of community support, use, and respect....”

JCPL / AUTOMATION

The Board reviewed the JCPL approved budget for fiscal year May 1, 1999-April 30, 2000.

LIBRARY CABLE NETWORK CHANNEL 24

The Board reviewed the April, 1999 Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

The Board reviewed Pat Groh’s report on the March NSLS Board meeting.

The NSLS Board met with the new Director of the Illinois State Library, Jean Wilkins. Ms. Wilkins reported on a meeting of the Gates Initiative, created by Bill Gates. The Initiative has divided the country into groups for the purpose of grant distribution. Illinois is in Group 3. The State Library is requesting a grant of ca. \$2.5 to \$4 million to provide cash to individual public libraries for the purpose of purchasing computers and providing Internet access. The poverty level of the community serviced will determine which libraries will receive funding, so that they can “close the digital divide” to quote the Gates representative.

An Internet kiosk designed by NSLS Information Systems Specialist, Peter Schlumpf is anticipated to cost less than \$5,000 a station.

Also, it was reported that two teens, using e-mail at the Arlington Heights Memorial Library sent a bomb threat to the local high school. A subpoena was served to the Library to

turn over Internet signup sheets and back records from the hard drive. After library lawyers challenged the subpoena on the basis it was too inclusive it was withdrawn.

Mr. Witry suggested we ask our counselor to contact the Arlington Heights counselors to obtain a copy of their brief for our future reference should we become involved in a similar incident.

COMMENTS FROM TRUSTEES

Mrs. Anthony read the letter from Marilyn Antonik, Cathy Niemet and Gloria Marquez of the OCC/Alliance, in which they thank the Board and Staff for the vital role we play in helping OCC literacy students improve their reading skills.

Mrs. Weiner said that she recently wrote to Village of Skokie Mayor George Van Dusen in which she explained why she is resigning from the Disability Council. She read his letter in response, asking her to remain an Ex Officio Member of the Commission. She will give this serious consideration.

ADJOURNMENT

The meeting was adjourned at 9:10 p.m.

Mr. Graham called for a motion to go into executive session for the purpose of discussing a personnel matter.

Mrs. Hunter made a motion, seconded by Dr. Wozniak, which was unanimously approved.

Mrs. Kozlowski and the minute taker left the Board Room at 9:12 p.m.



Eva D. Weiner, Secretary