

May 11, 1994

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 11, 1994.

CALL TO ORDER

The meeting was called to order at 7:37 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; John J. Graham, Vice President; Norma Zatz, Secretary; Leo Friedman; Susan Brill Schreck; Eva Weiner; and Carolyn A. Anthony, Director.

Member absent: Zelda Rich.

Observer present: Barbara Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 13, 1994

Mr. Friedman moved that the Board of Trustees approve the minutes of the meeting of April 13, 1994 as written, subject to additions and/or corrections. Mr. Graham seconded the motion.

Mrs. Zatz requested an addition to page 8 - a last sentence to be added to the third paragraph: "Anyone now holding office will not be affected by any change in the by-laws."

There being no further additions or corrections, the motion to approve the minutes as corrected was unanimous. Mrs. Schreck abstained. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

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, AND THE LIBRARY NOTE FUND BE ACCEPTED; AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

Mrs. Hunter asked if the two Redmoon Theater payments shown on the List of Bills were reimbursable expenses through a grant to the Library. If so, an asterisk should indicate this on the List of Bills.

After discussion the roll call vote for approval of the Consent Agenda financial statements and lists of bills was unanimous.

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

The Board noted the Year-to-Date Budgetary Status.

Mrs. Hunter suggested any balance remaining in the Office Expense and Transportation line be transferred to the postage line at the end of the fiscal year.

ADOPTION OF 1994 LEVY

The Board reviewed information prepared by Mrs. Anthony - a chart "Analysis of Operating Revenues 1990-1995" and two projected revenue/expenditures budgets for Fiscal Year 1995-96: one based on a 5% levy increase and one based on a 6% levy increase. The difference between a 5% increase in the levy and a 6% increase is about \$44,000.

If non-property tax revenues can be expected to increase more than projected, a 5% levy may be sufficient. Ideally we would hold the property tax levy increase to 5% or less, and realize additional revenue through other means. The Board may wish to limit the property tax increase and develop goals for fundraising to make up the difference in revenue.

The Director recommends a 6% increase in the levy if the Board chooses not to raise other revenues to accommodate anticipated expenses in FY '96.

After discussion Mr. Graham made a motion, seconded by Mrs. Schreck:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR AND APPROVE A 1994 LEVY INCREASE OF APPROXIMATELY 6% TO GENERATE \$4,675,000. IN REVENUE FOR THE LIBRARY'S 1995-96 BUDGET.

The roll call vote for approval was unanimous.

COLA (COST-OF-LIVING ADJUSTMENT)

The Village of Skokie has approved a 3.5% cost of living adjustment for all nonunion staff effective May 1, 1994. The Skokie Public Library budget for 1994-95 as authorized by the Board in April would allow for this level of COLA for Skokie Public Library staff.

After discussion Mr. Graham made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A COST OF LIVING INCREASE OF 3.5% FOR ALL STAFF, RETROACTIVE TO MAY 1, 1994.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

**CIRCULATION REPORTS
LIBRARY USE STATISTICS
PROGRAM STATISTICS FOURTH QUARTER F.Y. 1993-94
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE**

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

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. 1993-94**
- 4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)**
- 5. CORRESPONDENCE (5)**
 - Letter from Elizabeth Stearns, Coordinator of Public Information/Marketing, Skokie Park District
 - Letter from George H. Ryan, Secretary of State and State Librarian
 - Letter from Sandy Kraus, School District 68
 - Letter from Wilbur Rosenkranz, Head Librarian, Niles North High School re Skokie Public Library Book Award
 - Memorandum from Maryann Mondrus re Illinois Library Day

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

DIRECTOR'S REPORT

Usage--Circulation for the month was up only about one percent from circulation in April last year, but total circulation for the year was up nearly nine percent to a record 980,842. Information services increased sharply in both adult and youth services for the month, while reflecting a more modest gain of less than four percent for the year.

Demonstration Library in Springfield--Steve Oserman and Maryann Mondrus represented the Skokie Public Library at the working demonstration library in the rotunda of the Capitol Building April 13. Maryann's report on the event was included in the Consent Agenda correspondence items.

Telephone System Bids--Our consultants from Indaplex, Inc. have developed specifications for a new telephone system for the Library.

A bidders' conference is scheduled May 13, with bids due back May 31. Responses will be presented to the Board in June.

Book Award--Maryann Mondrus has completed arrangements for a Skokie Public Library Book Award, to be given to one senior at Niles North and one at Niles West who have demonstrated a love of books and reading and who have enthusiastically and effectively used library resources in the pursuit of their studies. Recipients will receive a certificate and a *Random House Unabridged Dictionary* at school awards assemblies May 25 and May 26. Students selected are Heena Khatwani, Niles North and Glenn Gutierrez, Niles West.

Book Sale--The Library Book Sale will be held Friday and Saturday June 3 and 4. Camille Cleland is again organizing the event and would welcome assistance from any volunteers.

National Library Week--The artist-in-residence program with Redmoon Theater, Skokie fourth graders and Acting Up was a successful kickoff to National Library Week. NBD Skokie Bank hosted a well-attended reception. Mrs. Anthony participated in a local personality read aloud program at Jane Stenson Elementary, reading stories to a class of kindergartners.

Festival of Cultures--The Festival of Cultures will be held May 21-22 in Oakton Park. Skokie Public Library will have a table at the Festival. We have again prepared the Passport with information about participating cultures. Mrs. Anthony was a panelist on a program on the cable access channel about the Festival. The program will air twice a week throughout May. Board members are cordially invited to opening ceremonies May 21 at 11 a.m.

Achieving Breakthrough Service--Sixteen staff members will attend an ALA video conference on Achieving Breakthrough Service Thursday afternoon May 12. Staff will attend at

either Oakton Community College or Northeastern University, listening to presentations by ALA President Hardy Franklin and others.

State Library Meetings--Mrs. Anthony will be in Springfield May 10 for a meeting of the Subcommittee on Systems and again May 25-26 for the Illinois State Library Advisory Committee.

Architect, Paul Steinbrecher--Mr. Steinbrecher is leaving the employ of Hammond Beeby and Babka, Inc. He is going out on his own to do free lance work and will be available to us to finish up any loose ends.

Materials Availability Survey--The Board reviewed information on the Materials Availability Survey conducted April 24-29. Results were interpreted to mean that more than 56% of title searches were successful, nearly three quarters of searches for material by a certain author or on a particular subject were successful; and those users looking around without a particular focus found something of interest almost 86% of the time. Fifteen hundred surveys were completed and the list of all comments received was distributed to the Board.

Mrs. Hunter suggested extracting the numerous positive comments about the Library, staff, collection, etc. for publishing in the *Newskokie* or elsewhere.

EXPANSION OF PARKING

Mrs. Anthony's letter of April 22, 1994 to Village Manager Albert J. Rigoni requested assistance with financing the Library's acquisition of 5241 Oakton Street and notes that both the small house on the Library grounds (5219 Oakton) and the 5237 Oakton Street house would be demolished for parking lot expansion according to Plan G prepared by the Village and accepted by the Library Board. (The 5241 property would remain R-4 as the residence of our on-grounds custodian.)

The May 4 letter from Library Counsel Irving M. Funk indicates that if we intend to utilize 5241 either solely or primarily for residential purposes a tax-exempt status might be denied and advises the Board to consider that uncertainty.

Mr. Rigoni's letter of May 3 in response states that the Village Board met May 2 to discuss the Library's request for a \$200,000. loan and that the Board was favorable to the request. However, the Village Board felt that the request should be made by the Library Board President at an open meeting of the Village Board - June 6.

After lengthy discussion Mr. Graham made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES UTILIZE THE EXISTING COMMITMENT OF \$60,000. FROM THE VILLAGE OF SKOKIE FOR THE PURCHASE OF THE PROPERTY AT 5241 OAKTON STREET AND BUDGET FOR WHATEVER ADDITIONAL MONEY IS NEEDED, AND DEFER PARKING LOT EXPANSION FOR ONE YEAR.

The roll was called. Mr. Graham--yes; Mrs. Weiner--abstain; Mr. Friedman--abstain; Mrs. Schreck--yes; Mrs. Zatz--Yes; Mrs. Hunter--yes. The motion passed.

DISCUSSION OF SKOKIE PUBLIC LIBRARY BY-LAWS AMENDMENT

The Board discussed the proposed amendment to the By-Laws of the Board of Directors of the Skokie Public Library.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AMENDMENT AS PROPOSED AT THE APRIL BOARD MEETING. (copy attached)

The roll call vote for approval was unanimous.

There was also a suggestion last month from Mrs. Rich that the election of officers have the same alignment as the general election of trustees.

Mrs. Hunter advised that such an alignment could be a problem with continuity should three newly elected trustees come on the Board at the time new officers are elected. The next trustee election is in April 1995 when terms expire for Mrs. Rich and Mrs. Zatz.

The Board concurred such an alignment was not necessary.

ILLINOIS TAX FACTS MARCH-APRIL 1994

The Board noted the March-April, 1994 issue of *Illinois Tax Facts*.

**By-Laws
of the
Board of Directors
of the
Skokie Public Library
Skokie, Illinois
1944**

Article I -- Organization

- Sec. 1 The Skokie Public Library is established and organized under authority of the Statutes of the State of Illinois. The Board of Directors is vested with the powers and duties set forth in the Public Library Act.

Article II -- Meetings

- Sec. 1 The regular monthly meeting of the Board shall be held on the second Wednesday of each month, at 7:30 p.m. in the Library. At all meetings four directors shall constitute a quorum of the Board; Provided, however, that a meeting lacking a quorum may adjourn to a later time.
- Sec. 2 The annual meeting shall be held at the time of the regular monthly meeting for the month of May at the usual place.
- Sec. 3 Special meetings may be called by the President, or upon the written request of three members for the transaction of business stated in the call for meeting. No business shall be transacted at such special meeting except such as is stated in the call.
- Sec. 4 The order of business at regular meetings shall be as follows:
- 1 - Call to order
 - 2 - Reading and approval of minutes
 - 3 - Approval of Treasurer's report
 - 4 - Report of Librarian
 - 5 - Approval for payment of bills
 - 6 - Communications
 - 7 - Approval of book list
 - 8 - Reports of Special Committees
 - 9 - Unfinished business

10 - New business

11 - Adjournment

- Sec. 5 At any meeting the ayes and nays shall be called upon any question before the Board at the request of one Director. For passage the motion must have affirmative votes of a majority of those present.
- Sec. 6 The Librarian shall appear before the Board of Directors at all meetings.

Article III -- Officers

- Sec. 1 The officers of the Board shall be chosen at a regular annual meeting of the Board or at such time as a vacancy may occur and shall consist of a President, a Vice President and a Secretary, each of whom shall hold office for two years. In the case of a vacancy in one of the offices, the Board shall elect an officer to fill the vacancy for the unexpired term.
- Sec. 2 An officer may be elected to the same office for no more than two (2) consecutive terms.

Article IV -- Duties of Officers

- Sec. 1 The President, or in his absence, the Vice President, shall preside at all meetings, appoint all committees, certify all bills approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of both President and Vice President the Secretary shall preside.
- Sec. 2 The Secretary shall keep a true and accurate account of all proceedings of the Board at all meetings; shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings; shall have custody of the minutes, and other records of the Board.

Article V -- Committees

- Sec. 1 Special committees for the study and investigation of special problems and to deal with special subjects, may be created by majority vote of the Board which may also discontinue such special committees when the purpose of their creation has been accomplished. The President shall appoint the members of such special committees unless they are appointed by the vote of the Board.

- Sec. 2 Committees shall meet on call of their respective chairman or of two members thereof.
- Sec. 3 In case of the absence of the chairman of any committee, or of his inability to act, his duties shall be assumed by the next member of the committee in order of appointment thereto.
- Sec. 4 A majority of any committee shall constitute a quorum for the transaction of business under its supervisor or property referred to it.

Article VI -- Amendments

- Sec. 1 These by-laws may be altered, amended, or repealed by a majority vote of the Board at a regular meeting, provided that any such proposed changes shall have been presented for consideration at the regular meeting prior to the one at which action shall be taken.

Article VII -- Miscellaneous

- Sec. 1 The rules of parliamentary practice comprised in *Robert's Rules of Order* shall govern the proceedings of the Board in all cases to which they are applicable, and in which they do not conflict with these by-laws.
- Sec. 2 The fiscal year of the Library shall be from the first day of May to the last day of April, inclusive.
- Sec. 3 The following courtesies and privileges are extended to directors with the understanding that they will not be abused and with the knowledge that corresponding obligations devolve upon the directors:
1. Borrowing. No fines shall be charged for overdue books loaned to a director or to members of his immediate family.
 2. Reserves. Books shall be reserved free of charge for directors.
 3. Interloan. Books may be borrowed for directors from neighboring libraries without any fee.
 4. Purchase of books for personal use. Books may be ordered for directors as a part of the book buyer's regular duties with the same discount allowed to directors as is made to the Library.

AUTOMATION

We are in the process of establishing a central Local Area Network within the Library that will form the backbone of all automated systems for staff and the public. Chief among these will be the Dynix system for catalog access, reserves, circulation and acquisitions. Another system will be a group of CD ROM information products. The Macintosh LAN for staff use in word processing, graphic production, booklists, newsletters, etc. will also be integral to the central Local Area Network. There will be an electronic mail system for intralibrary communications and for interlibrary communications. Pathways out of the building will allow staff and public to use the INTERNET.

Cabling of the Local Area Network will be 10 base T Ethernet, level 5. We investigated optical fiber and found that it would be up to twice as expensive and that we might not realize benefits because it would be within this building only (fiber is particularly useful in connecting buildings on a campus or in a school district) and because the gains in response time possible with fiber are realized only when fiber is used exclusively throughout the system including each connection, not merely trunk lines. An optical fiber connection must be terminated and cannot be left open in the way that some of our lines are envisioned for future use.

Al Chavoen, cabling consultant with Indaplex, Inc., the firm we hired for consultation on a new telephone system, has developed specifications for all cabling throughout the building, including telephone and audiovisual as well as data. The estimated cost for Skokie Public Library, independent of JCPL is \$33,600. Expense for the cabling will come from the JCPL growth fund.

Mrs. Anthony asked for permission to solicit bids and to accept the lowest qualified bid if within the cost estimate so that this work may proceed.

After discussion Mr. Graham made a motion, seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DIRECTOR'S REQUEST TO SOLICIT BIDS AND TO ACCEPT THE LOWEST QUALIFIED BID WITH THE PROVISION THAT THE SKOKIE PUBLIC LIBRARY PORTION DOES NOT EXCEED \$33,600.

The roll was called. Mr. Graham--yes; Mrs. Weiner--yes; Mr. Friedman--abstain; Mrs. Schreck--yes; Mrs. Zatz--yes; Mrs. Hunter--yes. The motion passed.

HVAC CONSULTANT

Professional Engineer and Certified Energy Manager Paul Gilson proposes additional services with regard to upgrading the Library's mechanical systems at an estimated total cost of \$15,070.

Additional Proposed Services include: 1) Review repair/upgrade requests and costs submitted by new maintenance contractor. 2) Investigate areas of nonuniform temperature in the Library to analyze conditions and recommend modifications to provide satisfactory cooling and ventilation. 3) Prepare project scope specifications and cost estimate for new chiller installation and modifications required to air handling equipment. 4) Prepare specifications for upgrade of the temperature control and building management system. 5) Recommend modifications and evaluate costs to provide continuous outdoor air intake of 20 cfm.

After discussion Mrs. Zatz made a motion seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE SERVICES COVERED IN NO. 1, 2, AND 5 ONLY AT THIS TIME IN THE AMOUNT OF \$3,190., WITH THE BALANCE OF THE PROPOSED SERVICES TO BE CONSIDERED AT A LATER DATE.

The roll call vote for approval was unanimous.

A short recess was called at 9:05 p.m.

BOOKMOBILE

The meeting resumed at 9:10 p.m.

The Bookmobile's condition has been assessed by three garages.

Skokie Public Works recommends replacing the gas engine with a diesel engine, overhauling the transmission and repainting the vehicle at an estimated cost of \$23,000.

Hillerich's Car Care in Morton Grove, recommended by Mr. Friedman, observed oil leaks from the engine and suggested possible causes and noted that the rear left inside tire has a worn tread. They do not have large enough service bays or lifts to repair the Bookmobile. They would be able to do routine maintenance such as oil changes.

Delf's Garage and Service, Inc. in Waukegan has maintained three Gerstenslager bookmobiles for the Waukegan Public Library. They recommend removing the engine and

replacing it with a rebuilt engine, replacing the water pump, fuel pump, distributor cap rotor, ignition wires, belts and hoses. They would install a new starter and ring gear and transfer the carburetor and distributor as both are quite new. The cost estimate for the engine replacement is \$7,092. and approximately \$1,500. more if the transmission is also rebuilt.

After discussion Mr. Friedman made a motion, seconded by Mrs. Schreck:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR TO HAVE DELF'S GARAGE AND SERVICE INC. REPAIR THE BOOKMOBILE AS SUGGESTED FOR A COST NOT TO EXCEED \$10,000.

The roll call vote for approval was unanimous.

We will use Hillerich's Car Care in Morton Grove for routine maintenance.

PROVIDING SUPPORT FOR JOB SEEKERS AND CAREER CHANGERS

The Board noted the copy of the article by Steve Oserman and Joan Durrance in the Spring 1994 issue of RQ.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network May 1994 TCI Cable Guide and the list of cable productions for 1993-94.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Mrs. Rich due to her absence, however Mrs. Anthony asked for the Board's input on behalf of Mrs. Rich regarding the establishment of an NSLS Foundation.

After discussion it was the consensus of the Board that they do not support the establishment of an NSLS Foundation because the System would be in direct competition with member libraries for funds--that one of the primary purposes of a library system is to provide support to member libraries, to coordinate and collect information on a variety of topics pertinent to libraries and hold seminars so individual libraries do not have to duplicate efforts.

COMMENTS FROM TRUSTEES

Mr. Graham suggested we contact Mrs. Soler as soon as possible to let her know that she may remain in the house for the next 6-12 months and that an agreement be prepared to that effect when the Library obtains the title to 5241 Oakton Street.

The Board concurred.

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

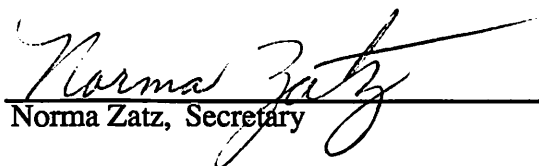
MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES NOTIFY MRS. SOLER THAT SHE MAY REMAIN IN THE HOUSE FOR UP TO 6-12 MONTHS AND THAT AN AGREEMENT BE PREPARED WHEN THE LIBRARY OBTAINS TITLE TO THE PROPERTY AT 5241 OAKTON STREET, TO THE EFFECT THAT SHE MAY REMAIN AS A TENANT, PAYING ALL COSTS, I.E. INSURANCE, TAXES, UTILITIES, UPKEEP EXPENSES, ETC., WITH NO LIABILITY ON THE LIBRARY'S PART, AND THAT THE PROPERTY MAY NOT BE SUBLET. NINETY DAYS NOTIFICATION OF THE LIBRARY'S INTENT OF POSSESSION WOULD BE GIVEN.

The motion was approved unanimously.

Further discussion included the concept of a token rent such as \$100. per month.

ADJOURNMENT

The meeting was adjourned at 9:35 p.m.


Norma Zatz, Secretary