

October 13, 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, October 13, 1999.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:34 p.m.

Members present: John J. Graham, President; Eva D. Weiner, Secretary; Susan Greer; Richard J. Witry; and Carolyn A. Anthony, Director.

Members absent: Diana Hunter, Vice President/President Emerita; Zelda Rich; and Dr. John M. Wozniak.

Also present: Barbara A. Kozlowski, Associate Director for Public Services and Skokie resident, Carole Riding.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 8, 1999

Mr. Witry made a motion, seconded by Mrs. Greer, to approve the minutes of the regular meeting of September 8, 1999, subject to additions and/or corrections.

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION OF SEPTEMBER 8, 1999

Mrs. Greer made a motion, seconded by Mr. Witry to approve the minutes of the executive session of September 8, 1999 subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

Mrs. Greer made a motion, seconded by Mrs. Weiner:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER, 1999, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS 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)
CORRESPONDENCE
GIFTS
PERSONNEL

Mr. Witry made a motion, seconded by Mrs. Greer:

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. CORRESPONDENCE - Letter from Judith Allen/Robert M. Kluchin
5. GIFTS
\$100 from Judith Allen/Robert M. Kluchin in appreciation of the Bookmobile and staff; and \$100 anonymously to apologize for damage to library materials in the past
6. PERSONNEL
Resignations: Lydia Stux, Manager, Public Information and Programs, Administrative Services Department, effective September 28, 1999; Shirley Ganz, part-time Senior Clerk, Circulation Department, effective October 8, 1999
Promotions: Steven Jablonski, from Information Assistant to Information Services Librarian, Adult Services Department, effective August 30, 1999; Eileen Coulombe, from part-time Senior Circulation Clerk to full-time Assistant Department Head, Circulation Services Department, effective October 11, 1999; Marjorie Dugrot, from hourly Circulation Clerk to hourly

Senior Circulation Clerk, Circulation Services Department, effective October 11, 1999; Catherine M. Maassen, from Assistant Department Head, Circulation Services Department to Information Assistant, Youth Services Department, effective October 11, 1999; and Susan Teller, from part-time Clerk, Circulation Services Department, to part-time Information Assistant, Youth Services Department, effective October 11, 1999

The motion to place the Consent Agenda items on file was unanimously approved.

DIRECTOR'S REPORT

Usage--Circulation in September was virtually at the same level as last year although the gate count showed that 7% fewer people came to the Library this September. Audiovisual use and reciprocal borrowing were up as were TeleCirc renewals and adult Bookmobile usage.

Automation--When the LAN Administrator left, a decision was made to contract for some high level assistance in implementing network improvements. BellCow, Inc. has done such work for us before. They will give us one day per month through the end of the calendar year, increasing to two days per month after the first of the year. We will hire an additional Technical Assistant to help on maintenance of the PCs, peripherals and some system components.

The JCPL Board met with Sue Epstein, a nationally known automation consultant, to review options for future developments in JCPL, both technologically and organizationally. We implemented the present system in 1994 and will need to move from our current platform which will not be supported as of 2001. Organizationally, we are considering whether a consortium is still the best arrangement for the future although it has served us well in the past.

The Board discussed what impact a change in the JCPL structure might mitigate. They were concerned with cost repercussions for our library and for the other JCPL libraries.

Mrs. Anthony will prepare financial comparisons and keep the Board apprised of developments.

Generator--Because of numerous power outages and brown-outs, we have purchased a small generator which will run the public address system, exit lights, a light in the hallway near each exit and in the staff restrooms on the second floor. This was a recommendation of the Safety Committee as a supplement to the installed emergency lights.

Marketing Grant Project--The Marketing Committee continues to work with consultant Sally Chapralis, funded by a "Bring in an Expert Grant" from the State. Focus groups have been conducted with teens, small business owners and Russian immigrants. Two more focus groups are planned for this month and then a marketing plan will be developed.

Lap Top Grant--We applied for a grant of \$2,400 under a State program which will allow \$800 each for the purchase of three laptop computers. These will be used in the ongoing literacy programs at the Library in cooperation with Oakton Community College.

Staff Honors--Silvia Kraft-Walker of the Youth Services Department has been invited to participate in a two day workshop "Selecting the Best Materials: Training in Leadership Skills" prior to Midwinter in San Antonio. The American Library Services to Children Division of ALA selected her and emerging leaders in Youth Services to participate in the workshop and receive a stipend toward expenses.

Illinois Library Association--Mrs. Anthony attended meetings of the ILA Executive Committee and the ILA Board this past month. The ILA Board met in Decatur which gave her the opportunity to greet participants at the Reaching Forward South Conference, an offshoot of the popular Reaching Forward Conference for library assistants which Tobi Oberman was instrumental in founding.

On behalf of ILA, Mrs. Anthony attended a luncheon meeting of the Illinois Press Association to receive their Legislative Service Award in recognition of ILA's work in opposition to the proposed definition of obscenity on a county by county basis. She has also

been involved with the upcoming Annual ILA Conference at Navy Pier October 16-19. As President of ILA, Mrs. Anthony will give the keynote address at Dominican University October 23 on the occasion of the 50th anniversary of the Graduate School of Library and Information Science. She also serves on the Advisory Board for the program and attended their semiannual meeting this past month.

Community Involvement--Mrs. Anthony once again welcomed five eighth graders from District 69 who visited to find out how a local business or agency operates. This is also a bit of development work for the profession, as the students who choose the Library for this project generally consider themselves bookworms and Library fans.

Camille Cleland is representing the Library on an automation planning committee for District 219.

Ethics, Policy and the Library--Both Mr. Graham and Mrs. Anthony served as panelists for the program Ethics, Policy and the Library which was held September 25 at Loyola University. The approaches to finding a win/win solution to the Internet filtering issue were appreciated.

COMPENSATION STUDY REPORT

Because three trustees are absent, the Compensation Study Report will be discussed at the November meeting with the full Board present.

SUNDAY HOURS

The Board approved an extension of the Library's open hours from 72 to 75 hours per week last year at this time. Specifically, the Library's hours on Saturday increased by one hour, 9-6 p.m. and on Sunday by two hours, 12-6 p.m. Each department added some part-time hours to compensate for staff who worked Sunday being given a compensatory day off during the week. It was agreed that staff be allowed to continue to choose overtime instead of a

compensatory day for Sunday as it appeared that up to half of the staff preferred overtime to the compensatory day.

The Board had requested that this change be evaluated after nine months.

The community survey done in January showed “longer Sunday hours” as second in a list of ten choices that would improve satisfaction with the Skokie Public Library, and 17.2% of respondents selected Sunday hours as one of three most important items in the use of the Skokie Public Library.

Gate count comparisons with recent years indicate that average gate count on Sunday is up about 25% with the 50% increase in hours which translates to about 350 people per Sunday.

The approximate total cost of the project for nine months is \$39,200 which amounts to about \$3.30 per additional Sunday user.

After discussion with Department Heads, it is recommended to retain the option of overtime pay for Sunday work for currently employed full-time staff. The option would not be made available to new employees, thereby gradually phasing out the Sunday premium.

Mr. Witry made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION TO RETAIN THE OPTION OF OVERTIME PAY FOR SUNDAY WORK FOR CURRENTLY EMPLOYED FULL-TIME STAFF, AND THE OPTION NOT BE MADE AVAILABLE TO NEW EMPLOYEES.

After discussion the motion was unanimously approved.

END OF RANGE LIGHTING IN WEST BUILDING

The sprinkler system installed in the west building during the renovation was placed so close to the lighting that the outer 24" lighting fixture in each range cannot be serviced to change the tube. As these bulbs burn out, they cannot be replaced. David Runge, Head of

Maintenance, has proposed the removal of the problematic fixtures and their replacement with 48" lighting fixtures that would be perpendicular to the remaining tubes.

Removal of the old fixtures and replacement with 56 new 48" single tube T-12 fluorescent fixtures by an electrician will cost \$8,220.

Mrs. Greer made a motion, seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE REMOVAL OF THE OLD FIXTURES IN QUESTION AND REPLACING THEM WITH 56 NEW 48" SINGLE TUBE FLUORESCENT FIXTURES BY AN ELECTRICIAN AT A COST OF \$8,220.

Mr. Witry asked how bad is the situation; and where the money will come from. He said that, as indicated last month, he prefers to see a list of anticipated expenditures well in advance of the time he is expected to cast his vote.

Mrs. Anthony said the money is in the Capital line; and the lighting has become a problem over the last two years as the bulbs continue to burn out and cannot be replaced. The area now is quite dark.

After discussion, the roll was called. Mr. Witry—no; Mrs. Greer—yes; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

NEW ADMINISTRATIVE POSITION

It is proposed that a new position of Human Resources Officer be established at the Assistant Director level of P-7.

The Library presently has 140 employees, including 67 full-time employees and 73 part-time employees. Employment law has become more complex including COBRA legislation regarding continuation of health benefits upon termination/retirement. Employee benefit options have expanded to include a 125 plan, deferred compensation options; and health insurance options. Support of employees with regard to hiring, retiring, benefits and evaluation is a significant

responsibility. A Human Resources Officer would oversee these personnel areas. S/he would be responsible for recruitment, orientation, evaluation and personnel actions. The officer would counsel and work with supervisors in resolving employment problems. This person would also be responsible for the volunteer program and community service workers. S/he would maintain the personnel code, updated position descriptions, appraisal forms and personnel records.

While all these things are being done at the present time, the responsibilities are distributed over a number of different positions. It could be more effective if the responsibilities were centralized under one position.

Mrs. Anthony therefore requests Board permission to establish and advertise for this new position.

Mrs. Weiner made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL OF THE DIRECTOR TO ESTABLISH AND ADVERTISE FOR A NEW POSITION OF HUMAN RESOURCES OFFICER AT THE ASSISTANT DIRECTOR LEVEL OF P7.

During discussion it was suggested that we ask the Compensation Study Consultant Lynne Peters to assist with the interviews for the Human Resources Officer.

The roll call vote for approval of the motion was unanimous.

COMMENTS FROM TRUSTEES

Mrs. Greer said she heard Mrs. Anthony on the WBBM radio newscast on her way to tonight's Board Meeting talking about best-selling author J. K. Rowling's 'Harry Potter'.

Mrs. Anthony said she received a telephone call this afternoon and was asked to comment.

COMMENTS FROM VISITORS

Visitor Ms. Riding stated some of her personal views.

ADJOURNMENT

At 8:37 p.m. motion was made by Mr. Witry to adjourn to Executive Session for the purpose of discussing possible litigation, seconded by Mrs. Greer.

The motion was unanimously approved.



Eva D. Weiner, Secretary