

December 14, 1994

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, December 14, 1994.

Leo Friedman, Skokie Creative Writers Chairman, presented the Library with three copies of their twelfth publication, *Moments of Time*, made possible through funding from Niles Township and the Skokie Fine Arts Commission.

Mrs. Hunter thanked Mr. Friedman on behalf of the Library.

#### CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; John Graham; and Carolyn A. Anthony, Director.

Members absent: Susan Schreck Greer and Norma Zatz.

Manager, Public Information and Programs, Lydia Stux arrived at 8 p.m.

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

#### APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 9, 1994

Mr. Graham made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of November 9, 1994 as written, subject to additions and/or corrections.

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

#### CONSENT AGENDA ITEMS

##### FINANCIAL STATEMENTS LISTS OF BILLS

Mr. Graham 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, LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS 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.**

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

CONSENT AGENDA ITEMS

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

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. CIRCULATION REPORTS (None available)
  2. LIBRARY USE STATISTICS
  3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
  4. GIFTS: \$5. from David and Muriel Afton in honor of the marriage of Mr. and Mrs. Morton Goldman; \$35. from Ruth D. Lion and David Finch in memory of Donald and Jean Surprenant; and \$100. from Skokie Area Chapter AARP in appreciation
  5. CORRESPONDENCE  
 Letter from Lisa Edelson, Executive Director, Skokie Chamber of Commerce
  6. PERSONNEL  
 Resignations: Mara Warner, part-time Reference Librarian, Adult Services, effective December 1, 1994 and Marlene Voigt, Substitute Information Assistant, Adult/Youth Services, effective December 31, 1994

The motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Employee Assistance Program--ComPsych will present orientation sessions for staff and supervisors December 15 to explain use of the new employee assistance benefit.

Automation--We are still in a shake-down period with the new automation system. Such difficulties are to be expected in the transition phase. It is helpful to recall the problems we had with disk drives and other aspects of the Geac system in the early months of that installation.

To date, the system has not passed the hardware reliability test. Between the deposit payment with the order and payment for migration of the database, we have paid 25% of the contract price. We received \$1500. from Geac for the old central site hardware. They also

packed it up and hauled the old equipment away. Depreciation is nearly total after more than eight years.

Dial-in access is now possible. We will print a new bookmark with instructions for distribution to the public. Many people have already discovered the protocol and are delighted to be able to place their own reserves. The 3M Self Check system was installed and operational as of December 6. Circulation staff will work with the public to orient them to this new service.

We hope to begin sending overdue notices soon. So far, we have been forgiving regarding discrepancies during the transition period. The Kids Catalog will probably not be operational until January. We anticipate launching the Acquisitions system with the new fiscal year.

Some problems we are working to resolve include:

- Unsatisfactory lasers for check-out
- Reconfiguration to add an ample number of IP addresses, necessary for all devices on the system
- Establishment of "firewalls" for security purposes
- Nailing down the ports which are presently floating (currently each PC enters the system via a different port every time it is turned on)
- Correcting a format migration problem affecting periodicals and AV formats
- Establishing the ANSCR classification for music on the system
- Problems with terminals "freezing" during use

The hardware problems have been particularly frustrating for staff. Gail Muirhead and Mrs. Anthony have had conference calls with high level Dynix staff to seek resolution of outstanding problems. The cooperation among JCPL staff and member library staff has continued at a high level.

Usage--Circulation in November was 82,978 as reported by JCPL calculations. We pulled our first reports from the new system and will need to reformat them for easier comparison with prior months.

Atkinson Symposium--Mrs. Anthony reported on her attendance at the second annual Atkinson Symposium on the Future of Automation in Illinois December 8-9. This is an invitational meeting held at the University of Illinois.

Hot Water Heater--The hot water heater failed and has been replaced. We obtained several estimates since the cost was over \$3000. and endured additional delay because heaters of appropriate size for this building are not stock items.

Holiday Schedule--Since December 24 and 25 are Saturday, Sunday and January 1 is also a Sunday, staff will have three floating holidays which we are trying to work into the schedule in December and early January.

Staff Day--The Library will be closed as approved December 16 for the Staff Inservice Day. Board members are welcome to join staff for the holiday lunch at Noon that day. The keynote speaker is Robert J. Sobiech who will talk about "Are We Dead Yet?" Breakout sessions will be held on the following topics: "How Changes in Technology Have Impact on Today's Libraries and How It Will Change the Way We Do Things", with John Blegen, "How's Your Image? The Subliminal Marketing Messages You Present With Color, Scent and Language" with Lorrie Walters Marsiglio, and "We've Got Rhythm or Do We?" with Robert J. Sobiech. Tobi Oberman and Gin Gaiser have shown their leadership once again in chairing the Staff Day Committee.

Donors Forum Workshop--Lydia Stux and Mrs. Anthony attended a workshop November 15 called "Shaping Your Message...", sponsored by the Donors Forum. Topics covered included: communications strategies, tips for spokespersons, and using new technology to get your message out.

Two Bicycle Racks--We will receive two bicycle racks from the Village, acquired through the Suburban Bicycle Racks and Lockers Program of the North Shore Council of Mayors. This program is part of the Congestion Mitigation Air Quality program that pays for 80% of the costs. The Library will reimburse the Village of Skokie for the residual cost of the Library's two bicycle racks, estimated to be ca. \$155.00.

#### 1994 TAX LEVY ORDINANCE

The Board noted the memorandum from Robert J. Nowak, Director of Finance, Village of Skokie which states the Village of Skokie's 1994 tax levy is estimated at \$15,132,027. – \$1,726. less than the 1993 levy. The Library's 1994 levy is estimated at \$4,750,000., an increase of 7.9% over the 1993 levy of \$4,401,297.

INSURANCE PROPOSAL

The Boyle, Flagg & Seaman Business Package insurance proposal for the Skokie Public Library was reviewed. After discussion Mr. Graham made a motion, seconded by Mr. Friedman:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL AS PRESENTED BY BOYLE, FLAGG AND SEAMAN, IN THE AMOUNT OF \$31,503.**

The roll call vote for approval was unanimous.

Manager, Public Information and Programs, Lydia Stux entered the Board Room at 8:00 p.m.

REVISED PERSONNEL CODE

The Code has been reviewed by Department Heads and by Frank Garrett, an attorney at Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd.

The Board concurred to amend Page 7 and Page 17 of The Code as discussed at the November meeting.

Mrs. Anthony apprised the Board of Mrs. Zatz's suggestion to add the word "spouse" to the second paragraph on page 10, [4. Employment of Relatives (Nepotism).] Mr. Garrett advises against this inclusion as case law to date is divided on the issue of spouses.

After lengthy discussion the following amendments were approved and a motion made by Mr. Graham, seconded by Mr. Friedman:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED PERSONNEL CODE WITH THE FOLLOWING AMENDMENTS:**

Page 1: Last sentence to be unbolded and in same typeface as other three paragraphs - no change in wording.

Page 7, (11. Accommodating the Disabled Employee): Delete entire first and third paragraphs under this heading. Middle paragraph remains in this section as the only text.

Page 17, (8. Holidays): Strike from the last sentence: after one (1) year of service as a salaried employee.

The roll call vote for approval was unanimous.

Also discussed was an increase in the amount of life insurance coverage for all full and part-time salaried employees who participate in the Library's health or dental plans.

The Board concurred with the recommendation of the Director and Mr. Graham made a motion, seconded by Mrs. Rich:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INCREASING GROUP TERM LIFE INSURANCE COVERAGE TO \$30,000. FOR ALL FULL-TIME ELIGIBLE SALARIED EMPLOYEES; \$60,000. GROUP TERM LIFE INSURANCE FOR THE DIRECTOR, ASSOCIATE AND ASSISTANT DIRECTORS; AND \$10,000. GROUP TERM LIFE INSURANCE FOR ALL ELIGIBLE PART-TIME SALARIED STAFF, EFFECTIVE MAY 1, 1995.**

The roll call vote for approval was unanimous.

The following amendment will be included in the new Personnel Code:

Page 14, 2. Life Insurance:

Effective May 1, 1995 all full-time eligible salaried employees group term life insurance coverage will be \$30,000; the Director, Associate and Assistant Directors' coverage \$60,000.; and eligible part-time salaried staff \$10,000.

#### LIBRARY MARKETING AND PUBLIC INFORMATION

The Board reviewed the Report on Library Marketing and Public Information prepared by Lydia Stux, Manager, Programs and Public Information.

The Board commended Ms. Stux on the report and thanked her for her presentation.

Ms. Stux left the Board Room at 8:55 p.m.

#### OPEN MEETINGS ACT SEMINAR

The Summary of Amendments to the Open Meetings Act was reviewed by the Trustees.

It is now necessary to post publicly an agenda of each regular meeting at least 48 hours in advance of a meeting.

#### HVAC MONITORING PROPOSAL

After discussion the Board concurred to renew our annual agreement with Johnson Controls, Inc. for monitoring our HVAC systems and the maintenance of the computer control monitoring system for one year, with the option for the Library to cancel at any time during the year with 30 days notice.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE JOHNSON CONTROLS, INC. PROPOSAL IN THE AMOUNT OF \$7,720. FOR CONTINUING THE MONITORING OF THE LIBRARY'S HVAC SYSTEMS AND THE MAINTENANCE OF THE MONITORING SYSTEM FOR ONE YEAR AS PRESENTED.**

The roll call vote for approval was unanimous.

#### AUTOMATION

Mrs. Anthony said that the problems encountered with the new Dynix system are being resolved.

#### LIBRARY CABLE NETWORK

The Board noted the Library Cable Network December 1994 TCI Cable Guide.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich did not attend the meeting of the NSLS Board of Directors due to her husband Irwin's hospitalization and heart surgery.

#### COMMENTS FROM TRUSTEES

Mrs. Weiner distributed a report on an NSLS program, "Friends of the Library Fair," which she and Dr. John M. Wozniak (former Library trustee) attended November 19. She said it was a very enlightening and helpful program.

#### ADJOURNMENT

The meeting adjourned at 9:20 p.m.

  
Zelda R. Rich, Secretary