

September 10, 2003

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, September 10, 2003.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:31 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President (arrived 7:32 p.m.); Zelda Rich, Secretary; John Graham, Susan Greer (arrived at 7:40 p.m.); Diana Hunter, President Emerita; Eva Weiner; and Carolyn A. Anthony, Director.

Visitors present: Michael Gerrish, Fred Berglund & Sons, Inc.; Barbara A. Kozlowski, Associate Director for Public Services; Robert Hunter, Principal, O'Donnell Wicklund Pigozzi and Peterson (arrived at 7:45 p.m.)

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 13, 2003

Mrs. Hunter made a motion, seconded by Mr. Graham to approve the minutes of the regular meeting of August 13, 2003, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

Mr. Witry arrived at 7:32 p.m.

BUILDING PROJECT

Approval of Change Orders

Mrs. Anthony said there are seven proposed change orders this month (excluding Connectivity) for a total of \$25,775.60, but representing increased cost to the Library of \$19,780.60 as \$5,995. will be charged back to Connectivity for painting of conduit and wire mold that was not in place at the time of scheduled painting.

A summary of the change orders is as follows:

Berglund	\$2,500.00	Supervision of exterior cleaning
Monaco	\$4,242.60	Adjustments to linear diffusers
Camosy	\$2,610.00	Aluminum base for service desks
	\$1,141.00	Five black floor stands (for plants)

\$3,297.00	Additional 3 rd floor railings
\$5,990.00	Touch-up painting beyond allocation
<u>\$5,995.00</u>	Painting to be backcharged to Connectivity
Total:	\$25,775.60

To be paid by Library: \$19,780.60

Mrs. Anthony distributed Michael Gerrish's letters and accompanying materials. Regarding the railings: there are presently several locations where one has free access from the 3rd floor deck to the roof edge. OSHA requires railing gates at these locations so that any egress onto the outer roof edge is impeded.

Mrs. Greer arrived at 7:40 p.m.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARED OF TRUSTEES APPROVE THE FOLLOWING CHANGE ORDERS:

BERGLUND	\$2,500.00	SUPERVISION OF EXTERIOR CLEANING
MONACO	\$4,242.60	ADJUSTMENTS TO LINEAR DIFFUSERS
CAMOSY	\$2,610.00	ALUMINUM BASE FOR SERVICE DESKS
	\$1,141.00	FIVE BLACK FLOOR STANDS (FOR PLANTS)
	\$3,297.00	ADDITIONAL 3 RD FLOOR RAILINGS
	\$5,990.00	TOUCH-UP PAINTING BEYOND ALLOCATION
	<u>\$5,995.00</u>	PAINTING TO BE BACK-CHARGED TO CONNECTIVITY
TOTAL:	\$25,775.60	(19,780.60 TO BE PAID BY LIBRARY)

The roll call vote for approval was unanimous.

Approval of Connectivity Change Orders

Letter to Jack Lesniak, O'Donnell, Wicklund, Pigozzi from Joel A. Brodsky, Quarles & Brady LLC dated September 9, 2003 re Skokie Public Library, Claim for Payment of

Remaining Contract Amount Due and Owing and Change Orders Pursuant to §4.7 of the General Conditions

Notice of Claim Under Bond, Notice of Lien/Claim and Verification Dated September 8, 2003 from Advance Electrical Supply Co.

Mrs. Anthony presented a letter and accompanying review sheets for response to change order requests submitted by Connectivity, the letter and attachments sent to Jack Lesniak from Quarles & Brady, the Notice of Claim Under Bond, Notice of Lien/Claim and Verification from Advance Electrical Supply Co. The Board reviewed the documents presented by Mrs. Anthony. Mrs. Anthony asked for the Board's direction.

After discussion, the Board agreed that Mrs. Anthony should pursue Connectivity's change orders issues according to Loren Slutzky's direction (Skokie Public Library legal counsel.)

Letter from Fred Berglund, President, Berglund Construction to Carolyn Anthony dated August 15, 2003

The Board noted Mr. Berglund's letter.

Mrs. Hunter announced that she will not be at the October Board meeting.

ART COMMITTEE UPDATE

Robert Hunter, OWPP, entered the meeting at 7:45 p.m.

Mr. Hunter reported that he, Mrs. Anthony and Mrs. Hunter went to the Niemi Sculpture Park in Kenosha on August 19. Mr. Hunter distributed copies of a rough rendering of a piece of artwork, done by sculptor Bruce Niemi, for the west entrance and described the materials used, how it would be created and that it is not representational of anything in particular.

After discussion, the Board asked that this item be placed on the December agenda for discussion. Dr. Wozniak thanked the Art Committee for their work. Mr. Hunter left the meeting at 8:16 p.m.

CONSENT AGENDA (Financial Statements; Bills; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Correspondence; Personnel; Gift)

Mr. Graham made a motion, seconded by Mr. Witry:

MOTION: THAT THE FINANCIAL STATEMENTS AND THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT, AND THAT

THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: LETTER FROM LYNN W. SEINFELD, DIRECTOR OF ADULT AND PROFESSIONAL EDUCATION, OAKTON COMMUNITY COLLEGE TO CAROLYN A. ANTHONY DATED AUGUST 22, 2003
5. PERSONNEL: TERMINATIONS: ELAINE COMAR, PART-TIME ASSISTANT TO THE COORDINATOR OF COLLECTION DEVELOPMENT, ADULT SERVICES DEPARTMENT, EFFECTIVE SEPTEMBER 25, 2003; KEVIN LUTHARDT, PART-TIME STAFF ARTIST, YOUTH SERVICES DEPARTMENT, EFFECTIVE SEPTEMBER 30, 2003; HIRE: MARY MICHELL, PART-TIME INFORMATION ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE AUGUST 22, 2003; STATUS CHANGE: SUSAN TELLER, FROM PART-TIME INFORMATION ASSISTANT, YOUTH SERVICES DEPARTMENT, TO PART-TIME INFORMATION ASSISTANT/ARTIST, YOUTH SERVICES DEPARTMENT, EFFECTIVE OCTOBER 6, 2003
6. GIFT: \$50. FROM THE WEINSTEIN FAMILY AND THE PINE FAMILY IN HONOR OF LOIS AND JULIAN LEVEY FOR THE PURCHASE OF A U.S. CONSTITUTION HISTORY BOOK.

The motion passed unanimously.

APPLICATION AND CERTIFICATE FOR PAYMENT FROM VALLEYCREST LANDSCAPING FOR \$2,862.10 DATED SEPTEMBER 30, 2003

APPLICATION AND CERTIFICATE FOR PAYMENT FROM JONES & BROWN COMPANY FOR \$42,911.25 DATED AUGUST 31, 2003

APPLICATION AND CERTIFICATE FOR PAYMENT FROM ALLIANCE GLASS & METAL FOR \$25,283.00 DATED AUGUST 30, 2003

APPLICATION AND CERTIFICATE FOR PAYMENT FROM KERRIGAN
PLUMBING FOR \$38,764.81 DATED SEPTEMBER 2, 2003

Mrs. Anthony explained that some of the closeout-paperwork has not been received yet from the above contractors. Their checks will not be released until the paperwork is in order.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE PAYMENT TO THE FOLLOWING, SUBJECT TO THE
LIBRARY RECEIVING ALL APPROPRIATE PAPERWORK:

VALLEYCREST LANDSCAPING	\$2,862.10
JONES & BROWN COMPANY	\$42,911.25
ALLIANCE GLASS & METAL	\$25,283.00
KERRIGAN PLUMBING	<u>\$38,764.81</u>
	\$109,821.16

The roll call vote for approval was unanimous.

LIST OF BILLS FOR PAYMENT APPROVAL

A motion was made by Mr. Graham, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE LIST OF BILLS FOR PAYMENT APPROVAL
TOTTALLING \$75,737.43, SUBJECT TO AUDIT.

After discussion, Mr. Graham modified his motion, seconded by Mrs. Hunter:

MODIFIED MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF
TRUSTEES APPROVE THE LIST OF BILLS FOR
PAYMENT APPROVAL TOTTALLING \$75,737.43, WITH
THE EXCEPTION OF HENRICKSEN INVOICE #290957
FOR \$1,600.00, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

Mrs. Hunter asked why the bookmobile circulation was going down. Mrs. Anthony will investigate.

DIRECTOR'S REPORT

USAGE—Circulation was up ten percent in August, for a total of nearly 130,000. There continue to be large gains in the use of audiovisual materials, but circulation of adult books was also up 5%. Reciprocal borrowing was up almost 24% and accounted for 13% of circulation. The strong increase in renewals by Web and decrease in renewals by phone signals increasing acceptance of online use by patrons. Gail Shaw has developed wonderful new statistical compilations for use of electronic databases that will help us to measure and evaluate overall use of each product, as well as the split of in-house vs. external database use.

BUILDING PHOTOS—A photographer from Blessing, the architectural photographic firm, was out this week to take six photographs of record of the new construction. One photograph is a look into Youth Services from the service drive; another is a look from outside into the new Audiovisual area. A third exterior shot is of the building from across Oakton Street. We hope this will be the new photo to be used in community publications, etc. One shot shows the east circulation desk, looking through to the Swan sculpture. There is a photo of the roof garden and another of the children's story room. The cost of these pictures will be shared with OWPP, Berglund and some of the trades who will use them to document the project. We will use the photos also in a submission to Library Journal for their architectural issue.

CONSTRUCTION UPDATE—We are gradually making progress in completing some of the remaining construction work. The new interiors for the public elevators should be installed the middle of this month. Over 150 wooden end panels for the stacks have been delivered and the balance should arrive yet over the next couple weeks. Camosy is working on installing them. Camosy had hoped to start on the additional parking lot this week as we finally received the permit from the MWRD, but it looks like excavation will be underway next week. Dave Runge and Mrs. Anthony met with representatives from the Fire Department to review deficiencies that need to be corrected to get our occupancy permit. Many of them relate to the alarm panel and other electrical issues. A detailed list has been sent to Connectivity and they sent a workman out today to scout out supplies needed to complete the job.

ILLINOIS CLICKS!—Illinois CLICKS!, a new Statewide Portal funded by the Illinois State Library and developed under the direction of our own Frances Roehm, is up and running at www.illinoisclicks.org. Over seventy Illinois librarians including Mike Buhmann, Maryann Mondrus, Frances Roehm, Ruth Sinker, Jan Watkins and Kate Zlotnikova from Skokie Public Library, have contributed content in the areas of health information, job and career information, Illinois travel and tourism, homework help, and

consumer and business information. Eventually, resources will be available in several languages 24/7 any time, anywhere. Check out this wonderful new site.

PATRIOT ACT—Mrs. Anthony continues to be called on as a spokesperson for libraries' concerns about the USA PATRIOT Act. Last week, she was interviewed by CNN for a program on the PATRIOT Act to air Sunday, September 7 at 5 p.m. This week, Mrs. Anthony talked with a reporter from the London Observer who was preparing an article on the subject for the British press. September 17, she will be interviewed for the Vantage Point radio program. On October 30, she will be a panelist in a First Amendment Forum at Roosevelt University sponsored by the Press Veterans of Chicago, The Chicago Headline Club, International Press Club of Chicago and the Illinois Library Association.

SKOKIE PEOPLE SPEAK—September 24 Mrs. Anthony will tape a cable program with Al Nathan for Skokie People Speak about the newly expanded Library. The interview will be interspersed with some footage of a walking tour of the Library as well as clips from the Grand Reopening June 29. The program will air on Channel 35 in Skokie in October.

EXHIBITS—Tracy Shields-O'Reilly and Mrs. Anthony met with Ken Burkhart as suggested by Board member Diana Hunter. Mr. Burkhart has arranged many exhibits for the Chicago Cultural Center and other venues. He will arrange two exhibits for the Skokie Public Library for January, 2004.

OPEN HOUSE FOR THE CHAMBER—Friday, September 12, from 8-10 a.m. Skokie Public Library will host members of the Skokie Chamber of Commerce for a tour of the new facility and highlights of services for the business community. The Board is welcome to join in. Please RSVP to the Administrative Office so that we can plan refreshments appropriately.

TOURS—The Skokie Kiwanis Club will have their lunch at the Library and a tour September 25, thanks to Board member Zelda Rich. The Skokie Clergy Forum will meet at the Library and tour September 18. Of course, a number of library groups are either meeting here this fall or making a special trip to check out our new construction.

Dr. Wozniak suggested a plaque for the Library to memorialize the construction project.

Mrs. Anthony reported that the sample of the building that was cleaned with baking soda and water didn't look any better. Another sample will be done with hydrofluoric acid in the near future.

Mr. Graham noticed book trucks were pushed up against the wooden stack ends. He suggests bumper pads so the stack ends do not get damaged.

Mrs. Hunter left the meeting at 8:39 p.m.

Mrs. Greer noticed that the drinking fountains need to be cleaned.

Mrs. Hunter returned to the meeting at 8:43 p.m.

ADOPTION OF TAX LEVY 2003

Mrs. Anthony stated that the Board needs to adopt a tax levy for transmission to the Village of Skokie. The 2003 levy will be subject to public hearings, along with the Village levy, in early December and will be acted on by the Village Board before the end of December. This levy will fund the Library's 2004-2005 Fiscal Year.

The 2002 levy was \$8,044,000., an increase of 4.8% over the 2001 levy of \$7,675,000. (The prior year, the 2001 levy was up 24% over the 2000 levy, but only 4% of the increase was for the General Operating Fund. The balance was for payment on the bond debt.) The Library's debt payment for construction bonds in FY 2005 will be \$1,446,752.

We made end-of-year transfers to the Reserve Fund for Sites and Buildings as follows:

FY 2000	\$275,000.
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FY 2001	\$400,000.
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Because of short revenues in FY 2002, we made no transfer to the Reserve Fund for Sites and Buildings, but just a transfer of \$64,131. to the Working Cash Fund. The 2000 levy to fund the FY 2002 budget was \$6,188,000., but we collected only \$5,560,057.00 for the General Operating Fund. The Auditor allocated an additional \$453,364. to the Debt Fund, beyond what we had planned. There was also no balance to transfer in FY 2003, as we experienced a shortfall in revenue collection, with expenses exceeding revenues by about \$382,000. Property tax revenues in FY 03 were less than anticipated from the 2000 levy (funding FY 02) although the operating levy had been increased by 4%. Also, Corporate Replacement Tax was down 18%.

The balance in the Reserve Fund for Sites and Buildings as of May 1, 2003, was \$708,297.77. It should be noted that we borrowed \$260,000. from the Reserve Fund in December 2001, for payment of interest on the bond debt. In May, 2002, we borrowed another \$340,000. from the Reserve Fund for bond debt repayment. All \$600,000. has been repaid to the Reserve Fund. The operating cash at the start of the Fiscal Year was \$2,462,257.83, an amount barely sufficient to cover four months of operation as

requested by the Board. Because property tax bills are sent out so late, we may need to consider an operating cash fund sufficient for at least five months. Monthly expenditures are approximately \$580,000. We are currently in a position of needing to borrow from the Reserve Fund for operation.

The property tax levy continues to provide 90-91% of revenues. Corporate Replacement Tax in FY 03 was less than \$200,000., down from \$242,536. the prior year. This source represented less than 3% of revenues this past year whereas it has contributed 4% or more in better years. Mrs. Anthony distributed a history of our revenues from FY 1999 through 2003 for informational purposes.

Mrs. Anthony also distributed a general statement of revenues and expenditures for FY 2004-2005, based on a 2003 levy of \$8,430,000., an increase of 4.8% over the 2002 levy of \$8,044,000. The proposed operating budget should allow us to implement a fourth year of adjustment of the pay scale, further narrowing the ranges and increasing the midpoint. The scale was only adjusted by the cost of labor in FY 2004 due to budgetary considerations.

Lengthy discussion ensued regarding the shortfall of levy collections in the last two years. Part of the shortfall may be attributed to appeals. Mrs. Anthony has spoken to Robert Nowak, Director of Finance, Village of Skokie, regarding the shortfall each year. Mr. Nowak feels it should be leveling off now.

Mrs. Kozlowski left the meeting at 8:59 p.m.

After further discussion regarding increasing the Library's levy to 5.5 percent, Mr. Witry made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT AN OPERATING TAX LEVY IN THE AMOUNT OF
\$8,486,500. FOR THE YEAR 2003, REPRESENTING A 5.5%
INCREASE OVER THE 2002 LEVY.

The roll was called: Mrs Hunter—yes; Mr. Witry—yes; Mrs. Greer—no; Mr. Graham—yes; Mrs. Rich—yes; Mrs. Weiner—yes; Dr. Wozniak—yes. The motion passed.

APPROVAL OF UPDATING COMPUTER SYSTEMS

Mrs. Anthony presented a proposal for spending \$31,826.00 on upgrades of computer hardware and software from Dell. The goal is to replace about one third of Library equipment each year so as to keep everything relatively up-to-date. In practice the cycle has been 3-4 years, with older computers reassigned for use as catalog-only stations.

Specifically, five computers in the Administrative Office will be replaced for \$3,970. Eight computers in the LAN Office will cost \$6,096. The balance of the expense \$20,050.00, is for replacement of twenty-five computers in the public area.

The expense is within the allotted budget for Technology/Network.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE SPENDING \$31,826.00 ON UPGRADES OF COMPUTER HARDWARE AND SOFTWARE FROM DELL FOR FIVE COMPUTERS IN THE ADMINISTRATIVE OFFICE, EIGHT COMPUTERS IN THE LAN OFFICE AND TWENTY-FIVE COMPUTERS IN THE PUBLIC AREA.

The roll was called: Mrs. Hunter—abstain; Mr. Witry—no; Mrs. Greer—yes; Mr. Graham—yes; Mrs. Rich—yes; Mrs. Weiner—yes; Dr. Wozniak—yes. The motion passed.

APPROVAL OF ADDITIONAL MEETING ROOM CHAIRS

Mrs. Anthony presented a proposal for twenty-five additional meeting room chairs, needed to more fully equip our three meeting room spaces. The purchase will reduce the amount of time spent moving chairs from one room to another, assuring adequate seating even with simultaneous programming. The cost for these chairs is \$3,265.00.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF TWENTY-FIVE MEETING ROOM CHAIRS FROM HENRICKSEN FOR \$3,265.00.

The roll call vote for approval was unanimous.

“LESSONS IN 1ST AMENDMENT URGED”, CHICAGO TRIBUNE, SEPTEMBER 2, 2003

Mrs. Hunter distributed the Chicago Tribune article, “Lessons in 1st Amendment Urged” and said she wrote to the Illinois Library Association and the North Suburban Library System asking them to support the Illinois Press Association’s efforts trying to get a 1st Amendment education program into every high school in Illinois.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SEND A RESOLUTION TO THE ILLINOIS LIBRARY ASSOCIATION AND THE NORTH SUBURBAN LIBRARY SYSTEM DECLARING SKOKIE PUBLIC LIBRARY'S SUPPORT OF THE ILLINOIS PRESS ASSOCIATION'S EFFORTS TO GET A 1ST AMENDMENT EDUCATION PROGRAM INTO EVERY HIGH SCHOOL IN ILLINOIS.

The roll call vote for approval was unanimous.

LIBRARY CABLE NETWORK CHANNEL 24

The September 2003 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Pat Groh.

COMMENTS FROM TRUSTEES

Mr. Graham requested that discussion of filters on youth computers be placed on the October agenda.

Mrs. Hunter thinks the Volunteer Adopt-a-Shelf Program is a great idea. She'd like to know how successful it is.

The Board took a short recess at 9:36 p.m.

CLOSED SESSION

At 9:45 p.m. a motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS THE DIRECTOR'S EVALUATION.

The motion passed unanimously.

Discussion ensued.

Adjournment

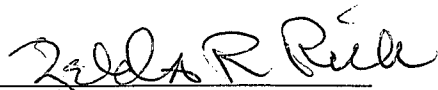
At 9:50 p.m. a motion was made by Mr. Witry, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION.

The motion passed unanimously.

ADJOURNMENT

At 9:50 p.m. a motion was made by Mr. Witry, seconded by Mr. Graham to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, reading "Zelda R. Rich", written over a horizontal line.

Zelda R. Rich, Secretary