

October 8, 1986

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 8, 1986.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup; Dr. Herman S. Bloch; Eva D. Weiner; Norma L. Zatz; and Carolyn A. Anthony, Director.

Shirley Merritt, Secretary, arrived later.

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 17, 1986

Mr. Flintrup moved that the Board approve the minutes as written subject to additions or corrections. Dr. Wozniak seconded the motion.

There were no corrections. The motion to approve the minutes as written passed unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LISTS OF BILLS

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

MOTION: That the Skokie Public Library Board of Trustees approve the Financial Statements and the Lists of Bills on the Consent Agenda, subject to audit.

The roll call vote for approval was unanimous.

CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORTS FROM DEPARTMENT HEADS

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

MOTION: That the Skokie Public Library place on file the following items on the Consent Agenda:  
1. Circulation Reports  
2. Library Use Statistics  
3. Reports from Department Heads

The roll call vote for approval was unanimous.

SUBURBAN LIBRARY SYSTEM (SLS) UNEMPLOYMENT COMPENSATION GROUP ACCOUNT  
CASH BASIS FOR 3 MONTHS ENDING SEPTEMBER 30, 1986

The financial statement from SLS did not arrive in time to be mailed to Library trustees as a consent agenda item for review before the meeting. The trustees noted the account balance.

GIFT OF \$250 FROM NORTHERN ILLINOIS GAS COMPANY

Mrs. Anthony reported that a representative from Northern Illinois Gas Company presented \$250 to the Skokie Public Library for the purchase of nine energy related books and library reference materials on the subject of energy.

PERSONNEL

The trustees noted personnel changes: retirement of Sally Jacob, part-time Senior Circulation Clerk, effective October 17; resignation of Richard Trauth, part-time Clerk, Adult Services Department, effective October 8, 1986; and the promotion/transfer of Lydia Hwang, from Technical Services Department to the Circulation Department, effective September 15.

The Board requested the Director include their good wishes in her letter to Mrs. Jacob upon her retirement.

DIRECTOR'S REPORT

Statistics--Circulation was up nearly 12% in September, compared to September, 1985. Although the percentage increases were greatest in the growing collections of audiocassettes and videocassettes, circulation of books and records was also up over 11% this month. Reference and information statistics were also up over 12% while interlibrary loan activity shot up nearly 25%.

Bookmobile--The Bookmobile is off the road this week due to major transmission repairs.

Storms--Mrs. Anthony reported we had no water in the basement.

However, on September 29, lightning struck a transformer in the area causing a brief power outage in the afternoon. We lost a motor on the cooling system as a result. Boyle, Flagg and Seaman indicated insurance on the mechanicals will probably cover the replacement cost. The Geac equipment took the jolt beautifully with our power processor bringing the system down and blocking immediate start up during the uneven power experienced during initial recovery from the outage. The system was brought up gradually, manually, with no damage or loss to any equipment, software or records.

Construction--Installation of the electronic door is scheduled for October 14. Drinking fountain installation and repairs to the perimeter fence are anticipated this month also.

RLAC Executive Committee--Mrs. Anthony has accepted a nomination to the Regional Librarians Advisory Council's (RLAC) Executive Committee.

Statewide Library Card Task Force--The Statewide Library Card Task Force held its second meeting September 23 in Chicago. The group seems to agree on the need to begin Statewide reciprocal borrowing among public libraries only, phasing in other tax-supported libraries in a second stage and private libraries thereafter. The Skokie Public Library will need to reconsider our policy denying reciprocal borrowing privileges to Chicago residents.

Discussion followed as to the reasons the Skokie Public Library discontinued reciprocal borrowing with Chicago Public Library (September 14, 1976).

Per Capita Grant--Our Per Capita grant request for FY '87 was submitted to the State Library, requesting funds for printers for use with the online catalog; a community survey or other means of obtaining broad community input into the long range plan; a signage system; foreign language books and matching money for special, grant-funded programs.

Tour of Online System--Two librarians from Niles North and three from Niles West visited the Library October 2 for a tour of our new online system. They are beginning to look at automation for their libraries.

Young Steinway--The first concert of the fifth year of the Young Steinway Concert Series was Sunday, October 5. Attendance was about 175. The families of performers Anne Chalex and Karen Rosenbaum sponsored a reception following the concert to which all who attended the concert were invited.

The Board complimented the style and format of the Young Steinway Concert Series brochure, asking Mrs. Anthony to relay this to Charlene Louis.

Workers' Compensation--Younghee Kim, Accountant, and Mrs. Anthony attended a workshop on Illinois Workers' Compensation sponsored by the Illinois Industrial Commission, the Illinois Department of Commerce and Community Affairs and the Small Business Assistance Bureau.

Chief Officers of State Library Agencies (COSLA)--Mrs. Anthony will make a presentation on the Public Library Development Program to the Chief Officers of State Library Agencies in Seattle, October 27. They will pay expenses.

NSLS Request--A memorandum from Robert R. McClarren, System Director, was sent to all NSLS libraries urging trustees, librarians and libraries to send thanks, encouragement, and indication of support to Representative John E. Porter for his efforts to relieve Illinois' \$11 million problem with the Department of Education over its demand for the repayment of Library Services and Construction Act funds. Mrs. Anthony asked the Board for direction.

After discussion it was the consensus of the Board that a letter be sent to Representative Porter to that effect.

AUDIT REPORT

The trustees reviewed the Skokie Public Library Financial Statements, April 30, 1986 (with Auditors' Report Thereon) prepared by Peat, Marwick, Mitchell & Company, Certified Public Accountants.

The question arose why books are not listed as fixed assets, and why they are not listed anywhere in the audit report. Mrs. Anthony surmised that the auditors do not consider the collection a fixed asset because the unit cost is low, but she will confirm this.

Discussion followed regarding the Management Letter for the Year Ended April 30, 1986, which was received the morning of the Board meeting. The trustees will review the Management Letter prior to the November Board meeting.

GOALS AND OBJECTIVES FOR THE SKOKIE PUBLIC LIBRARY FY '87

In keeping with the Board's request for a list of staff priorities, Mrs. Anthony reported that getting returned material back to the shelf was the number one priority of Department Heads. That is, "SERVICE, Goal I, Objective 1" on Page 1 of Goals and Objectives for the Skokie Public Library, of the report prepared by the Director, which states: "By November, 1986, to reduce turnaround time in getting returned materials back to the shelf after circulation to 48 hours or less."

Department Heads agree standards for shelving need to be established and organized, and they are aware of the importance of better interrelationships among the departments in order to obtain this goal.

Mrs. Anthony discussed some of the ideas considered to improve turnaround time.

Their next priority is signage--"SERVICE, Goal II, Objective 1" on Page 2: "By April, 1987, to implement a signage system for the Library including signs for services, collection areas and functional utilities."

Mrs. Merritt arrived at 8:35 p.m. during discussion of signage.

The next priority is "MANAGEMENT AND ADMINISTRATION, Goal III" to continue with personnel evaluations and employment reviews. And, finally, "Goal IV, Objective 1" on Page 6--to purchase a telephone system to replace the current outdated, leased equipment.

Discussion followed regarding budget implications and other issues pertaining to signage, that it be in keeping with the quality of the building's exterior and interior, and that it be uniform.

The trustees were in agreement that since the signage project was tabled until the Library was automated, it now is the appropriate time to proceed.

#### LONG RANGE PLAN

Mrs. Anthony apprised the Board of the approximate costs and suggested the appointment of a Long Range Planning Committee consisting of ten people, to include two Board members, some staff members, and someone from the community who is in touch with various ethnic groups to represent them.

#### AUTOMATION

The trustees noted the invoice for our portion of the Completion of Functional Acceptance Test, 38.8%, or \$37,085.81, the total cost being \$95,482.00.

Mrs. Anthony reported that costs of cleanup of the database presently being done by one Skokie Public Library staff member will be shared equally by the JCPL libraries.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the statistics on the August Summary Sheet.

Mrs. Anthony and Mrs. Weiner reported on the success of the Advisory Committee meeting held in the Library September 30, at which time Preston Levi, Consultant, Interlibrary Cooperation, Illinois State Library advised that our SALS program has been named by the Illinois State Library Advisory Committee as exemplary and replicable.

The Board concurred that this was a great achievement.

INSURANCE

Mrs. Anthony apprised the Board that our business package policy, automobile, and boiler and machinery insurance coverage is due for renewal December 17, 1986. Our carrier cannot prepare figures more than sixty days in advance, but they do not expect any significant increase in coverage costs this year.

Lengthy discussion followed.

It was the consensus of the Board to invite Warren English of Boyle, Flagg and Seaman, Inc. to make a 15-minute presentation when he has a quotation prepared for the renewal, and allow time for questions from the Board.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported on the meeting of the Board of Directors of the North Suburban Library System.

COMMENTS FROM TRUSTEES

Discussion ensued regarding the Errors and Omissions insurance. The trustees asked Mrs. Anthony to contact Bob Bullen, NSLS, to determine the number of cases filed statewide in the last five years.

At this point Mrs. Anthony demonstrated an electronic print board:  
the Panasonic Panaboard Model No. KX-B550E.

After discussion Dr. Bloch made a motion seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library purchase the  
Panasonic Panaboard Model No. KX-B550E..

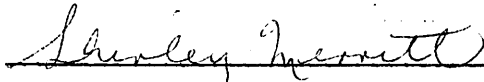
Discussion ensued regarding its use internally as well as by  
organizations meeting in the Library.

Mrs. Hunter called for a vote on the motion. Mrs. Merritt called  
the roll: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--  
yes; Mrs. Zatz--abstain; Mrs. Merritt--no. The motion passed.

It was the consensus of the Board to develop policy for the use of  
the Panasonic Panaboard in conjunction with the Skokie Public Library Meeting  
Rooms.

ADJOURNMENT

The meeting was adjourned at 9:45 p.m.

  
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Shirley Merritt, Secretary