

October 14, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 14, 1992.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Walter B. Flintrup, Vice President; Norma Zatz, Secretary; John J. Graham; Zelda Rich; Eva Weiner; and Carolyn A. Anthony, Director.

Susan Brill Schreck arrived at 8:45 p.m.

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 9, 1992

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of September 9, 1992 as written, subject to additions and/or corrections. Mr. Graham seconded the motion.

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

APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES OF SEPTEMBER 9, 1992

The minutes of the Executive Session meeting, held immediately following the regular meeting of September 9, 1992, inadvertently were not completed. Mr. Graham made a motion, seconded by Mr. Flintrup to approve the Executive Session minutes, in which the Board authorized the Director's annual salary to be increased to \$69,492.50.

The Executive Session meeting minutes will be available for the November Board meeting.

The motion was approved unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

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, 1991 LIBRARY PROJECT FUND, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

Mrs. Hunter asked if the Case Paluch Associates payments relate to printing for the Young Steinway Concert Series, and if so, these amounts would be reimbursed to the Library and should note so on the List of Bills for clarity.

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

AUDIT

The letter dated September 2, 1992 from Wolf & Company, Certified Public Accountants, was noted.

Mrs. Anthony said the draft audit has been received and the final form is expected to arrive for the November Board meeting.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (6)

Mrs. Zatz made a motion, seconded by Mr. Graham to place the Consent Agenda items on file.

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. REPORT(S) FROM DEPARTMENT HEAD(S)

4. CORRESPONDENCE (6)

Memorandum to Highland School Parents

Letter from Bernard R. Kogan

Letter from Miriam Pollack, North Suburban Library System

Letter from Anne-Imelda Radice, Acting Chairman, National
Endowment for the Arts

Letter from Dr. Barbara McCarthy Strauss

Letter from Judith Keller Taylor, Library Director, Rochester
Public Library

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

Mrs. Hunter said staff are to be commended for the timeliness and sensitivity in preparing and releasing simultaneously a booklist on Columbus and a booklist on Native Americans.

The Board concurred with Mrs. Zatz's suggestion that "Personnel" be added to Consent Agenda items in the future.

PERSONNEL

The Board noted the resignation of Charlene Louis, Special Assistant for Public Relations, effective October 8, 1992 and the appointment of Brian Benson, part-time Circulation Clerk, effective October 13, 1992.

DIRECTOR'S REPORT

Usage--Circulation was up slightly in September in spite of construction. Youth Services' circulation increased more than 9%. The Bookmobile was on the road every scheduled day and experienced an increase in circulation. Circulation of videocassettes was up more than 40%, probably attributable to the elimination of a fee for children's and nonfiction video. It is not possible at present to get a breakout of the circulation of video from Youth Services.

Coordinator of Information Services--Bruce Brigell, our new Coordinator of Information Services, began work October 5. He came from a similar position at the Marshfield Public Library, in the suburbs of Boston.

Library Assistants Conference--The third annual Library Assistants Conference was held September 11 at the College of DuPage. Tobi Oberman, Head of Circulation, was one of

the founders of the conference and co-chaired this year's highly successful program attended by over 600 library assistants from throughout the Chicago metropolitan area. Seventeen Skokie Public Library staff members attended the conference this year.

Staff Picnic--We had nice weather for a staff picnic Sunday, September 13, in Donald W. Lyon Park (formerly Kostner Park). Staff and family members gathered for a grill out, volleyball, games and fellowship organized by Tobi Oberman and Virginia Gaiser.

Visitors--We had two visitors this past month who wanted to see what we were doing with the building. Judith Taylor, Director of the Rochester, Minnesota, Public Library will be overseeing the construction of a new building of comparable size. Mr. Wakayama is the Associate Director of the Central Institute Library in Tokyo. They are planning an addition/renovation to accommodate technology and to introduce services for children.

Attorneys--Mrs. Anthony met with Heidi Katz to discuss current happenings at the Library. Mrs. Anthony gave her a brief tour of the renovation.

Air Problems--We have had some problems with air quality in the building in recent weeks. Johnson Controls has spent numerous hours investigating the problem and making adjustments. The air has been significantly better in recent days.

Renovation--Work is proceeding on schedule. We will start moving into the new Reference area Monday, October 12. Limited reference service will be available during the move October 12-16. The moves have been greatly facilitated by staff who have volunteered to assist as needed in other departments as well as their own.

Illinois State Library Advisory Committee--Mrs. Anthony was elected Chair of the Illinois State Library Advisory Committee at the meeting in Springfield September 23-24. She will chair the meetings in September, December and May. In early November, she will return to Springfield for a meeting of the Subcommittee on Systems.

Mrs. Zatz congratulated Mrs. Anthony on her appointment.

Young Steinway Concerts--The first Young Steinway Concert was held Sunday, October 4, in the newly renovated Petty Auditorium. A number of people made favorable comments about the appearance of the room.

Plan For Service December 18-December 31--Mrs. Anthony has been working with staff on a plan for service December 18-31 while the Library is closed for carpeting the lobby and installing new circulation desks. Limited service (primarily adult fiction and children's materials) will be available from the Bookmobile. No telephone service will be offered. A recording will state the closed dates, availability of Bookmobile, and refer users to other area libraries for reference or additional materials.

Bulb Planting--Saturday, October 10, Architect Paul A. Steinbrecher, Corie Ginsburg and Mrs. Anthony planted a large quantity of spring bulbs in the courtyard between the former Board Room and the Director's former office. The courtyard area had been filled in with new soil the Thursday before by Mariani Landscaping.

JOHNSON CONTROLS PROPOSALS

Two interrelated repairs are needed to the air handling system.

Johnson Controls has submitted a proposal to replace the malfunctioning manual volume controls of the variable volume units (the equipment that controls the vortex in the two main air handling fan units), with a Johnson Controls Pneumatic System, at a cost of \$7,710.00; and a proposal to furnish labor and materials to remove the existing torn canvas on the two variable volume air handling units, which is causing air to pass through the system unconditioned and unfiltered, and replace it with a wider double coated neoprene fabric, at a cost of \$4,312.00.

The Board discussed the importance of maintaining clean air throughout the Library and agreed these repairs could not be postponed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR TO APPROVE THE TWO PROPOSALS—AS PRESENTED BY JOHNSON CONTROLS, INC.— ONE IN THE AMOUNT OF \$7,710.00, AND ONE IN THE AMOUNT OF \$4,312.00 SUBMITTED BY JOHNSON CONTROLS, INC., FOR IMMEDIATE COMPLETION.

The roll call vote for approval was unanimous.

TERMINATION OF SYSTEM REFERENCE SERVICE CONTRACT

It was noted that Sarah Ann Long, North Suburban Library System Director, in accordance with our contract, notified us in writing that the NSLS Board of Directors passed a motion at their regular meeting September 28, 1992 to cancel the contract with the Skokie Public Library for space occupied by System Reference Service.

They plan to vacate the space by the end of November and will continue to pay the monthly rental of \$1,000. along with the \$5,000. damage fee by the end of their fiscal year. They do not intend to renew the contract after the end of the current term, June 30, 1993.

Possible uses of the space will be examined during the next few months.

RENOVATION PROJECT

The Board noted the b Stromberg Construction Company, Inc. Payment Request No. 8 in the amount of \$117,273.00 approved for payment by Paul A. Steinbrecher of Hammond Beeby and Babka.

Mrs. Weiner suggested the Board consider some type of festivity or open house for the community when the renovation project is completed.

Mrs. Anthony said it is probable we will combine celebrations during National Library Week activities in April, 1993.

AUTOMATION

The Boards of JCPL member libraries met September 24, 1992 (not October 1, as originally proposed) at the Morton Grove Public Library to discuss plans and the timetable for the JCPL upgrade.

The packet distributed at that meeting was mailed to the trustees who were unable to attend. Skokie Public Library Trustees who attended said it was an instructional meeting, and quite beneficial.

Mrs. Weiner suggested that more informational meetings be scheduled throughout the year to keep trustees apprised of changes and developments not only with JCPL but also with Skokie Public Library.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network October, 1992 Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the North Suburban Library System (NSLS) Board of Directors, and the materials distributed to Skokie Public Library Trustees.

A short recess was called at 8:22 p.m.

EXECUTIVE SESSION

The meeting resumed at 8:30 p.m. and the Board went into executive session to discuss land acquisition.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO PROCEED IN THE MATTER, OBTAINING AN APPRAISAL AND BRING BACK SOME PROPOSALS TO THE BOARD AS TO A SOURCE OF FUNDING.

The roll call vote for approval was unanimous.

Mrs. Schreck entered the meeting at 8:45 p.m.

ADJOURNMENT

The meeting was adjourned at 8:50 p.m.


Norma Zatz, Secretary