

September 14, 2011

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 14, 2011.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:28 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Susan Greer (arrived at 7:30 p.m.); Karen Parrilli; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Guest present: Paul Steinbrecher of Interactive Design.

Staff present: Christine Lazaris, Assistant Head of Technical Services; Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 10, 2011

Mrs. Parrilli made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of August 10, 2011, subject to additions and/or corrections.

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

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Program Statistics 1st Quarter F.Y. 2011-2012; Gift; Personnel)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, 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. PROGRAM STATISTICS 1ST QUARTER F.Y. 2011-2012

5. GIFT: \$50. FROM PAM FELDMAN IN HONOR OF LEONARD SCHECHTMAN'S 90TH BIRTHDAY FOR THE PURCHASE OF MYSTERY BOOKS
6. PERSONNEL: HIRES: ANDREW ERNST, PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE AUGUST 12, 2011; TAYLOR ERVIN, PART-TIME SKOKIENET ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE AUGUST 15, 2011; TERMINATION: ELIZABETH COADY, PART-TIME SKOKIENET ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE SEPTEMBER 9, 2011.

The roll call vote for approval was unanimous.

BILLS

A motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in August was down 1.5% from the same month last year. The reason for the decline is not clear, but it appears to stem primarily from adult materials at the Library. Bookmobile circulation was up more than 13%, including adult as well as youth materials. There is a decline in use of both adult and youth musical audio recordings. Presumably more people are downloading tracks of interest. And the tremendous popularity of DVDs appears to be flagging. Again, there are more options for people, from the convenient Red Box at Jewel to downloading video content to home televisions or portable viewers. Circulation of digital formats has soared, but still accounts for a small fraction of use. Both LINKin and Interlibrary Loan surged in August while Reciprocal Borrowing dropped off. The drop in self-check is due to the switchover to the new system. Gate count was essentially unchanged.

APPRAISAL----Marshall Stevens completed a new appraisal from scratch this year instead of continuing to add and subtract from past reports. Overall, their values were as follows:

	<u>Reproduction Cost New</u>	<u>Insurable Reproduction Cost</u>
Building	\$36,850,000.	\$33,500,000.
Site Improvements	852,000.	737,300.
Equipment	<u>23,334,700.</u>	<u>23,327,100.</u>
Total	\$61,036,700.	\$57,564,400.

Boyle, Flagg and Seaman will use these values in obtaining quotes for insurance coverage for 2012.

RFID PROJECT----The RFID project and Automated Materials Handling is largely completed. One team of two taggers will stay on next week to complete the tagging of remaining items. Response from the public has generally been favorable. The system works quite smoothly although the automated unlockers for AV equipment do not function reliably. Personnel from 3M are continuing to work with Library staff in resolving this problem. Fewer book carts are lined up in the Circ workroom due to the efficiency of the Automated Materials Handling system. Head of Circulation Tobi Oberman, Assistant Head Eileen Coulombe, and the tagging teams deserve credit for completing this massive project over the summer, with the assistance of staff in Technical Services.

STAFF PICNIC----Thanks to the Board's generosity, we had the Annual Staff Picnic September 8. The weather was breezy, but still pleasant to enable spending some time outside on the deck. In addition to the usual grilled meats and salads, staff had a big sheet cake in celebration of the end of the RFID implementation.

NEW LAW RE POSTING OF COMPENSATION---Staff learned of a new law to be effective January 1, 2012, requiring IMRF employers to make available for inspection the total compensation package for each employee receiving a total compensation package that exceeds \$75,000. per year. Information may be posted on the website or instructions may be posted re where the physical copy of the information is available for inspection. Any compensation package that equals or exceeds \$150,000. will need to be made available at least six days prior to approval. This law is a revision of the Open Meetings Act and is applicable to salaries adopted with new budgets in 2012.

BANNED BOOKS WEEK----Skokie Public Library has received a small grant from the Freedom to Read Foundation for special public programming during Banned Books Week. Wednesday, September 28, the Bookmobile will visit three schools: McCracken, East Prairie and Bessie Rhodes. At each school, selected students will read aloud from

banned books and the readings will be filmed. SPL staff making this event possible and arranging for the permissions include: Susan Carlton, Annabelle Mortensen, Phil Carlsen, Gail Dunlap and Ruth Sinker.

OTHER COMMUNITY ACTIVITY----In the past month, Mrs. Anthony attended a planning meeting for Coming Together in Skokie, a party celebrating Berglund's 100th Anniversary, greeted a program celebrating Indian Independence Day in the Mary Radmacher Meeting Room, attended a Chamber Women in Business luncheon, a Rotary Board meeting, a session on Federal programs benefitting local governments held at Oakton by Congresswoman Jan Schakowsky, a retirement party for Cathy Niemet who has coordinated the literacy programs for Oakton Community College, took a turn at the booth for SkokieServes at the Backlot Bash, was hostess at the Rotary Pancake Breakfast at the Backlot Bash, attended a brunch for Turning Point, congratulated the students at Middleton School on winning the summer reading trophy, spoke to visiting Trustees from Mount Prospect Public Library about our study with CIVICTechnologies, talked with a recent library school grad who wanted to hear about how public library work is changing, visited the Indian American Medical Association Clinic, and attended the Grand Opening of Wilde and Greene at Westfield Old Orchard.

VACATION----Mrs. Anthony will be on vacation from September 22 through October 3, returning to work October 4.

ILA CONFERENCE----The ILA Annual Conference is coming up October 18-20 at the Convention Center in Rosemont. Mrs. Anthony will be speaking, along with librarians from Oakton and District 219 about the first two years of Coming Together in Skokie.

OAKTON STREET ROAD DIET----The Skokie Chamber of Commerce is being asked by the Village to take a position on the Oakton Street Road Diet. As discussed previously, the Library Board is not in favor of the proposal to narrow the number of lanes on Oakton Street, a proposal referred to as the "Oakton Street Road Diet". During the test of the Road Diet, traffic was backed up and cars had difficulty exiting the Library parking lot.

Mrs. Greer arrived at 7:30 p.m.

PRESENTATION OF ENCORE SYNERGY LAUNCH

On September 8, staff launched Encore Synergy, a new catalog interface from Innovative Interfaces that has replaced AquaBrowser as the discovery platform for our users.

Gail Shaw sent an announcement to staff with the following highlights of features and functions:

- The first screen that is displayed after you perform a search will list three relevant items from the catalog followed by three articles from our “preview” article database. A search for articles is performed simultaneously, and you can often hover over the title of an article to see its abstract before selecting it. A full list of articles is available by clicking the “Articles” link at the top of the screen, the “Articles” link in the Locations facet in the left sidebar, or the “view over... more” link under the initial three articles on the results page.
- **Advanced Search** allows you to combine multiple formats, locations, etc, an option never before possible.
- Formats, locations, and collections have been totally revamped to provide additional limiting and retrieval.
- The **Availability** facet identifies “Online” resources, and “At the library” limits to materials available to be checked out today.
- If you are logged into your account, an exclamation point graphic in the top right area of the screen provides access to alerts specific to your record.
- Search results for single-word titles, such as **The Help**, **Night**, and **Twilight**, and titles with multiple copies have greater relevancy ranking and will display higher in your results list
- The right sidebar in a title record gives you the ability to:
 - Navigate to the previous and next result (under the **Search Results** area) without returning to the results list
 - Access **Other Sources** related to the title, including one-click access to the record in our Classic Catalog and LINKin results with **Search Partner Libraries**
 - Look for other **Popular Choices** related to your search, based on the number of copies attached to the records

No functionality is lost with Encore, for example:

- **Search Partner Libraries** is available on the results screen at the top right and in the left sidebar, and on the right sidebar in the full record)
- **Can't Find It?** access is located in every footer area
- **Chat** capability using Meebo can be launched from the footer area
- Account **Login** links are located at the top and bottom of every screen

The new catalog interface is available at <http://discover.skokielibrary.info>.

Assistant Head of Technical Services Chris Lazaris gave a brief demonstration of Encore Synergy.

Mrs. Hunter encouraged publicizing Encore Synergy.

Ms. Lazaris left the meeting at 7:47 p.m.

APPROVAL OF ARCHITECTURAL SERVICES FOR SECOND FLOOR PROJECT

Mrs. Anthony had discussed with the Board a project to repurpose space on the second floor occasioned by the elimination of the bound periodical collection and much of the print reference collection. Staff have spent a considerable amount of time in discussions and investigation of the highest and best use of this space.

Priorities for redesign of the second floor include:

- Reordering the collection in straight Dewey order, incorporating the 800s which were previously on the first floor, and eliminating the aisles in the middle of a number sequence run as these have been confusing to patrons.
- Bringing most public use computers to one location, facilitating the helping of patrons by Technology Assistants, and moving the desk station for the Technology Assistants out of the Computer Lab so that it may be used more often for instructional classes.
- Create 4-5 small study rooms in addition to the current 8 as these are always in demand by patrons.
- Create a new small business center including both conference room space and more flexible space for networking and presentations to groups of 25-30 people. (Both the Small Office/Home Office group and the Women in Business group of the Skokie Chamber already meet monthly in Library meeting rooms. Moving these groups to the Business Center space would free up Library meeting rooms for other users.)

Staff met with architect Paul Steinbrecher of Interactive Design and his colleague architect Lisa Tomasello to discuss the feasibility of our plans and to commission some preliminary design drawings. This work was done on an hourly basis for which we have paid \$4,704. to date.

We are now at a point to take the project forward into full design development, complete with engineers' evaluation of implications for Heating, Ventilating and Air Conditioning (HVAC). Paul Steinbrecher has submitted a proposal for architectural services in the amount of \$15,000. and engineering design services for \$24,000. Staff have investigated

use of a demountable partition system for creation of the new study room spaces and business center in order to retain maximum flexibility. Paul Steinbrecher suggests that we may also want to compare the cost of constructing drywall. Significant construction is not anticipated. The most disruptive part of the project would be moving and reconfiguring stacks.

Discussion followed regarding the various components being considered including green alternatives for the second floor. Mr. Steinbrecher stated the amounts quoted for architectural and engineering services are 'not to exceed' figures.

A motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FOR ARCHITECTURAL SERVICES FROM INTERACTIVE DESIGN IN AN AMOUNT NOT TO EXCEED \$15,000.00.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FOR ENGINEERING DESIGN SERVICES FROM WMA CONSULTING ENGINEERS, LTD. IN AN AMOUNT NOT TO EXCEED \$24,000.00.

The roll call vote for approval was unanimous.

The Board thanked Mr. Steinbrecher for coming to the meeting and Mr. Steinbrecher left the meeting at 8:15 p.m.

APPROVAL OF ADOPTION OF TAX LEVY

Mrs. Anthony said that at this meeting, the Board needs to adopt a tax levy for transmission to the Village of Skokie. The 2011 levy will be introduced as part of the Village's Levy Ordinance in early December and acted on before the end of December. This levy will fund the Library's 2012-2013 Fiscal Year.

The 2010 levy was \$12,383,836.00, representing an increase of 2% over the 2009 levy of \$12,141,016.00. The Library benefitted more than anticipated from the refinance of the Library's debt in September, 2010. While the early projection was for a savings of \$118,500. per year, the Library in fact realized a savings of approximately \$166,000. per year. Such a savings represents about 1.3% of the levy.

Furthermore, in each of the past four fiscal years, we have been able to transfer \$1 million or more to the Reserve Fund at year's end. Although it appears that property tax bills will be sent very late again this year (Cook County is estimating a mailing in the latter half of November), we have funds for more than five months of operating expense in the GOF and more than \$4.5 million in the Reserve Fund so we can borrow from the Reserve Fund as needed to meet expenses until Fall levy collections begin.

Given the Library's strong financial position and continuing tight economic conditions, Mrs. Anthony recommends an increase of just 1% in the 2011 levy. Board approval of a 2011 levy of \$12,507,675.00, representing an increase of 1% over the 2010 levy of \$12,383,836. is requested.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT AN OPERATING TAX LEVY IN THE AMOUNT OF
\$12,507,675.00 FOR THE YEAR 2011, REPRESENTING A 1%
INCREASE OVER THE 2010 LEVY.

The roll call vote for approval was unanimous.

APPROVAL OF PURCHASE OF PUBLIC LAPTOP COMPUTERS

Board approval is sought for the purchase of 14 Dell laptop computers, for the sum \$19,261.34, to be taken from the 2011-2012 Technology budget line. These new laptops will be loaned out to the public. Patrons will be able to check them out from the Adult Services lab for in-Library use. These new laptops are replacing the current public laptops, which were purchased in April 2007.

Included in this price are an extra battery, a second power adapter, and a four year complete care warranty and accidental damage services.

Staff were only able to identify two companies that sold laptops (not netbooks) that met our most important criteria (the availability of an external multi-bay battery charger): Earthlink and Dell. While staff were leaning toward the Earthlink offering, a demo laptop from Earthlink illuminated a design flaw that made it difficult to change the battery. As laptop batteries are changed many times during the day, this impediment was a deal breaker.

A motion was made by Mrs. Rich, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF 14 DELL LAPTOP COMPUTERS IN THE AMOUNT OF \$19,261.34.

The roll call vote for approval was unanimous.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The following are Mrs. Parrilli's Notes from the RAILS Information Meeting of August 16, 2011 (via videoconferencing).

Mrs. Parrilli asked the Board to refer to the "Highlights of RAILS Update Videoconference" submitted by Renee Anderson included with her report.

The one item that was not included in the "Highlights" report is the statement made by Interim Executive Director Michael Piper. He reported on continuing resource sharing through LLSAPS. He mentioned the four resource sharing sites. Mrs. Parrilli emailed Mary Witt, RAILS Communication Director, asking her why the NSLS area library members are not included? She answered, "Michael was referring to the 4 official RAILS LLSAPs in his presentation: MAGIC, PrairieCat, SWAN and RSA. RAILS has formal, intergovernmental agreements with these LLSAPs. The NSLS area did not have an official LLSAP. CCS and other cooperative former NSLS resource sharing catalogs are totally independent of RAILS."

In a follow-up email, Mrs. Parrilli asked if the merger would affect the NSLS area's resource sharing, and if so, what can individual libraries expect? She replied, "It is too early to have any data on this issue, but I am hopeful that the merger will increase resource sharing - both of library materials and of human knowledge and experience - as more library staff from the five former systems interact with and get to know each other. We have said that the first year of the merger will be a planning year and right now delivery and interlibrary loan are operating exactly as they did right before the merger."

Another quote from this meeting was from Anne Craig, Illinois State Library. She answered a question about libraries receiving their Per Capita grant stating, "There is no reason why this money will not come." She said that libraries could see payments received up to December 31, 2011, for FY2011. She went on to say that the State's Comptroller, Judy Barr Topinka, declared that her office is sitting on "a stack of \$7 billion in bills." Ms. Craig went on to encourage library members to contact their legislators to support continued funding for Illinois libraries.

The next RAILS Board of Directors meeting will be Wednesday, August 31, 2011.

Mrs. Parrilli will report on the September 28 RAILS Board meeting.

Approval of Extension of Reciprocal Borrowing to RAILS Library Members

Mrs. Anthony stated that as of July 1, the Reaching Across Illinois Library System (RAILS) was established in northern Illinois, replacing the former North Suburban Library System (NSLS) and incorporating four other former library systems including the Metropolitan Library System, DuPage Library System, Alliance Library System and the Prairie Area Library System.

In keeping with the resource sharing policy of RAILS and the requirements of the Illinois State Library, Mrs. Anthony recommends that the Board approve extension of Reciprocal Borrowing privileges to persons holding library cards in good standing from any and all public libraries in RAILS. Given the geographic distance involved, staff does not expect a lot of people from other former systems to take advantage of RBP with Skokie Public Library although we may see the occasional patron from the former Metropolitan Library System or the former DuPage Library System.

Reciprocal borrowing at Skokie Public Library has not exceeded 15% of total circulation. RBP in August was down nearly 8% to under 14% of total circulation.

The Board adopts this policy with the understanding that funding of delivery in support of reciprocal borrowing is the highest priority for State funding to RAILS. Should State funding of interlibrary delivery cease, the Board reserves the right to reconsider its Reciprocal Borrowing Policy. Approval of reciprocal borrowing to residents of library service areas within RAILS in no way obligates the Skokie Public Library to support RBP through payments to RAILS.

Lengthy discussion followed. Mrs. Hunter stated that we are not in the business of using Skokie taxpayer money to finance communities that don't properly finance their own facilities. Mrs. Hunter would vote 'no' to adopting this policy unless Skokie Public Library limits the number of items reciprocal borrowers may check out. Discussion followed.

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

MOTION: THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES EXTENDS RECIPROCAL BORROWING PRIVILEGES TO ALL PUBLIC LIBRARY MEMBERS OF RAILS WHO ARE IN GOOD STANDING WITH THEIR HOME LIBRARIES, WITH A LIMIT OF THREE ITEMS PER CARDHOLDER PER VISIT TO THE SKOKIE PUBLIC

LIBRARY. THE BOARD TAKES THIS ACTION WITH THE UNDERSTANDING THAT FUNDING OF DELIVERY IN SUPPORT OF RECIPROCAL BORROWING IS THE HIGHEST PRIORITY FOR STATE FUNDING TO RAILS. SHOULD STATE FUNDING OF INTERLIBRARY DELIVERY CEASE, THE BOARD RESERVES THE RIGHT TO RECONSIDER ITS RECIPROCAL BORROWING POLICY. APPROVAL OF RECIPROCAL BORROWING TO RESIDENTS OF LIBRARY SERVICE AREAS WITHIN RAILS IN NO WAY OBLIGATES THE SKOKIE PUBLIC LIBRARY TO SUPPORT RBP THROUGH PAYMENTS TO RAILS. THIS POLICY WILL BE REVIEWED ANNUALLY BY THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES.

The roll call vote for approval was unanimous.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

CLOSED SESSION

At 8:42 p.m., a motion was made by Mrs. Rich, seconded by Mrs. Parrilli:

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

The motion passed unanimously.

Adjournment

At 8:49 p.m. a motion was made by Mrs. Parrilli, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN SESSION.

The motion passed unanimously.

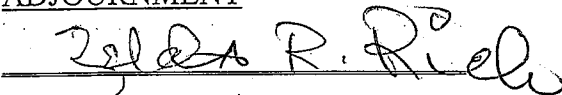
A motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SET CAROLYN ANTHONY'S (LIBRARY DIRECTOR) SALARY AT \$168,000. FOR 2011-2012, EFFECTIVE AS OF MRS. ANTHONY'S

ANNIVERSARY DATE OF SEPTEMBER 19 AND GRANT HER ONE
ADDITIONAL WEEK OF VACATION FOR A TOTAL OF SIX
WEEKS PAID VACATION PER YEAR.

The roll call vote for approval was unanimous.

ADJOURNMENT


Zelda R. Rich, Secretary