

July 9, 1986

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, July 9, 1986.

CALL TO ORDER

The meeting was called to order at 7:37 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Eva Weiner, Norma L. Zatz; and Carolyn A. Anthony, Director.

Member absent: Walter Flintrup.

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 11, 1986

Dr. Wozniak moved that the Board approve the minutes as written subject to additions and/or corrections. Mrs. Zatz seconded the motion.

Dr. Bloch asked that the following corrections be made:

Page 2, in the motion at the top of the page, the word "approves" be corrected to "approve", explaining that the use of the subjunctive clause "that the Skokie Public Library Board of Trustees" requires using the word "approve."

Page 4, under Reciprocal Borrowing Program, the fifth sentence, correct the spelling of the word "erractic" to "erratic".

There being no further corrections the motion to accept the minutes as corrected passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST 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 List 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  
CORRESPONDENCE

Dr. Bloch made a motion, seconded by Dr. Wozniak:

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
4. Correspondence

Discussion followed.

The trustees noted the increase in circulation.

Mrs. Hunter asked that the 8mm. film statistics line be removed from the Circulation Report because the Library is no longer circulating the collection.

In response to Mrs. Merritt's question regarding the large decrease in circulation of the Library of Congress Talking Book Cassettes (LC BPH Program), Mrs. Anthony stated that the Suburban Audio Visual Service (SAVS) had recalled much of their equipment as an economy move thereby severely limiting the number of cassette players available to BPH patrons.

After further discussion it was the consensus of the Board that other libraries be polled to determine what effect the equipment recall by SAVS has made to their circulation--and that we protest the lack of available equipment.

The trustees noted the increase in the use of the microcomputer in the Young People and Children's Department. Mrs. Anthony attributed the increase to the installation of a printer.

The trustees also noted the absence of third notice overdue statistics which Mrs. Anthony said is due to the implementation of our new overdue notice mailing system no longer requiring "third notices".

Dr. Bloch commended the Adult Services Department for the report prepared by John Kadus pertaining to the Song Index. Dr. Bloch questioned how much time it took to complete the Index; cost to produce it; and the frequency of use for this type of an index. Dr. Bloch requested that a study be made recording the use of the Index for a period of one month to assess whether such a project is cost effective.

There being no further discussion, the motion to place the Consent Agenda items on file was approved unanimously.

#### GIFTS

The anonymous gift of \$32.00 was noted, as was the gift of \$2.00 from Mrs. Zatz in honor of Aaron Mulnick's graduation.

#### PERSONNEL

The appointment of Antoinette Huepfl Szczerba, Information Assistant, Young People and Children's Department, effective July 28, 1986 was noted.

#### DIRECTOR'S REPORT

Public Access Catalog--eleven public access catalogs were installed at stations throughout the Library for use by the public. The catalog will be available during all hours the Library is open. Tutorial instruction sheets have been placed at each terminal and a flyer announcing the service is being distributed.

Reregistration of Borrowers--the Circulation Department is continuing to issue new library cards with barcodes. About 2,600 have been issued to date. Our Geac barcodes work on the CLSI systems and the CLSI barcodes can be read by the Geac system so there is no need to attach more than one barcode to a library card.

Statewide Library Card Task Force--Mrs. Anthony has accepted an invitation from Bridget Lamont to serve on the Illinois State Library's Statewide Library Card Task Force. The Task Force is charged with developing procedures for implementation of the statewide library card program.

Statistical Summary--year-to-date figures show circulation is up 4.3% and reference service is up 8.3% over the comparable period last year.

Printer for Microcomputer in Young People and Children's Department--The recent installation of a printer for the microcomputer in YP&CD appears to have stemmed the tide of declining use of the microcomputer over the past several months. Workshops are planned to acquaint the public with use of the printer with various software programs.

Best public library reference service--a reporter from North Shore Magazine, working on a "best of" article, informed Mrs. Anthony that the Skokie Public Library was the unanimous choice of everyone polled for "best public library reference service." Those polled included Tina Roose, Head of North Suburban Library System's (NSLS) System Reference Service (SRS), and Don Wright, Director of the Evanston Public Library.

Wilmette Public Library limits reciprocal borrowing--concerned about continuing, large imbalances in reciprocal borrowing, the Board of Trustees voted to limit reciprocal borrowing to three items per patron per visit beginning July 1, 1986.

Bookmobile in 4th of July Parade--the Bookmobile, freshly painted and decorated, was featured in the Skokie 4th of July parade. About 500 helium-filled red, white and blue balloons, imprinted with Skokie Public Library, were distributed. John Tieberg-Bailie did an admirable job of coordinating arrangements for SPL's part in the parade. Credit for improvements to the Bookmobile goes to the maintenance staff, particularly Mano Kohn.

Skokie Public Library in the Tribune--SPL's Great Books Discussion Group was the subject of an article in the Chicago Tribune, July 3. Staff report having received about eight requests from people who would like to join the Group, which has been in continuous operation for 27 years.

Johnson Controls--at Mrs. Anthony's request, due to continuing problems with uneven heating and cooling in the building, Johnson Controls had a temperature control expert spend several days here in June, examining all systems. A number of problems were identified and discussed at a meeting June 16 among several representatives of Johnson Controls, Leo Ramirez, Head Custodian, Skokie Public Library and Mrs. Anthony.

Problems ranged from faulty thermostats to the need for an interlock capability between the dampers and cooling changeover and need for overlap of heating and cooling in spring and fall when necessary to maintain comfort levels. The necessary changes are being made.

Discussion followed.

Due to the Board's continued skepticism with regard to Johnson Controls, it was their consensus a record of utilities consumption be kept during the months when heating and cooling overlap. The Board has always been concerned with morale and comfort of the staff and they would like to have an understanding as to what Johnson is doing and the cost involved.

Mrs. Anthony will continue to keep the Board apprised of developments and the cost incurred.

Visitors--the Skokie Public Library hosted a nine-member Allen County Public Library (Ft. Wayne, Indiana) administrative staff visit June 12 and a five-member, Palatine Public Library staff visit June 20, as part of Palatine Public Library's Staff Institute Day.

Eric Telingator's projects and duties--a summary of Eric Telingator's activities as our automation consultant, contributing to several departments and projects, was distributed to the Board.

AUTOMATION

Mrs. Anthony reported that all is going along according to the schedule now.

INSURANCE-ERRORS AND OMISSIONS LIABILITY

Discussion ensued regarding the American Library Association Errors and Omissions Liability Insurance and the discontinuance of coverage by the underwriter.

The Board expressed urgency to immediately obtain coverage with a new company. Mrs. Anthony has pursued many avenues in an effort to obtain continuity of coverage to no avail to date.

Dr. Bloch asked that Donald W. Lyon, Skokie Public Library legal counsel, be contacted to determine the amount of liability and the degree of our exposure.

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

MOTION: That the Skokie Public Library Board of Trustees authorize the Director to obtain Errors and Omissions Liability Insurance in the amount of \$1,000,000 per claim through a carrier that will provide coverage for prior acts, not to exceed an annual premium of \$10,000; and until such time, at the discretion of the Director, to obtain the American Library Association's Errors and Omissions Liability Insurance policy being administered by Kirke-Van Orsdel, Inc. which does not cover prior acts, if this is feasible in the interim.

The roll call vote for approval was unanimous.

NEW CD AT SAVINGS OF AMERICA

Mrs. Hunter and Mrs. Anthony attended the recent opening of Savings of America, and Mrs. Hunter negotiated obtaining a six-month CD at 8.7% prior to the deadline for the promotional offer.

NONRESIDENT FEES

The Board reviewed the letter from Patrick A. Lucansky of Klein, Thorpe and Jenkins, Ltd. to Beth Mueller of the Suburban Library System regarding extension of privileges to "persons residing outside" of its corporate boundaries and the memorandum from Bridget L. Lamont, Director, Illinois State Library, to the Directors of Illinois Library Systems which also pertained to nonresident fees.

After lengthy discussion regarding the issuance of borrowers' cards to business, students and teachers, as outlined in the two communiques, Dr. Wozniak made a motion, seconded by Mrs. Zatz:

MOTION: That the Skokie Public Library Board of Trustees approve a \$25.00 student nonresident fee card with proof of current student status.

The roll call vote for approval was unanimous.

Further discussion in regard to issuing cards to teachers and businesses ensued. Decision was made to take up this topic at another Board meeting.

After a short recess, Mrs. Hunter turned the meeting over to Mrs. Zatz who reported on her meeting with Dr. Bloch in the development of a form for the evaluation of a library director.

Mrs. Zatz presented copies of their first draft to members of the Board for their perusal with the instructions that each Board member mail his/her copy to Mrs. Zatz by July 19 with any additions, corrections, deletions, and comments.

Dr. Bloch and Mrs. Zatz will then compile a form for evaluating a library director from the Board's suggestions, and then present it at the August 13 Board meeting. The trustees will have until August 23 to submit their completed evaluation of the Director to Mrs. Hunter who will present the evaluation at the September Board meeting.

The September meeting will be a 5 o'clock dinner meeting, the third Wednesday of the month, September 17. Executive Session will begin immediately after dinner and the evaluation of the Library Director will be discussed before the regular meeting commences at 7:30 p.m.

Mrs. Anthony will join the trustees at 7 p.m.

#### REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

The trustees reviewed the "NSLS Legislative Notes" 86-3, June 18, 1986 issue, pertaining to the status of "library" bills and "other significant" bills of interest to libraries.

Mrs. Weiner reported on the election of officers for the coming year.

#### COMMENTS FROM TRUSTEES

Dr. Bloch would like the Board to discuss American Library Association (ALA) meetings attended during the Conference at a future Board meeting.

Mrs. Merritt asked that the Selected List of Recent Acquisitions include a heading of Arts and Crafts--and that more quilt books, and/or needle-craft books be considered for purchase by the Library.

The Board discussed Censorship and Intellectual Freedom at length and the fact that censorship being done by publishers is a violation of intellectual freedom. It was the consensus of the Board that staff involved in book selection be aware of those publishers who selectively censor books and that they be boycotted.

Discussion continued with regard to effort and responsibility.

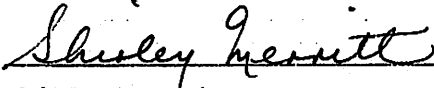


Questions arose regarding policy on staff conference attendance.

Mrs. Anthony reported of a meeting at Rockford College, October 25, which may interest trustees. She will get more information.

ADJOURNMENT

The meeting adjourned at 9:48 p.m.

  
Shirley Merritt, Secretary