

February 14, 2001

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, February 14, 2001.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:28 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Eva Weiner, Secretary; Susan Greer (arrived at 7:45 p.m.), Zelda Rich, Richard Witry, John M. Wozniak and Carolyn A. Anthony, Director.

Also present: Barbara A. Kozlowski, Associate Director for Public Services and Gail Shaw, Technology Manager.

Visitor present: Chicago resident Erika Musser.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 10, 2001 AND THE MINUTES OF THE SPECIAL MEETING OF JANUARY 17, 2001

Mr. Witry made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of January 10, 2001, subject to additions and/or corrections. Mrs. Hunter, Mr. Graham and Mrs. Rich abstained from voting.

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

Mrs. Rich made a motion, seconded by Dr. Wozniak, to approve the minutes of the special meeting of January 17, 2001, subject to additions and/or corrections. Mrs. Hunter abstained from voting but had one correction. On page 1 the fourth line from the bottom, the word "removed" should be replaced with the word "eliminated".

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

Mrs. Hunter brought in an article on roof meadows from the February 10, 2001, edition of the Chicago Tribune which she would like distributed to trustees.

The trustees agreed to move the order of the agenda to accommodate guests that were present.

PROPOSAL FOR NAMING BRAILLE BOOK COLLECTION IN HONOR OF PAUL AND JEANNE SIMON

Mrs. Anthony introduced Erika Musser, a Chicago resident who was the driving force behind getting Lands End to make a \$5,000. donation for children's Braille books to the Skokie Public Library. Although Ms. Musser is actually a resident of Edgebrook, she uses the Skokie Public Library often and selected us as the recipient of the books because her blind daughter Heidi has been tutoring a young blind boy at Devonshire School in Skokie.

The books are purchased in pairs for use by student and tutor. They are appropriate to various age levels so that they might be used progressively as a child develops. While we have not had demand for Braille books, the collection is in keeping with our SALS initiative and currently meets a known need. It is anticipated that the books could be used by children from other communities through reciprocal borrowing or interlibrary loan.

Ms. Musser informed former Senator Paul Simon of the gift collection. She proposes that the collection be named for Jeanne and Paul Simon in honor of Jeanne's advocacy for libraries and Senator Simon's strong interest in the rights of disabled persons.

Ms. Musser has spoken to Paul Simon and he is available for the dedication on May 16 at 11 a.m. as he will be in the Chicago area.

The following motion was made by Mrs. Weiner, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES NAME THE COLLECTION OF CHILDREN'S BOOKS IN BRAILLE PURCHASED WITH A GRANT FROM LANDS END *THE JEANNE AND PAUL SIMON BRAILLE BOOK COLLECTION*.

The motion passed unanimously.

The Board thanked Ms. Musser. Ms. Musser left the meeting at 7:43 p.m.

AUTOMATION UPDATE

Susan Greer arrived at 7:45 p.m.

Gail Shaw, Technology Manager, demonstrated the Library's newly updated web site to the Board, fielding questions as she went along. Mrs. Anthony pointed out that the web is an increasingly important service delivery mechanism and that a significant amount of staff time is being spent on selecting, organizing and updating information presented on the Library's web site. The Board thanked Ms. Shaw for her presentation. Ms. Shaw left the meeting at 8:01 p.m. The trustees resumed the regular order of business.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

Mrs. Hunter made a motion, seconded by Mrs. Rich:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF JANUARY, 2001, AND THE LIBRARY NOTE FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous. Mrs. Hunter would like to see the Skokie Public Library Rationale for Fees on the March agenda.

BILLS

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

MOTION: THAT THE BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS

Dr. Wozniak made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE BILLS IN THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

INVOICE NO. 11004 FROM FRED BERGLUND & SONS, INC. DATED JANUARY 17, 2001

Mrs. Hunter made the following motion, seconded by Dr. Wozniak:

MOTION: THAT INVOICE NO. 11004 DATED JANUARY 17, 2001 FROM FRED BERGLUND & SONS IN THE AMOUNT OF \$15,840. BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

INVOICE NO. 0003939-IN FROM INNOVATIVE INTERFACES, INC. DATED JANUARY 31, 2001

Mrs. Greer made the following motion, seconded by Mrs. Rich:

MOTION: THAT INVOICE NO. 0003939-IN DATED JANUARY 31, 2001 FROM INNOVATIVE INTERFACES INC IN THE AMOUNT OF \$102,198.00 BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

BALANCE SHEET FOR THE NINE MONTHS ENDING 1/31/01
 CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 PROGRAM STATISTICS THIRD QUARTER F.Y. 2000-01
 GIFT
PERSONNEL

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. BALANCE SHEET FOR THE NINE MONTHS ENDING 1/31/01
 2. CIRCULATION REPORT
 3. LIBRARY USE STATISTICS
 4. REPORT(S) FROM DEPARTMENT HEAD(S)
 5. PROGRAM STATISTICS THIRD QUARTER F.Y. 2000-01
 6. GIFT: \$50. FROM THE WOMAN'S CLUB OF SKOKIE/LINCOLNWOOD FOR THE PURCHASE OF MATERIALS FOR THE PARENT/TEACHER COLLECTION
 7. PERSONNEL: HIRE: RUTH SINKER, PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES, EFFECTIVE FEBRUARY 7, 2001.

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS AND PROJECTED BUDGET 2001-2002

The trustees noted the Year-to-Date Budgetary Status report.

Mrs. Hunter noted the large increase in the Printing and Publicity line of the projected budget for 2001-2002. Mrs. Anthony explained this has to do with an expanded and redesigned version of the UPdate in the new fiscal year. It is the most used piece of information put out by the Library.

Dr. Wozniak questioned the Utilities line—especially the gas bill. Mrs. Anthony said we have always been underspent in that line in the past, but more has been added to the line in light of recent increases in gas prices.

Mr. Graham pointed out the decrease in IMRF. Mrs. Anthony says that IMRF is fully funded and they are decreasing the employer's contribution from 5.67% to 3.06%.

Mr. Graham reminded trustees to call Mrs. Anthony prior to the March meeting if they have questions regarding the budget.

DIRECTOR'S REPORT

Usage—Circulation in January was up over 9% from last year, with particularly strong gains in circulation of youth materials and videos for adults. This January was rather mild compared to a fairly snowy month in 2000 so weather undoubtedly played a role in the size of the increase. The gate count was down nearly 3%. Fifty-five people used electronic databases remotely from home or office, completing 103 sessions of database use.

Bookmobile—We had to install a new generator in the Bookmobile this month for a cost of \$8,022. including installation. The generator was no longer under warranty, but it seemed soon for a replacement so Mrs. Anthony called Cummins/Onan to inquire. Apparently the generator (which runs lights, heating and cooling while the Bookmobile is at stops) has logged 4,425 hours in 27 months which is about 6.5 hours per day in operation. It was explained to her that the generator had been through the equivalent of 220,000 miles on a car and had spent its useful life. We did get an allowance of \$500. toward a new generator with a two year warranty. It appears that we will need to budget for regular generator replacement.

The Bookmobile was also under a recall for an adjustment to the antilock braking system which required a replacement part. This work has also been completed so the Bookmobile should be in good shape at the present time.

Job Shadow Day—Nine students from high school District 219 visited the Library February 2 for Job Shadow Day, a way of introducing students to worksites and potential careers. Seven of the students were young men, assigned to the Library because of an interest in technology. While some of the students were less than fully engaged during the visit, they were impressed with our network and technology. Job Shadow Day is a good opportunity for the Library to spark some interest in librarianship among young people who may not have given the career a thought.

Visit to St. Joseph County Public Library—Four staff members, an interiors designer from OWP&P and Mrs. Anthony took a field trip to South Bend, Indiana, to visit the public library which launched a new, million dollar audiovisual department last summer. It was an exciting environment, worlds apart from the traditional library and we came back stimulated with new ideas from the department and a new library branch. It is always helpful to look around and to share the experience with others.

Cracked Windows in Staff Room—After an interval with no problems, two windows in the Staff Room developed cracks recently. One was on an interior pane and will be left for now. The other crack was in an exterior pane, presenting a potential safety hazard. It has been replaced with attic stock.

Cost Benefit Analysis Project—The St. Louis Public Library had a grant from the Institute for Museum and Library Services to develop a methodology for determining the cost benefit of the public library to its community. The methodology was designed by an

economist from Southern Illinois University. A second phase of the project tested the methodology in four other large urban/suburban libraries to see if it was replicable. They propose to further test the methodology in a number of mid-sized libraries in the Midwest and California. With the Board's approval, Mrs. Anthony suggests we participate. It would not take a lot of staff time, but the methodology does involve a public survey. Grant funds would cover the cost.

Midwinter in D.C.—Mrs. Anthony had a full schedule at the Midwinter meeting of ALA in Washington in January. She found the Urban Libraries Council program on “Collection Development in a Digital Age” particularly useful. Speakers who were CEOs of companies or otherwise at the top of their field spoke about issues such as copyright, authors' rights, the market niche for electronic books and other such topics. There was general agreement that the industry is in its infancy and we have no real idea yet how it may develop. Mrs. Anthony also attended a meeting of the Capacity Developing Work Group of ULC which is looking at training issues, meetings of the ALA External Accreditation Task Force, and visited both the PLA and ALTA Boards to talk about the proposal for an accrediting agency outside of ALA. The proposal will go to the ALA Executive Board this spring and to Council in San Francisco. It was fun to look at shelving and furniture in the exhibits. Mrs. Anthony brought back lots of brochures to distribute to staff.

Parking—Mrs. Anthony has been investigating options for parking in the area. It does seem that the municipal lots at Lincoln and Galitz, Lincoln and Oakton and Floral and Oakton are the best possibilities for use during construction. The Lutheran Church lot has only 44 spaces and is on the far side of the Church and School. She will meet next week

with an engineer from Gewalt Hamilton which is making a study of parking in preparation for our appearance before the Plan Commission March 1.

Mrs. Anthony informed the trustees that at the March 19 Village Board meeting they will introduce a resolution specifying that the \$17.5 million debt is the Library's; there will be an Intergovernmental Agreement to that effect. At the April 2 Village Board meeting the Village will review the report from the Plan Commission, based on the March 1 Plan Commission hearing of the Library's plan for parking lot expansion.

BUILDING PROJECT

Mrs. Anthony distributed two informational pieces to the trustees. One was the Errors and Omissions practice policy from OWP&P, Library architects, which makes clear that if we purchased project specific coverage, Skokie Public Library would not be covered by OWP&P policy. The other informational piece was from our insurance agent, Tom English, from Best's Underwriting Guide explaining Professional Liability and DPIC TeamCover Project Insurance Professional Liability Coverage and giving examples of possible claims. Discussion continued.

Mrs. Rich made the following motion, seconded by Mrs. Greer:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES BUY PROJECT SPECIFIC ERRORS & OMISSIONS COVERAGE WITH THE FOLLOWING OPTIONS:
- FIVE MILLION DOLLAR LIMIT
 - THREE YEAR EXTENDED REPORTING PERIOD
 - COST: \$37,695.00

Discussion continued. Mrs. Hunter made a motion to table the above motion, seconded by Dr. Wozniak. The motion to table was approved unanimously.

The trustees would like to have Skokie Public Library attorney Loren Slutsky of Robbins, Schwartz, Nicholas, Lifton and Taylor request a credit from OWP&P for the difference between \$29,984.00—two million dollar limit/three year extended reporting period and \$37,695.—five million dollar limit/three year extended reporting period coverage. Mrs. Anthony will speak to Mr. Slutsky.

Mr. Graham reminded trustees that if they happen to talk to the press about the construction project, K3 is a very good piece to use (Fast Facts).

RESOLUTION IN SUPPORT OF INCREASED SYSTEM FUNDING

Mrs. Anthony reported that it has been ten years since Illinois library systems have had an increase in funding. Because of the merger of certain systems and changes in population in other systems, individual system budgets have been adjusted according to the area and per capita formula for distribution of funds from the State, but without any increase in the total allocation.

Over the years, systems have sought grants, charged fees for workshops and discontinued some services in order to offer others. They now state that they cannot continue operations without cutting vital services unless additional funding is provided.

Dr. Woziak made the following motion, seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT A RESOLUTION IN FAVOR OF AN INCREASE IN SYSTEM FUNDING. (copy attached)

The roll call vote for approval was unanimous.

CONTRACT WITH U.S. OFFICE EQUIPMENT FOR PHOTOCOPIER LEASING

Mrs. Anthony reported that we completed a lease purchase agreement with U.S. Office Equipment for the acquisition of 21 card readers, 6 coin/bill/card readers, a card

**Resolution of the Board of Trustees of
Skokie Public Library**

WHEREAS, a long-term goal of the Illinois Regional Library Systems has been to encourage and support the improvement of library services for all Illinois residents, and

WHEREAS, in cooperation with the Illinois State Library and local libraries throughout the state, Illinois' twelve Regional Library Systems form an essential pillar in the foundation of interlibrary cooperation and provide an important role in fostering library cooperation among more than two thousand Illinois academic, school, special and public libraries, and

WHEREAS, Illinois' Library Systems have assumed a leadership position in the introduction and use of advanced technology for expanding access to information for Illinois residents, and

WHEREAS, Illinois' Library Systems encourage the love of reading and lifelong learning, the improvement of local library services and programs, and the expansion of library services in unserved areas, and

WHEREAS, Illinois' Regional Library Systems rely upon the Area and Per Capita Grants to Illinois Library Systems for virtually all of their operating revenues, and

WHEREAS, the Area and Per Capita Grants to Illinois Library Systems is less than it was in 1990-91, and

WHEREAS, during the decade of the 1990s, the cost of providing services in support of library cooperative initiatives has increased, as measured by an increase in the Consumer Price Index of 24%, and

WHEREAS, the demand for core services provided by Illinois Library Systems in the areas of continuing education, library automation and van delivery has increased steadily during the 1990s, with significant increases in the number of continuing education programs offered, the number of library collections online through System-managed automation consortia, and the number of items delivered through System delivery services, and

WHEREAS, the ability of Illinois Library Systems to continue to provide the leadership to maintain the current high level of library cooperation and to meet the expectations of Illinois residents is threatened by the current pattern of funding,

NOW, THEREFORE, BE IT RESOLVED on February 14, 2001 that the Board of Trustees of the Skokie Public Library formally requests Governor George Ryan, Secretary of State and State Librarian Jesse White, Senator Walter Dudyycz, Senator Ira Silverstein, Senator Carol Ronen, Senator Kathleen Parker, Representative Ralph Capparelli, Representative Louis Lang, Representative Julie Hamos, Representative Jeffrey Schoenberg to support an increase of \$2,000,000 in the appropriation of General Revenue Funds for System Area and Per Capita Grants in the FY 2002 appropriation cycle.

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Date

dispenser unit and appropriate interfaces and switches to enable us to put vend-a-cards on all photocopiers, microfilm readers and on print stations shared by every two public computers. For the most part, this equipment has worked well and we now own the equipment and can continue to use it.

However, every time we add computers in the public area, we need an additional card reader for a printer shared by two public computers. Through an addendum we added two more card readers to the lease purchase agreement last year, to be paid off by April 1 this year. We would like to test a new arrangement for networked printer use by a group of computers. If this works out for the group of twelve computers by the water court, it will be the pattern used in the computer labs and computer clusters after the building project is completed. The proposal is to lease a high-end printer, PC controller and card reader for \$180. per month over five years for a cost of \$2,160. per year or \$9,720. for the five year period (no charge for first six months). Terms of the agreement allow the equipment to be upgraded at any time after eighteen months. If we were to purchase the equipment, we would replace it after three years anyway. With the lease arrangement, service of the equipment, including print cartridges and paper as well as maintenance, would be provided.

Trying the networked printing arrangement will free up six card readers owned by the Library for use with new computers or replacement of malfunctioning card readers over the next couple years until construction is completed.

At the same time as we entered the lease purchase agreement for card readers in 1999, we entered a lease agreement for six public photocopiers at a cost of \$478. per month with a 4.5 year lease (first six months without cost). At the present time we have

30 months left on that lease (potential cost of \$14,340.). However, we would like to invoke the upgrade option which was a significant factor in choosing the lease option. The two photocopiers in the lobby which get the heaviest use really need to be replaced and staff would like to have one digital copier. The digital copier is particularly good for copying thin paper found in foreign newspapers and investment guides without bleed-through of print from the back of the page. We can get the digital photocopier and replace all five public copiers for a monthly cost of \$649.51 per month after 6 months, with a total new lease term of five years. The total cost of the lease over the five-year period would be \$35,073.54. The agreement would include a weekly service visit and on-call service. We would again have the right to upgrade after eighteen months.

Mrs. Anthony has sent the agreements to our attorney for review.

After discussion, a motion was made by Dr. Wozniak, seconded by Mrs. Rich:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ENTER INTO TWO LEASE AGREEMENTS WITH U.S. OFFICE EQUIPMENT, PENDING ATTORNEY APPROVAL, FOR:
- NETWORKED PRINT STATION @ \$180. PER MONTH FOR TOTAL LEASE OF \$9,720.00 OVER 5 YEARS
 - SIX PUBLIC PHOTOCOPIERS @ \$649.51 PER MONTH FOR TOTAL LEASE OF \$35,073.54 OVER 5 YEARS

The roll call vote for approval was unanimous.

“POPULARITY BOOM SPEAKS VOLUMES ABOUT LIBRARIES”

This Chicago Tribune article was noted by trustees.

LIBRARY CABLE NETWORK CHANNEL 24

The February Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

Pat Groh's report was noted by trustees.

CLOSED SESSION

Since no visitors were present, the Board did not go into closed session.

Discussion followed regarding property acquisition. No action was taken.

ADJOURNMENT

At 9:16 p.m. Mr. Witry made a motion to adjourn, seconded by Mrs. Hunter. The motion passed unanimously.

Eva Weiner, Secretary