

March 9, 2005

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, March 9, 2005.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:30 p.m.

Members present: John Graham, President; Richard Witry, Vice President; Zelda Rich, Secretary; Susan Greer; Diana Hunter, President Emerita; Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

Guests present: Barbara A. Kozlowski, Associate Director for Public Services, Tobi Oberman, Head of Circulation Services; and Gail Kay, Assistant Director for Human Resources.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 9, 2005

Dr. Wozniak made a motion, seconded by Mr. Witry, to approve the minutes of the regular meeting of February 9, 2005, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file. Mrs. Hunter abstained from voting.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Correspondence; Personnel; Gifts)

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

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. CORRESPONDENCE: LETTER FROM CHAIRMAN LARRY R. ROGERS, JR., COMMISSIONER JOSEPH BERRIOS, COMMISSIONER MAUREEN MURPHY, COOK COUNTY BOARD OF REVIEW TO TAXING DISTRICT OFFICIAL DATED

FEBRUARY 22, 2005 RE BOARD OF REVIEW BUDGET CUTS;  
 LETTER FROM THOMAS L. THOMPSON, ECONOMIC  
 DEVELOPMENT COORDINATOR, VILLAGE OF SKOKIE TO  
 JOINT REVIEW BOARD MEMBERS DATED MARCH 8, 2005 RE  
 VILLAGE OF SKOKIE DOWNTOWN TAX INCREMENT  
 FINANCING (TIF) DISTRICT

5. PERSONNEL: HIRE: DANN BAILEY, PART-TIME SECURITY  
 GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE MARCH  
 5, 2005
6. GIFTS: \$50. FROM THE WOMAN'S CLUB OF  
 SKOKIE/LINCOLNWOODD FOR MATERIALS FOR THE  
 PARENT/TEACHER COLLECTION; \$100. FROM CARTER AND  
 MARY ANN BEACH IN MEMORY OF ARNOLD BOLNICK FOR  
 THE PURCHASE OF BOOKS ON MUSIC; \$100. FROM MITZI  
 WALCHAK IN MEMORY OF BRENDA B. WEISS FOR THE  
 PURCHASE OF A BOOK ON CD

The motion passed unanimously.

Mrs. Hunter suggested that Library staff should analyze statistics from departmental reports and see where spending can be cut in light of our financial situation.

#### BILLS

Mr. Witry questioned the check for \$17,000. made out to Checkpoint Systems Inc. Mrs. Anthony said this was for tags for our book security system. Mr. Witry suggested checking with other vendors to see if they could provide these tags at a lower price.

A motion was made by Mr. Witry, 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.

#### PROPOSED OPERATING BUDGET FY 2006

Mrs. Anthony distributed the proposed operating budget for FY '06. Little has been changed since last month. Mrs. Anthony has increased both the Program line and the Copier Service line to reflect total anticipated expenditures. The Library has been quite successful in recent years in obtaining grant funds for different programs. Although in the

past, we have credited these designated gifts to the Program line, offsetting expenditures, the auditors prefer to receive the money into the general receipts for the Operating Fund, showing all expenditures from the Program line.

Similarly, we have credited receipts for use of the public copiers and printers against the expenses in the Copier line. Since this equipment is obtained on a lease/purchase basis, the auditors attribute interest expense to the Copier line while capital expense, less depreciation, is shown in the audit, but not reflected in the Operating Budget statement. Mrs. Anthony will budget for the total anticipated expense from this line and show the detail of receipts, capital expense and depreciation in a note.

Mrs. Anthony is considering and reviewing some possible additions to our automated systems that would provide service enhancements for the public. Under review are software for metasearching (across databases with a single search inquiry), for direct loaning with other Innovative libraries and for use of credit cards for payment of fines and fees. Although she will recommend budget allowances in the final figures submitted in April, none of these projects would be implemented without specific review and approval by the Board.

Mrs. Hunter would like to know what program expenses are underwritten since now the auditors want items to accrue to the General Operating Fund. She would like to see any program grants noted in the monthly financial statements.

Mrs. Greer suggested selling gift certificate cards for such items as fine payments or photocopying.

Mr. Graham asked the Board to call Mrs. Anthony with any budget issues in the next 7 to 10 days as the budget will need to be passed at the April Board meeting.

#### DIRECTOR'S REPORT

USAGE----Circulation in February was 132,142 for an increase of less than 1.5% over the same month last year. However, 2004 was a leap year so February had 29 days last year and only 28 in 2005. The largest increases were in circulation of audio formats. Video use also increased while circulation of print was down slightly. It is wonderful to see a substantial increase of nearly 37% in items checked out through self-check, an indication of greater acceptance of this technology. Library staff have broken out the use of Overdrive to track the use of electronic books in print and audio formats. Our 118 circulations in the first month is more than double the circulation of the formats at Park Ridge and Indian Trails which have had the offerings in place longer.

PAYBACK OF LOAN----The Library paid back the final installment of the \$1,300,000. short-term loan to the Village by the end of February as required. The total interest on the loan was \$4,982.25. The Spring collection began to come in pretty much on schedule at the end of February. Mrs. Anthony pointed out a letter under Correspondence from Cook County warning that the Fall collection may be late again in 2005.

E-RATE PAYMENT----The Library received \$5,634. from the federal government as an e-rate payment for FY 2004. The Library was advised that we would not receive a payment in FY 2005 due to a technicality. Although we had a signed Purchase Order for telephone service for the year as required, the contract lacked a signature by the official for the telephone company. Mrs. Anthony mentions this detail because the grant application process is detailed and exacting, requiring two separate submissions. We may not apply again in future years because the expenditure of time to prepare the grant request is out of proportion to the amount received.

PROGRAM GRANTS----The Library has been successful in obtaining several grants for programming for the last three months of the Fiscal Year. We received \$1,500. from the Skokie Fine Arts Commission for Ella Jenkins' performance during Black History Month. We also received \$1,500. from the Skokie Human Relations Commission for the celebration, including Ms. Jenkins' performance, the exhibit Voices in the Hall: Photos of Paul Revere School, the reception for the photography exhibit opening and the fees for the photographer to speak at two Skokie middle schools. Also, the Irish American Heritage Center will sponsor a St. Patrick's Day concert for \$800. and we received a grant of \$1,250. from the Healthy People Library Project for our Healthy Family Day April 10. Finally, Cole Taylor Bank is again sponsoring National Library Week activities with a donation of \$3,000.

OFFICE DEPOT OPENING----A new Office Depot is opening in Fashion Square this month. They will present a check good for \$500. worth of supplies to the Skokie Public Library at the Grand Opening March 24<sup>th</sup> at 2:00 pm. Board members are invited to join the festivities.

COMMUNITY ACTIVITIES----This past month Mrs. Anthony participated in the taping of a video program at Oakton Community College about the value of the adult literacy program. Mrs. Anthony also served as a judge for a high school competition at Oakton in the category of child care. Mrs. Anthony attended the NSLS legislative breakfast and meetings of the Chamber Board, the Rush North Shore Hospital Board and the Women's Board of Rush North Shore. Mrs. Anthony also attended a Village reception honoring

persons serving on Boards and Commissions because of her involvement with the Immigration Task Force. Frances Roehm presented a power point show on Skokie history, prepared together with Jane Hagedorn. It was a big hit as it was at the Chamber Installation luncheon in January and it helps to make people aware of what the Library and the Skokie Historical Society are doing to preserve Skokie history. Re cooperation in preserving history, the Village has named some individuals to be involved in the project and Patty Witry is scheduling a meeting date.

LEGISLATION----At the NSLS Legislative Breakfast February 21, numerous legislators impressed on attendees the gravity of the State budget situation. Our own Representative Lou Lang held a meeting with constituents here in the Mary Radmacher Meeting Room Sunday, March 6 at 1 pm. Speaker Michael Madigan has scheduled a series of hearings around the State to gather input on the budget situation. Mrs. Anthony has more information if trustees are interested in attending one of these sessions. Mrs. Anthony also received a fact sheet about the impact of cumulative budget reductions on the systems which she will share with John Graham and Bruce Brigell who are our representatives to NSLS.

CARPET REPLACEMENT----Replacement of carpet on the second floor will start at the end of the month. The installers will work through the night to more easily and quickly complete their work without disrupting public use of the area.

CARPET TINTING----J&J Invision sent a carpet tinter to the Library to work on the faded carpet on the first floor near the grassy courtyard. He partially completed the job. Unfortunately when the tinter blocked off the new book area, Library patrons disregarded his blockade and headed straight for the new books. Mrs. Anthony has called the J&J Invision rep to see what can be done.

PLA SYMPOSIUM----Earlier today, Mrs. Anthony presented as part of a panel at the PLA Symposium entitled "Lead by Example: Developing Yourself and Your Staff" along with co-presenters Ruth Faklis of Prairie Trails Public Library; and Dianne Harmon of Joliet Public Library. Al Gini of Loyola University Chicago led off with a lively presentation about work, change and taking responsibility for your own career development while the library directors related the topic to support staff in public libraries.

The Board took a short break at 7:55 p.m.

BEVERAGES FOR THE PUBLIC IN THE LIBRARY

The meeting reconvened at 8:02 p.m.

Mrs. Anthony stated that many public libraries now offer beverages for the public in the library. Some also make food available in a library café. There has been sufficient experience with this matter to have learned that allowing beverages in covered containers enables Library users to enjoy welcome refreshment with almost no incident to the Library.

Tobi Oberman and Susan Dickens have researched this topic, looking at the options of café, food cart and vending machines. They recommend that the Skokie Library install a beverage vending machine in the area on the first floor where the withdrawn books are sold. They recommend starting with water, flavored water, 7-Up and other such clear beverages in plastic bottles with a screw-on top.

Staff suggest that, by permitting certain beverages and making them available, there will be a lessened incidence of people smuggling beverages into the Library and drinking them surreptitiously. They point out that a patron needs to walk a couple blocks at present to find a restaurant.

Mrs. Anthony concurs with their recommendation that the Library should install a beverage vending machine at this time.

Discussion followed. The Board asked Ms. Oberman and Ms. Dickens for more information. Specifically, do other NSLS libraries allow patrons to drink beverages in their library; are any departments restricted (no drinks in computer lab, auditorium, children's department); are Skokie Public Library staff supportive of beverages for the public; are staff willing to monitor patrons?

Mr. Witry made a motion, seconded by Mrs. Hunter to defer this item until the April Board meeting. The Board agreed.

#### EMERGENCY PROCEDURES AND SPECIAL SITUATIONS MANUAL

Mrs. Anthony said this manual was last updated in December, 2001. Some specifications have changed since the building expansion. For example, the designation of Areas of Rescue Assistance p.2 is new with the recent construction.

Circulation Head Tobi Oberman, Associate Director Barbara Kozlowski and Head of Maintenance David Runge constituted the committee that worked on revision of the Manual. Anna Caran assisted with the formatting of the material. While one of these manuals will be available in each Department for reference, there is also a Quick Guide for Emergencies on laminated card stock at each service desk.

Mrs. Anthony requested the Board's approval of the Manual since there are policies spelled out in the handling of many situations.

Mr. Graham commented that there are white lines painted in the no parking zones on the west side of the building. These should be painted yellow.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE EMERGENCY PROCEDURES AND SPECIAL SITUATIONS MANUAL AS PRESENTED (COPY ATTACHED).

The motion passed unanimously.

The Board congratulated Mrs. Kozlowski, Mrs. Oberman and all who worked on updating the Manual. It is very detailed and well done.

#### REVISED PERSONNEL CODE

Gail Kay, Assistant Director for Human Resources, distributed the revised Personnel Code which, if approved, would be effective May 1, 2005. The current policy is ten years old and this is the first time we asked Library legal counsel to look at it and make suggestions.

Major changes to the current Personnel Code include: Expanded Non-Discrimination Policy; Expanded Harassment Policy; New Overtime Policy (time and a half for over 40 rather than 37.5 hours); Fuller and clearer explanation of Minus Time; A Personal Communications Policy; Inclusion of revised Staff Computer, Internet, Email and Other Library Systems Policy; a Weapons Policy; A Violence in the Workplace Policy; A Political Activity Policy; A Tape Recording Policy; Revised Separation from Employment Policy; A Criminal History Records Check Policy; Revised Health, Dental and Life Insurance Explanations; Fuller and clearer explanations of Sick Days, Vacation Days and Holidays; Revised Personal Day Policy; Expanded Family and Medical Leave Policy; Expanded and Revised Military Leave Policy; New Victims Economic Safety and Security Act Policy; A School Visitation Leave Policy; and A Voting Leave Policy.

Discussion followed. Mr. Witry said that the Personnel Code does not pass the test of due process. The policies are articulated but the remedies and procedures need to be more clearly defined. Also a time limit should be set for the complaint procedure. For example, 7 days or an issue would become stale. Mr. Graham suggested a provision for an outside

hearing officer. He also suggested a section be added regarding job sharing and a definition of minus time.

Mr. Graham asked that this item be tabled until the April Board meeting. The Board thanked Ms. Kay for her effective revision of the Personnel Code.

#### THE FREEDOM TO READ

Mrs. Anthony said The Freedom to Read Statement, as promulgated by ALA, has been a part of Skokie Public Library's policy for decades. In a recent review of policy, it came to our attention that an updated version of this statement was adopted by ALA June 30, 2004. The changes are small, consisting of the inclusion of "threats to safety or national security" in the first paragraph and the "Internet" in the third paragraph. Other minor adjustments of phrasing have been made.

Mrs. Anthony requested the Board's approval of the statement.

Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE ALA'S FREEDOM TO READ STATEMENT DATED JUNE  
30, 2004.

The motion passed unanimously.

#### COMMENTS FROM TRUSTEES

Mr. Witry asked that information about ATTENTION! Magazine be sent to Jan Watkins, Head of Youth Services, so she can promote it to the local schools.

Mrs. Oberman, Mrs. Kay and Mrs. Kozlowski left the meeting at 9:05 p.m.

#### CLOSED SESSION

At 9:05 p.m. Mrs. Hunter made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO  
INTO CLOSED SESSION TO DISCUSS PENDING LITIGATION.

The motion passed unanimously.

Discussion followed.

#### Adjournment

At 9:16 p.m. a motion was made by Mr. Witry, seconded by Mrs. Rich:

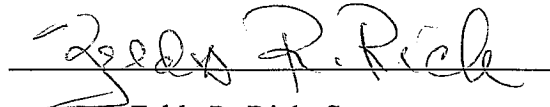


MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN  
SESSION.

The motion passed unanimously.

ADJOURNMENT

At 9:16 p.m. a motion was made by Mr. Witry, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.

  
Zelda R. Rich, Secretary