

January 14, 2009

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 14, 2009.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:33 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Dayle Zelenka, Secretary; Richard Basofin; Zelda Rich; Susan Greer; and Carolyn A. Anthony, Director.

Member absent: Dr. John M. Wozniak.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 10, 2008

Mr. Graham made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of December 10, 2008, subject to additions and/or corrections.

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

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THAT THE AUDIOTAPES OF CLOSED MEETINGS BE DESTROYED ONCE THE MEETINGS HAVE BEEN OPENED AND THIS WILL BE POLICY FOR HANDLING ALL FUTURE AUDIOTAPES.

The roll was called and the motion passed unanimously.

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

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

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 EARL MELTZER TO MAYOR GEORGE VAN DUSEN, DATED JANUARY 8, 2009 AND MR. MELTZER'S LETTER TO MAYOR VAN DUSEN DATED JANUARY 5, 2009 RE POSITIVE EXPERIENCES WITH VILLAGE SERVICES
5. GIFTS: \$40. FROM MR. AND MRS. JOEL SIEGEL IN APPRECIATION; \$35. FROM WILLIAM H. WEHRMACHER, MD, IN APPRECIATION; \$18. FROM BARBARA KEER IN MEMORY OF BRENDA WEISS FOR PURCHASE OF A BOOK ON CD; \$1,500. IN GENERAL ELECTRIC STOCK FROM GLORIA BLOOM IN APPRECIATION (NOT \$24,030. AS REPORTED IN DECEMBER 2008)

The roll call vote for approval was unanimous.

Mrs. Greer arrived at 7:38 p.m.

BILLS

A motion was made by Mr. Graham, seconded by Mr. Zelenka:

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

The roll call vote for approval was unanimous. Mrs. Greer abstained from voting.

A motion was made by Mr. Graham, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAY REQUEST #1 FROM CHICAGOLAND PAVING FOR \$252,838.05.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in December was up 7% over last year, with big gains in the circulation of books to Adults and Youth. Circulation of DVDs, videogames and Bookmobile circulation to youth were also greater than last December. Reciprocal borrowing was up for the first time in many months. The Gate Count was essentially flat. Remote web renewals were up sharply, probably because of the unusually inclement

weather in December. Use of online databases was down 9% and both the number of individuals logging in and the number on logged sessions were down for the month. SkokieNet recorded 28,206 page views and 22,061 for ChicagoJobTalk. The most visited ChicagoJobs site is for government jobs. The most visited SkokieNet sites were the Child Care and Skokie Employers pages. The staff of Congresswoman Jan Schakowsky helped 13 individuals (2 Hispanic) in need of assistance with a federal agency or issue.

MOVER & SHAKER----Toby Greenwalt, Virtual Services Librarian, has been selected by Library Journal as a Mover and Shaker for 2009. Each year, the publication selects fifty persons who are rising stars in the profession, from among those nominated. Another staff member Ruth Sinker was chosen for this award in an earlier year.

INTERNET INSURANCE----Tom English, the Library's insurance broker, has determined that the optional Internet insurance coverage proposed under the D&O coverage is similar to what is on the Travelers policy under personal injury and advertising injury. He does not believe that it is worth adding all of the new Internet exclusions to the current D&O policy.

ICMA GRANT----The Library, together with the Village, has filed a grant application with the International City/County Management Association (ICMA) for \$37,980. for a project entitled "Success in the U.S." This new grant opportunity was made possible by Gates money and the desire to encourage cooperative projects between public libraries and municipalities. The project focuses on provision of life skills information to recent immigrants. Ten percent of Skokie's population has come to the U.S. since 2000. If the grant is successful, the Library would acquire an online, multi-language database of health information and sets of print materials in several languages on family health, personal finance, and citizenship (in a broad sense) for a combined total of more than \$20,000. Curriculum modules on these practical topics would also be developed for inclusion in Oakton ESL and Literacy classes at the Library and throughout Skokie.

ART APPRAISAL----Pamela Pierrepont Bardo of Bardo Consulting Group, Inc. has completed the appraisal of the Library's art collection. She explains that it is hard to quantify Replacement Value for art because art is unique and it may even be difficult in some instances to obtain comparable pieces. Nevertheless, she has prepared a report with photographs and information, including an assigned value, for each piece in the Library's art collection. The collection as a whole is valued at \$286,000.00. One copy of the report was sent to the Library's insurance agent. It is not easy to reproduce, but interested Board members are welcome to review the report in the Administrative Office.

UPDATE ON TIFS----Mrs. Anthony attended a meeting of representatives of local taxing bodies for the Downtown TIF and the Downtown Science + Technology TIF December 18. Economic Development Coordinator Tom Thompson reported on recent developments in the downtown area. Forest City has bought additional property on Oakton Street as they want the Technology Park to have a public presence. Private development in the downtown area is stalled by the economy, but the Village will proceed with construction of the CTA station at Skokie Boulevard and Oakton. The Village used about \$1.4 million in TIF money to buy a property on Skokie Boulevard for parking for the CTA stop. There will be a surplus declaration and distribution from the TIF, but Village officials don't know the amount yet. The Library received \$2,268. in the last surplus distribution.

CPSC RULING----ALA has sent a letter to Congress, urging members to take action against a recent opinion ruling from the General Counsel of the Consumer Product Safety Commission (CPSC) that would require libraries to either remove all books or ban all children under 12 from visiting their facilities as of February 10. The regulation is attempting to protect children from exposure to lead and phthalate, but as written, would apply to books in libraries also.

COMMUNITY INVOLVEMENT---In addition to regular meetings of Rotary and the Skokie Chamber of Commerce, Mrs. Anthony attended an open house at the North Shore Convention & Visitors Bureau; a retirement party for Meryl Rivenson, former Director of the Village Department of Human Resources; and an open house at Upwardly Global, a not-for-profit that seeks to help immigrants with a university education find employment within their field of training.

MIDWINTER----Mrs. Anthony will attend the Midwinter meeting of ALA in Denver January 22-26. Mrs. Anthony will be back in the office January 27. Mrs. Anthony continues to serve on the Task Force for Library Support Staff Certification; the Budget and Finance Committee of PLA, two award committees and the Leadership Task Force for PLA.

COLE-TAYLOR BANK----Cole-Taylor Bank will co-sponsor the Library's National Library Week celebration with a donation of \$2,000.

APRIL BOARD MEETING----The April Board meeting falls on April 8, the first night of Passover. With the Board's permission, the date will be changed to April 15. The Board agreed to change the April Board meeting to April 15, 2009.

PROJECTED BUDGET FOR FISCAL YEAR 2009-2010

Mrs. Anthony distributed a preliminary look at revenues and expenditures for the Fiscal Year 2009-2010 budget. The calculated estimate of revenue from property taxes should be close to on target. Mrs. Anthony said that Corporate Replacement Tax and Interest will both need to be revised downward. Since the Library has a healthy allotment in the Capital line at present, it can absorb an adjustment.

On the expenditure side, the Library's largest expense is for salaries. The Bureau of Labor has not released yet the Employment Cost Index for the fourth quarter and the twelve months ending December 31. We should have those figures sometime later this month. At this point, Mrs. Anthony is guessing a ten percent increase in the IMRF contribution for 2010. IMRF has a policy of being fully funded so it can be expected that losses in investments will be made up with an increase in the employers' contribution. Because the contribution rate for 2009 had already been set before the negative economic news of the last three months, there will probably be a fairly large deficit by mid 2009 when the 2010 rate will be determined.

Mrs. Anthony is not projecting any big changes in other budget lines for the Fiscal Year. Staff have used a lot of professional services this year, including legal, architectural and engineering, primarily due the acquisition of the last house and the completion of the parking lot. Mrs. Anthony had been anticipating that for some time and she had finally reduced that line to better reflect expenditures, only to get caught this year.

Health insurance can be expected to increase more than general costs. The Board needs to approve the budget in April before NSLS has figures for their year which begins in July. Nevertheless, Mrs. Anthony may have a better idea of general trends in health insurance costs by spring.

In the coming Fiscal Year, the ALA Annual Conference will be in Chicago and hence costs will be reduced. However, there is a PLA National Conference in March 2010. Also, more staff are attending conferences such as Computers in Libraries and the Internet Librarian to keep up with developments in technology.

Mrs. Anthony will continue to revise both revenue and spending projections for the next three months as adoption of a budget will be required in April.

Discussion followed.

WEST PARKING LOT PROJECT

Paverwalk Contract

Mrs. Anthony explained that the original specifications for the parking lot called for a paved walkway through the lot to facilitate access to the west entrance by pedestrians

arriving from the southwest as well as by those parking furthest from the entrance. The specifications were later changed to call for a brick walkway, with additional lighting bollards.

Mariani, the landscape contractor, submitted two proposals for the brick walkway, one for \$28,078.37, based on the specifications as provided by Gewalt and another, for \$12,675.83 for a pedestrian walkway with lesser substrate. Gewalt acknowledged that the specifications they originally provided would have been sufficient for vehicular traffic and they agreed to the revised substrate.

Those specifications were then provided to Chicagoland Paving with a request for a bid for the brick walkway. Although Chicagoland's proposed cost for the brick walkway as originally specified was \$45/SF for 460SF (\$20,700. total), with the lesser base, they quoted \$42/SF for 944SF (\$39,648. total). Since Mariani's proposal for the same 944SF is \$12,675.83, Gewalt Hamilton recommends acceptance of Mariani's bid. Mrs. Anthony concurs with the recommendation.

A motion was made by Mr. Graham, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPTS THE QUOTE FROM MARIANI LANDSCAPING FOR A
944SF PEDESTRIAN WALKWAY IN THE AMOUNT OF \$12,675.83.

The roll call vote for approval was unanimous.

COFFEE FOR THE PUBLIC

The experiment with covered cold drinks in the Library has been successful. Staff have had numerous requests for coffee. Staff asked the Filterfresh company for a proposal as they have been quite happy with that product. Steve Karney, General Manager of Filterfresh, has submitted a proposal to provide the coffee machine with a coin-op, supplies and maintenance. If users were to go through two cases of supplies per month at a charge of \$.50 per cup, the Library would cover costs. For the staff machine, we use four cases per month so it should not be a problem to reach this minimum.

It is proposed that the machine be located by the pop machine in the area with a tile floor on the first floor. Is the Board willing to implement coffee service on a trial basis?

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM FILTERFRESH TO PROVIDE A COFFEE MACHINE FOR THE PUBLIC.

Discussion followed.

The roll was called: Mr. Basofin—yes; Mrs. Rich—yes; Mrs. Greer—yes; Mr. Zelenka—yes; Mr. Graham—yes; Mrs. Hunter—no. The motion passed.

INVESTMENT POLICY

Mrs. Anthony said it has been nearly a decade since the Board has reviewed the Investment Policy and, given the current economic climate, this might be a good time to do so. The policy has served the Library well. The more news comes out about public bodies losing money on risky investments, the better the Library's conservative approach appears.

For a few years after the end of construction the Library did not have much to invest, but it currently has about \$1.6 million in the Reserve Fund. Even after the parking lot bills are paid, the Library should have more than \$2 million in the Reserve Fund at the end of the Fiscal Year. Currently, the Prime Fund of the Illinois Funds is paying less than 1% (0.715 as of 1/7/09) on deposits.

There is a program called CDARS which the Library could invest in through Cole Taylor Bank. Mrs. Anthony discussed this with Elizabeth Riesche of Cole Taylor and distributed the information she provided on the CDARS program. Additional information from our attorney regarding the CDARS program was presented at the Board meeting.

This looks to Mrs. Anthony to be the best option for secure investment of the Library's funds that can be invested for a period of months. The Board's direction on this matter is requested.

After brief discussion, the Board deferred this item until the February meeting.

2007 AMERICAN COMMUNITY SURVEY 1-YEAR ESTIMATE, SKOKIE VILLAGE, ILLINOIS

The 2007 American Community Survey was noted.

Mrs. Anthony also distributed some graphs put together by Steve Marciani at the Village showing languages spoken at home by Skokie students. Mr. Basofin and Mr. Graham requested copies of these charts.

“LIBRARY RECEIVES NATIONAL HONOR FOR SERVING COMMUNITY”, THE
CHAMBER CONNECTION, JANUARY 2009

The Chamber article was noted.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The January 2009 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

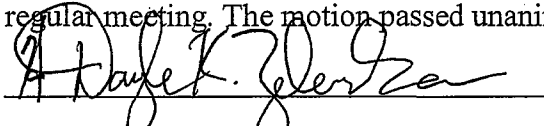
Mr. Zelenka had no report.

COMMENTS FROM TRUSTEES

There were no Comments.

ADJOURNMENT

At 8:37 p.m. a motion was made by Mrs. Rich, seconded by Mr. Zelenka to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Dayle Zelenka", is written over a horizontal line.

Dayle Zelenka, Secretary