

August 5, 1998

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, August 5, 1998.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:31 p.m.

Members present: John J. Graham, President; Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Zelda Rich and Carolyn A. Anthony, Director.

Members absent: Leo Friedman and Marcy Goodman.

We just recently learned that Leo Friedman broke his hip in July and is recuperating at Skokie Meadows Nursing Center.

Vivian Mitchell, Allen Schwartz' wife, was present for the Board's recognition of Allen as the Skokie Public Library's Great Books leader for forty consecutive seasons.

Susan Greer arrived at 7:37 p.m.

Also present: Bruce Brigell, Coordinator of Information Services, Gail Shaw, LAN Administrator and Barbara A. Kozlowski, Associate Director for Public Services.

Mr. Graham moved to change the order of the Agenda to have the first item be the recognition for Allen Schwartz, and second the presentation by Bruce Brigell and Gail Shaw.

Mrs. Hunter seconded the motion and the Board unanimously approved.

RESOLUTION OF RECOGNITION FOR ALLEN SCHWARTZ

Vivian Mitchell was introduced. She thanked the Board for inviting her.

Mrs. Anthony read the following:

Allen Schwartz, longtime resident of Skokie, founded the Great Books Discussion Group at the Skokie Public Library in the Fall of 1959 and has led it ever since. It is now one of the longest continuously running chapters of the Great Books Discussion Group.

A graduate of the University of Chicago, Allen Schwartz studied under Mortimer Adler and Maynard Hutchins, the founders of the Great Books Foundation, and joined the Foundation at its start in the 1940s. He began the program of “shared inquiry” at the Skokie Public Library with a discussion of the Declaration of Independence and has been through the Great Books canon more than three times. To Allen, “What is so wonderful is that each time we read the same work we receive fresh and new insights into the nature of man and his culture.” A few participants have been with the Discussion Group from the beginning.

Allen’s enthusiasm for the project has never flagged. After 30 years, he observed “The responses from the participant are always so amazingly insightful that it’s exciting for me to provide the leadership for the discussion.” For a time in the 1980s, he led a second, contemporary books discussion group at the Library.

I recommend that the Board approve a resolution of recognition and thanks to Allen Schwartz with the text to read as follows:

In recognition of Allen Schwartz who has led the Skokie Great Books Discussion Group at Skokie Public Library with intelligence, wit and personal charm that have kept participants coming back year after year since September, 1959, and who has thereby inspired countless persons with a love of reading. Awarded on the occasion of the commencement of the 40th consecutive season. Presented August 5, 1998, with sincere thanks from the Board and Staff of the Skokie Public Library and on behalf of the thousands of participants in the Skokie Great Books Discussion Group.

Mrs. Hunter made a motion, seconded by Mrs. Weiner to approve adoption of the resolution as presented. The Board unanimously approved.

Ms. Mitchell thanked the Board and said that throughout Allen’s life he never looked for any type of recognition. Whatever he did in his life was for the love of literature and the love of people. He had said to her this evening that he is truly overwhelmed with this honor and very appreciative.

The resolution will be framed and placed in the Mary Radmacher Meeting Room.

In addition, Mayor Jacqueline Gorell notified Mrs. Anthony that the Village will proclaim August 17 "Allen Schwartz Day" at their meeting of the Village Board of Trustees. Mrs. Anthony will be out of town that day and encouraged board members and as many of Allen's friends who can to attend the Village Board meeting.

Ms. Mitchell again thanked Mrs. Anthony and the Board and left the Board Room at 7:45 p.m.

DEMONSTRATION BY BRUCE BRIGELL OF NEW WINDOWS CATALOG AND REMOTE ACCESS TO LIBRARY DATABASES

Bruce Brigell and Gail Shaw demonstrated the capabilities of the newest technology addition to Skokie Public Library - remote access to selected Library resources. Some resources require the installation of browser software and a login procedure while others are available more directly without such procedures.

This latest technology aspect is being publicized on our web site and is generating much interest. We will further publicize with bookmarks and news releases. The public has responded very favorably.

Mr. Graham thanked Bruce and Gail for their very informative presentation.

Bruce Brigell, Gail Shaw and Barbara Kozlowski left the Board Room at 8:30 p.m.

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 8, 1998

Mrs. Hunter made a motion, seconded by Mrs. Greer to approve the minutes of the meeting of July 8, 1998, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
 CIRCULATION REPORT
 LIBRARY USE STATISTICS
 PROGRAM STATISTICS FIRST QUARTER F.Y. 1998-99
 REPORT(S) FROM DEPARTMENT HEAD(S)
 GIFTS
 CORRESPONDENCE
PERSONNEL

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF JULY, 1998, AND THE LIBRARY NOTE FUND BE ACCEPTED, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS FIRST QUARTER F.Y. 1998-99
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. GIFTS

\$100 from Skokie Valley Chapter of Lyric Opera of Chicago in appreciation

In memory of Steve Oserman

\$50 from Carolyn and William Anthony

\$20 from Ben and Bonnie Bannister

\$15 from Jane Beederman

\$20 from Bruce and Emily Brigell

\$25 from Jean U. Brinkman

\$10 from Jerome Bulgatz

\$75 from The Choice for Staffing Inc./Denise J. Schiffman

\$20 from Asta and Vytas Cuplinskas

\$10 from Barbara H. Ganan/Operation ABLE

\$18 from David and Marlies Ganellen

\$30 from Peg and Jack Gilmour

\$50 from Jane and Bill Hagedorn

\$100 from Martha and John Hattery

\$50 from Leo and Linda Kelly

\$30 from Silvia Kraft Walker

\$20 from Dr. Steven Kramer and P. J. Conklin

\$5 from Arthur and Judith Klowden

In Memory of Steve Oserman (continued)

\$25 Alan J. Liebman, President American Superior Company

\$50 from John Link and Vick Trejbal

\$100 from Elizabeth R. Pearson

\$25 from Andrea Pitkow

\$25 from Dorothy Rasmussen

\$150 from Zelda and Irwin Rich

\$15 from Ann Louise Truschel

\$100 from Eva Weiner

\$70 from Stuart Oserman's co-workers

6. CORRESPONDENCE - Letter from Paul H. Bennett, President, Board of Education, Skokie School District 68

7. PERSONNEL

Resignations: Fazila Vaid, part-time Clerk, Circulation Department, effective August 1, 1998; Joshua Pechter, part-time Computer Assistant, Youth Services Department, effective August 1, 1998

Promotion: Ryan Wirth, part-time Page to part-time Computer Assistant, Youth Services Department, effective August 11, 1998

The Consent Agenda items were unanimously approved and placed on file.

LIST OF BILLS

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

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

The roll call vote for approval was unanimous.

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

There were no comments from Trustees.

DIRECTOR'S REPORT

Lunch and Learn--Staff have initiated a Lunch and Learn program in which staff will eat a brown bag lunch and dedicate the remainder of the lunch hour to learning more about a technology-

related subject. Eight sessions have been scheduled from September through early January, covering topics such as an overview of PC technology or how LANs work, to creating a PowerPoint slide show and a book lover's guide to electronic resources.

NSLS Literary Foundation--The Library purchased five series tickets to the NSLS Literary Foundation and has made them available to staff on a lottery basis. Authors in this year's series include Joyce Carol Oates, Kurt Vonnegut, Amy Tan and Russell Banks.

ILA Leadership Retreat and Board Meeting--Mrs. Anthony attended a meeting of the ILA Executive Committee in Shorewood and an ILA Leadership Retreat and Board meeting in Champaign/Urbana. The meetings have enabled her to get up to speed with what's happening in the Association and procedures for getting things done. An interesting bit of news was that the ILA Preliminary Conference Program, posted on the ILA website, is blocked by the filter on computers at the Illinois State Library. Illinois' Central Management Services has dictated that all State government computers must have filters. Although there was much speculation and jest about the possibly offensive language or topics in the conference brochure, the issue of the fallibility of filtering is serious.

NorthStarNet Executive Committee--Mrs. Anthony has been asked to serve as one of seven library directors on the NorthStarNet Executive Committee. The newly appointed committee will meet quarterly to discuss issues related to NorthStarNet policy and direction.

Radio Interview--Sparked by a recent article in the Chicago Sun Times on the booming activity in public libraries, US Radio 99 has interviewed Mrs. Anthony for a program on public libraries to be aired on FM 99.5, Sunday, August 9 (between 10 and midnight).

Bookmobile--The new mobile library appears to be on schedule and is expected to arrive in early September. We are planning a festive dedication for Sunday, October 4. Mrs. Anthony has

contacted the Village for permission to park the new mobile library in the Galitz Parking lot, during the Farmer's Market. She asked trustees to hold the date.

The Norris Hall design rendering for the back of the bookmobile drew much praise.

Mrs. Anthony reported that she had visited Trustee Leo Friedman at the Skokie Meadows Nursing Center twice since we learned he had broken his hip and had been transferred there from Rush North Shore Medical Center. However, both times he was not available. She was successful this evening. He expects to be released some time in September. We will send a birthday card (August 23) from the Board and Staff - and perhaps, in the meantime, a few staff and board members could visit him.

HAZARD COMMUNICATION POLICY

Our workers' compensation advisor, Alexis Risk Management, has advised that the Library should have a Hazard Communication Program to be in compliance with the Federal OSHA Hazard Communication Standard (29CFR 1910.1200). The program will contribute to the safety and well being of our employees and any contract workers who may be employed by the Library.

David Runge, Head of Maintenance and Chair of the Safety Committee, has developed the program and manual, which will be maintained in the Circulation Department, so that it is readily available to all staff at all times. It is our intent to provide information and training about chemical hazards and other hazardous substances within our Library environment to those employees whose work tasks may require them to handle or otherwise be exposed to such substances.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE HAZARD COMMUNICATION POLICY AS STATED IN THE DIRECTOR'S JULY 30, 1998 MEMORANDUM.

The motion was unanimously approved.

AUDIOVISUAL SHELVING

Youth Services currently has an overflow of videos which are displayed on several book trucks. As audiovisual resources become a more significant part of the collection, we need to devote more floor space to them and purchase additional shelving.

The shelving proposed should accommodate growth for at least two years. We propose to install an additional seven-unit double-sided 60" tall range. The cost including shipping and installation is \$5,943.30. This purchase cannot be bid as BC Inventar, Inc. is the sole supplier of the shelving that matches our existing AV shelving.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF A SEVEN-UNIT DOUBLED-SIDED 60" TALL RANGE OF SHELVING FROM B C INVENTAR, INC. AS RECOMMENDED, IN THE AMOUNT OF \$5,943.30.

The roll call vote for approval was unanimous.

AUTOMATION / JCPL

There was nothing to report.

LIBRARY CABLE NETWORK

The Board noted the August 1998 Library Cable Network Cable Guide.

The Board viewed a 7.5 minute videotape of highlights from recent Library Cable Network programs which show the quality and variety of our library cable programming.

Library Cable Network will be 15 years old this fall. Des Plaines Public Library has joined as a new member and two other libraries have indicated an interest.

The Skokie Public Library Board can take satisfaction in operating a model public access channel on channel 24. LCN's anniversary program will be held Thursday evening, October 8 in the Petty Auditorium.

NORTH SUBURBAN LIBRARY SYSTEM

NSLS Statistics for July 1, 1997-June 30, 1998 list 61,238 hits to NorthStarNet; with 33 public libraries in 78 communities in the north suburban area now participating in NorthStarNet. Persons attending 299 continuing education/training classes/meetings totaled 3,708.

The Board noted Pat Groh's comprehensive report on the NSLS July Board Meeting.

Mrs. Weiner suggested the Board discuss the topics brought out in Ms. Groh's report in more depth, stating that there are positives and negatives for the Board to consider. She would prefer Ms. Groh's report would not be passed over.

Mr. Graham said he is confident that trustees read the report thoroughly when it was received in their packet and that trustees would comment and/or discuss any of the subjects broached in the report if they so desired.

COMMENTS FROM TRUSTEES

Mrs. Hunter said the most beneficial thing trustees can do is spend time in other libraries, to use their facilities and take note of how they operate.

Mr. Graham agreed. One can get the flavor of the community by visiting the local library. It is one of the most valuable things to do.

ADJOURNMENT

The meeting was adjourned at 9:05 p.m.



 Eva D. Weiner, Secretary