

September 13, 1995

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, September 13, 1995.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; Marcy Goodman; Susan Schreck Greer; and Carolyn A. Anthony, Director.

John Graham arrived at 7:57 p.m.

Observer present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 9, 1995

Mr. Friedman made a motion, seconded by Mrs. Greer, to approve the minutes of the regular meeting of August 9, 1995 subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes as written was unanimous. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATEMENT BE ACCEPTED; AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and the list of bills was unanimous.

TRANSFER OF FUNDS

A payment of \$81,239.92 (from the Reserve Fund for the Purchase of Sites and Buildings) is due to the Village September 30 in partial repayment of the loans for the purchase of 5237 and 5241 Oakton. This payment will leave the Reserve Fund somewhat short of the amount needed to pay for parking lot construction. Therefore, the Director recommends that \$80,000. be transferred from the Capital Line of the General Operating Fund to the Reserve Fund, as tax revenues are realized, for payment of the obligation to Maneval Construction Company upon completion of the project.

After discussion Mrs. Greer made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$80,000. FROM THE CAPITAL LINE OF THE GENERAL OPERATING FUND TO THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS FOR PAYMENT OF PARKING LOT CONSTRUCTION AS REVENUES BECOME AVAILABLE.

The roll call vote for approval was unanimous.

Another financial matter of concern is Cook County property tax bills are going out two and one-half months late. Mrs. Hunter cautioned the tax bills may exceed that projection and be three months tardy, with a thirty day due date. Therefore, we can not expect to receive the beginning of revenues until the first week of October, optimistically. This delay will create a tight cash situation in early October depending on when tax revenues begin to trickle in and payments will be deferred where possible.

The Director recommends a temporary transfer of funds from the Reserve Fund and/or the JCPL Growth Fund, to the General Operating, as needed, to meet urgent obligations in early October, with the provision that the funds be returned to the Reserve Fund and/or JCPL Growth Fund as tax revenues are received. The amount estimated from each of the Funds would be approximately \$50,000. This internal borrowing would be done only if needed.

After discussion Mrs. Rich made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO BORROW \$50,000. FROM THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS AND/OR THE JCPL GROWTH FUND TO BE TRANSFERRED TO THE GENERAL OPERATING FUND, AS NEEDED, AND TO BE REPAID WHEN REVENUES BECOME AVAILABLE.

The roll call vote for approval was unanimous.

Mrs. Hunter reported that an article in the Sunday *Chicago Tribune* stated airfare to Portland, Oregon, presently is \$710. and is always high due to a non-competitive route. Because of this, she suggested trustees and staff attend one of the main 1996 library conferences - either the Public Library Association (PLA) Conference in Portland, Oregon, March 26-30 or the annual American Library Association (ALA) Conference in New York July 4-10. Because the Portland airfare is so high, she felt it equitable that flight cost be split 50/50 between attendee and the Library. Other trustees acknowledged the potentially greater expense for the conference and suggested that we watch for any airfare specials.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
GIFT
CORRESPONDENCE

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFT - \$500. from Samuel and Gloria Bloom for the purchase of books on tape
5. CORRESPONDENCE - Note from Ardell Faulhaber

After discussion the motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation in August was just under 90,000 - a decrease of one percent from August, 1994. The biggest declines were in adult books and audio-recordings. Bookmobile usage

was also off. Youth circulation continues to increase. The gate count at 53,855 was high for August, perhaps reflecting use of the Library as a cooling center.

Help in Using SKO-KEY--A guide to SKO-KEY resources, introductions to seven groups of products and keys to searching six individual products have been completed and installed on a number of computers throughout the Library. Gail Shaw, LAN Administrator, designed and developed the introductions and keys, based on text prepared by Barbara Kozlowski and Coordinator of Information Services Bruce Brigell. The guide was designed and developed by a vendor. Additionally, staff have prepared printed aids to be kept by each computer.

Mrs. Kozlowski will demonstrate these products this evening which have been prepared with support of an LSCA grant.

SkokieNet--SkokieNet, the local information resource, is operational as of September 1. SkokieNet features information on services of the Village, Library, schools, businesses, health care and cultural resources. A community calendar is planned in the future.

Barrington, Lake Zurich and Gurnee also have local information on NorthStarNet out of the North Suburban Library System.

The service will not be publicized until late September or early October, allowing staff to become familiar with it. Gail Shaw, who has done an incredible job of launching SkokieNet, will demonstrate the service at the October Board meeting.

Skokie Public Library Home Page--Skokie Public Library has its very own home page on the Internet. To view the page and read about resources, services, policies and hours, use the URL: <http://listserv.nslsilus.org:80/skhome/orgs/library/splhome.html>

Electronic Security--As we begin to open Internet resources to the public, system security becomes a concern. The JCPL Board approved the purchase of a security product from Data General for \$17,675. Additional security software will be purchased for each JCPL library at a cost of \$295. per library to disable certain keys so that users cannot give system commands.

Building Matters--We have added aluminum bars to panels in the vestibule to deter people from walking into the glass near the exits. A contractor has photographed all the electrical panels and

major transformers to identify any hot spots. This is advisable as all building systems are aging and electrical failures could lead to safety problems.

New Residents' Coffee--The Library will have a table at the New Residents' Coffee at Village Hall October 5. This is always a good opportunity to meet and greet newcomers to Skokie and to invite them to the Library if they haven't discovered it yet.

Exhibitionist--There was an exhibitionist in the Library Sunday, August 27. The incident was reported to the police. This is the second such incident in the ten years Mrs. Anthony has been at the Library. One of the local papers erroneously reported this as a weekly occurrence.

Dynix Visit--The Dynix customer service representative and the manager of implementation services visited the Library August 24. We discussed current implementation problems, security concerns and plans for implementation of additional capabilities.

Urban Libraries Council Filming--The Library became a movie set August 23-25 as a film crew under contract to the Urban Libraries Council came to shoot footage on location. Five videotapes will be produced for national distribution and use in library staff training. The Library will receive a free copy of *Taking Charge of Work*.

Subcommittee on Systems--September 6 Mrs. Anthony went to Springfield for a meeting of the Subcommittee on Systems. Although the standards for systems are dated, it does not seem advisable to revise them at the present time. Change at the system level is such that the new standards would be dated before completion.

Public Library Planning--On Saturday, September 9, Mrs. Anthony attended a meeting to review a consultant's report on national use of the public library planning process. This study was undertaken in preparation for revision of the existing planning and measurement tools for public libraries.

Hope Apple and Merle Jacob--Reference Librarian Hope Apple and former staff member Merle Jacob discussed their recently published book on sequels on the Mara Tapp Show (WBEZ) Tuesday, September 12.

No Parking Signs-- "No parking, stopping or standing" signs have been erected along Oakton Street. Eight cars formerly were allowed to park on Oakton the length of the Library for one

hour and these spaces were used frequently by patrons. The new signs coincided with the opening of the expanded west library parking, thus reducing the number of new spaces for library users. Mrs. Anthony is waiting to hear from the Village Engineering Department regarding this change.

SUMMARY OF CHANGES TO THE VILLAGE HALL/SKOKIE PUBLIC LIBRARY PARKING LOT COMPLEX TO COMPLY WITH ADA REQUIREMENTS

Village of Skokie Traffic Engineer Frederick G. Schattner's letter of August 21 reports study results regarding changes necessary to the Village Hall/Skokie Public Library Parking Lot Complex to comply with ADA regulations. In summary, the Complex warrants seven (7) handicapped parking spaces. Only five (5) substandard (12 ft. wide) handicapped parking spaces exist - the new minimum width is 16 ft.

The Village has implemented physical changes, including elimination of one regular parking space adjacent to Village Hall, to provide an increase to 16 ft. for the Village Hall's two existing handicapped spaces.

Two additional handicapped parking spaces have been marked (striped) adjacent to the two existing spaces on the east side of the Village Green, close to the Library main entrance.

With these improvements there will be a total of 255 off-street parking spaces serving the Village Hall/Skokie Public Library Lot Complex and seven of them, the appropriate number, will be accessible per the latest ADA requirements.

Mr. Schattner notes in his memorandum to Albert Rigoni dated November 28, 1994 that per Section 51.385 of the Traffic Code, the Village Manager has the authority to designate Municipal Parking Lot conditions.

VOLUNTEER POLICY

The Board reviewed the "Skokie Public Library Volunteers" policy.

After discussion Mrs. Greer made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE VOLUNTEER POLICY AS PRESENTED BY THE DIRECTOR. (Copy attached.)

The motion to adopt the Volunteer Policy was unanimous.

SKOKIE PUBLIC LIBRARY VOLUNTEERS

Skokie Public Library has a volunteer program for people who wish to donate their time and talents to enhance library services. Under the general supervision of the Coordinator of Community Services, volunteers provide supplemental and support services throughout the Library.

The volunteer program was initiated in 1986 with the recruiting of persons who could extend service offerings of SALS (Skokie Accessible Library Services) by providing one-to-one assistance to some persons with disabilities. Many volunteers continue to participate in one-to-one reading, taping of local newspapers and other SALS programs under the direct supervision of Community Services.

Other volunteers work in all departments of the Library, assisting with clerical tasks, program support and assistance to users, under the supervision of a staff member in the department. Volunteers perform services which would be too costly for the Library to offer with paid staff (e.g. one-to-one reading), services for which they are uniquely qualified (e.g. translation assistance to catalogers) and general assistance with on-going tasks or special projects (e.g. large mailings or relabelling of books in a collection area), freeing staff to attend to other duties in a more efficient manner.

Volunteers may work in three ways:

- on a schedule with regular hours per week
- one-time large projects
- on-call basis

Volunteers are viewed as staff in many regards. Applications from volunteer applicants are taken and filed. When appropriate openings occur, applicants are interviewed for the volunteer position. Volunteers may also be recruited for positions. The volunteer is given a job description and receives both a general Library orientation and training for the specific job to be done. It is expected that a volunteer will make a commitment to an assignment and be reliable in meeting scheduled hours. Periodic evaluations by the volunteer and the supervisor help in assessment of the position and contribute to mutual job satisfaction. Time sheets are kept to record hours contributed by each volunteer. A Volunteer Manual includes procedures, job descriptions and forms.

The sole criteria for Skokie Public Library volunteers is suitability for the task required. The Library is accessible to those with disabling conditions. The Skokie Public Library is an equal opportunity employer.

The most valuable reward a volunteer receives is job satisfaction. Volunteering provides opportunities for personal growth. Members of the Skokie community experience the satisfaction of having an active share in an institution supported by their tax dollars. The Library expresses its appreciation by inviting volunteers to some staff functions such as the annual holiday party and by invitation to a special volunteer recognition function in the spring.

Each volunteer brings unique talents to work and broadens the pool of resources available to the Skokie Public Library. Volunteers strengthen the ties between the Library and its community, increasing public awareness of library services and providing feedback to Library staff. Volunteers make a positive difference in the service of the Skokie Public Library.

CAA:kk-sd

Adopted, Board of Trustees 9/13/95

Discussion ensued regarding the need to develop a hold harmless clause for volunteers. Mrs. Anthony said she spoke with legal counsel and Mr. Funk was of the opinion that the need for a hold harmless clause would not be necessary in our type of environment.

After further discussion Mrs. Greer made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ASK LEGAL COUNSEL TO DRAFT A LIMITED WAIVER OF LIABILITY, OR DISCLAIMER, FOR ALL SKOKIE PUBLIC LIBRARY VOLUNTEER POSITIONS.

The roll call vote for approval was unanimous.

JCPL (JOINT COMPUTER PROGRAM FOR LIBRARIES)

Mrs. Anthony said it was time to redefine the use of the JCPL Capital Projects Fund and the JCPL Board approved a "Statement of Purpose for JCPL Capital Projects". (Copy attached.)

When the Library contracted for its first integrated automation system in 1985, the contract covered all hardware, software and installation, to be provided by one vendor.

With repairs and part replacements the entire Geac system was retained until replaced in 1994, by which time it was terribly dated. Other JCPL libraries had the same components as Skokie, proportioned to their size.

As we began to investigate an upgrade, or replacement system, a shift of primary expense from hardware to software presented certain unknowns. The contract with the integrated automation vendor represented approximately half our automation expense in last year's installation. The other half consisted of cabling; servers, towers and other components central to operation of a Local Area Network; communication devices for intralibrary connection of automation components and personal computers.

Looking to the future, recommendations are that personal computers should be replaced after two or three years. We will need additional servers and towers as we expand the network. It is apparent that we will have annual expense for automation hardware and software as well as maintenance. We currently put \$65,000 per year into the JCPL Capital Projects Fund, but cannot look to the Fund balance to accumulate from year to year, appreciating interest, to replace our

STATEMENT OF PURPOSE FOR JCPL FUND CAPITAL PROJECTS

The purpose of the JCPL Capital Projects Fund is to accumulate funds for future expenditures to provide technology facilitating information delivery and access via telecommunications and data systems.

All four libraries will accumulate funds for the future upgrading or replacement of central site hardware and software. Individual libraries may also accumulate funds to plan, purchase and install internal LANs, CD-ROM networks, and other emerging technologies.

Related expenses for cabling, site preparation and furniture may also be covered by the JCPL Capital Projects Fund.

Approved JCPL Board
9/7/95

system in the future. The amount put aside will probably be needed for annual purchases. This topic should be revisited regularly giving careful consideration to current conditions.

Mrs. Hunter called for a short recess at 8:29 p.m.

AUTOMATION

Mrs. Kozlowski prepared materials to acquaint the Board with the use of SKO-KEY.

At 8:41 p.m. Mrs. Kozlowski demonstrated the various aspects of the SKO-KEY System and distributed a packet containing printed instructions and a schedule of classes for the public about how to use SKO-KEY.

She demonstrated parts of the "Guide to SKO-KEY Resources", "Introduction to Finding HEALTH Articles and Facts", and "Keys to Searching HEALTH REFERENCE CENTER".

The Board thanked Mrs. Kozlowski for her thorough and informative presentation.

The Board complimented Reference Librarian Jane Hagedorn for naming the System SKO-KEY.

Mrs. Kozlowski left the Board Room at 9:20 p.m.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network September 1995 TCI Cable Guide.

Mrs. Anthony reminded the Board of the LCN Annual Information Seminar, featuring "The Interactive Generation" at the Skokie Public Library Thursday, September 21. This panel discussion outlining telephone and cable industry plans and library and education applications is expected to be very informative.

COFFEE SERVICE

Board member Leo Friedman donated a used 30 cup coffee pot and assorted supplies to the Library with the suggestion that the Library offer coffee to the public.

While the public would undoubtedly appreciate the coffee service, there are concerns about expense involved and potential damage to Library furnishings and materials.

After discussion it was the consensus of the Board that the Library not provide coffee for the public at the present time - that we continue to offer coffee for book discussion groups and other selected Library programs only.

Mrs. Hunter thanked Mr. Friedman for his thoughtfulness and generous donation - the pot will be used for Library programs.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported there was no meeting of the NSLS Board of Directors in August.

The Management Affairs Committee met September 5.

Three new NSLS committees were formed, with 4 members each: a Member Libraries Committee, a Planning Committee and a Public Relations Committee. Mrs. Rich will Chair the Public Relations Committee.

The next meeting of the Board is September 18, 1995.

There will be an NSLS Board member retreat Monday, October 30 at the System Center.

COMMENTS FROM TRUSTEES

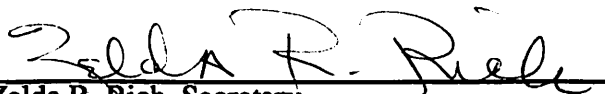
Mrs. Goodman, Mrs. Hunter and Mrs. Anthony will attend the Legislative Breakfast at NSLS October 16.

Mr. Graham said he was contacted regarding a gift of sculpture to the Library. Because we have no art acquisitions policy he suggested that consideration be given to developing an Art and Art Works Gift Policy. We have no written procedures for accepting art gifts and guidelines should be determined by the Board or a Committee.

Mrs. Hunter suggested we contact the Highland Park Public Library, which might have a comprehensive art acquisitions policy already in place.

ADJOURNMENT

Mrs. Rich made a motion, seconded by Mrs. Goodman to adjourn the regular meeting at 9:40 p.m., for the purpose of going into executive session for the evaluation of the performance of the Director.


Zelda R. Rich, Secretary