

May 9, 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, May 9, 2001.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:35 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Eva Weiner, Secretary; Susan Greer (arrived at 8:10 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 Skokie resident Carole Riding.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 11, 2001

Dr. Wozniak made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of April 11, 2001, subject to additions and/or corrections. There being no additions and/or corrections, the minutes were approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF APRIL, 2001, THE LIBRARY NOTE FUND, THE LISTS OF BILLS, INVOICE NO. 0052585 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$111,551.21; INVOICE NO. 11158 FROM FRED BERGLUND & SONS, INC. FOR \$15,840.; INVOICE NO. 11174 FROM FRED BERGLUND & SONS, INC. FOR \$811.94; AND INVOICE NO. 0004793-IN FROM INNOVATIVE

INTERFACES, INC. FOR \$43,799.00 BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

Mrs. Hunter questioned Paul Gilson's payment. Mrs. Anthony explained that he is working with the mechanical engineers and giving them background information. He recently assisted with the HVAC contract renewal. Mrs. Hunter also inquired about the Jim Kanas payment. The financial statements should indicate that his expense is being reimbursed from the Illinois Arts Council and the Skokie Fine Arts Commission.

CIRCULATION REPORT
LIBRARY USE STATISTICS
PROGRAM STATISTICS 4TH QUARTER F.Y. 2000-2001
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
PERSONNEL

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

- 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. PROGRAM STATISTICS 4TH QUARTER F.Y. 2000-2001
 4. REPORT(S) FROM DEPARTMENT HEAD(S)
 5. PERSONNEL: PROMOTION: RAFAEL TARELO, FROM FULL-TIME SHELVING, CIRCULATION DEPARTMENT TO FULL-TIME CIRCULATION ASSISTANT/PROJECTIONIST, CIRCULATION DEPARTMENT, EFFECTIVE APRIL 9, 2001.

The motion passed unanimously.

Mrs. Hunter questioned the youth circulation figure. She also asked if we should continue to receive periodicals in Youth Services.

Mrs. Anthony explained that much of the periodical use is in the Library and does not show up in circulation figures.

YEAR-TO-DATE BUDGETARY STATUS

The trustees reviewed the Year-to-Date Budgetary Status statement.

ANALYSIS OF GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS

This Analysis is for trustee information. Mrs. Hunter stated that she was proud of how the citizens fund the Skokie Public Library.

DIRECTOR'S REPORT

Usage—Circulation in April was 103,207 representing a two percent increase over April last year for a total annual circulation of 1,194,866. A more detailed analysis of usage will be presented with the annual reports in June.

Building Project—The Library's plans for expansion of parking to the west along Oakton Street received a unanimous vote of approval from the Plan Commission April 19 in spite of some objections by local residents. Concerns were expressed about increased traffic on Park Avenue with an exit onto that street and about landscaping, specifically the fate of some mature trees on the property. A slightly modified plan which eliminates the exit onto Park Avenue while increasing the net parking gain to more than twenty spaces will be presented for final approval to the Village Board May 21.

We have planned a public meeting about the proposed building project the evening of June 27. Architect Bob Hunter, Bill Kinder from Fred Berglund & Sons, Inc. and Mrs. Anthony will report on plans, allowing time for public questions and comments. We will also set up an exhibit in the Library lobby and in one or two community locations for public information.

Mrs. Hunter questioned the parking lot and no exit onto Park Avenue.

Mrs. Anthony explained that as it stands now, we would gain 20 extra spaces. Mr. Graham said residents complained that Park Avenue is already too busy. The plan commission and chairman were very supportive of the Library. Neighbors on Park Avenue needed reassurance that we would try to preserve the older trees if possible and not use eminent domain to obtain their homes. With future expansion of the parking lot, an exit may be put on Park Avenue.

Arbuthnot Lecture—Jan Watkins, Head of Youth Services, will introduce author Susan Cooper in Portland, Oregon, May 5 where Ms. Cooper will deliver the annual Arbuthnot lecture. Jan has chaired the committee which planned the event.

Illinois Advocacy Day—Mrs. Anthony attended the annual Illinois Advocacy Day in Springfield April 18 with about 330 other library advocates from areas throughout the State. It was a full day as she met with Senator's Walter Dudycz, Ira Silverstein and Kathleen Parker and with Representatives Lou Lang, Julie Hamos, and Jeff Schoenberg. The primary push was for increased funding for the systems, but she also heard interesting comments about an anticipated budget shortfall in Springfield this year, about upcoming redistricting and plans for seeking statewide office. ILA's lobbyist Kip Kolkmeier reported that the large turnouts for Advocacy Day this year and last year have been noted by a number of legislators who have commented that Library supporters have become more of a presence.

ALA Legislative Day—ALA Legislative Days were held in Washington, D.C. April 30 and May 1. Barbara Balbirer, a trustee at Lincolnwood Library, and Mrs. Anthony met with an aide to Representative Jan Schakowsky and the entire Illinois delegation of 85

met with Senators Richard Durbin and Peter Fitzgerald. They spoke about LSTA which is up for reauthorization in 2002 and has been slated for a funding cut of nearly forty million dollars in the budget proposed by President Bush. The proposed budget has also zeroed out funding for the National Commission on Libraries and Information Services and for Reading is Fundamental, a popular reading/book distribution program in which many libraries have been involved. Robert Martin, a Professor and Interim Director of the School of Library and Information Studies at Texas Women's University in Denton, Texas, has been nominated by the President to be Director of the Institute of Museum and Library Services. The Institute has been headed by a museum person for four years and is due for a term of leadership from the library sector.

Incident—On March 12, an adult male patron was injured when a piece of the metal doorframe fell on his head as he was exiting the check-out area. He required two stitches and was given a CAT scan at Rush North Shore. It appears that the doorframe had loosened over time with use and that the piece had been held in place solely by the tension of interconnection with other parts. David Runge, Head of Maintenance, has reinforced the part in that doorframe and the other with screws. There is a potential suit from this matter which is being handled by Traveler's, our insurance agency.

ULC Seminar—While in Washington, D.C., Mrs. Anthony also attended the Urban Libraries Council Spring Leadership Symposium on "Getting the Work Done Well" on increasing productivity and results from the library's work force. There was useful information about work force trends, an excellent presentation on teamwork and attitudes and a good opportunity for exchange with other directors.

Community—Mrs. Anthony attended the annual meeting of the Women’s Board of Rush North Shore this past month and also the quarterly meeting of the Skokie Health Advisory Committee. Board members are encouraged to attend the upcoming annual Festival of Cultures May 19 and 20 at Oakton Park. The Library will again be represented by the Bookmobile.

Volunteer Reception—Mrs. Anthony hopes all the Board will be able to come to the Volunteer Reception this Sunday, May 6. We are delighted to offer a piano concert by Alexander Zintchenko, husband of Circulation staff member Luba, before the luncheon and recognition program at 1:15.

Mrs. Hunter said the volunteer recital was a wonderful, superb performance. The piano sounded breathtaking.

Newbery Honor—Jan Watkins, Head of Youth Services, was elected to the Newbery Committee—a very high honor for a Youth Librarian. The Board sends their congratulations to Ms. Watkins.

BUILDING PROJECT

The General Obligation Bonds, Tentative Financing Timetable is for trustee information. Mrs. Anthony will attend the Village Board meetings in July and Mr. Graham will attend the bond bid opening on July 16.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO OBTAIN PROFESSIONAL SERVICES AT A COST NOT TO EXCEED \$10,500. TO DEVELOP SPECIFICATIONS FOR ABATEMENT, TO COORDINATE AND MANAGE THE PROJECT THROUGHOUT COMPLETION OF ABATEMENT, TO MONITOR AIR QUALITY AND

ENSURE COMPLIANCE WITH ALL REGULATIONS
AND TO PREPARE A FINAL REPORT IN REGARD TO
BUILDING ENVIRONMENTAL ISSUES DISCUSSED
IN ITEM II2 OF THE BOARD PACKET.

The roll call vote for approval was unanimous.

GOALS & OBJECTIVES 2001-2002

Mrs. Hunter questioned the objective in regards to the Bookmobile schedule.

Mrs. Anthony replied that we are thinking of modifying the schedule in northeast Skokie so three stops can become two longer stops.

Mrs. Hunter also mentioned that Mrs. Anthony or Allison Trimarco (Manager, Public Information and Programs) should be the only people to speak to reporters; she is glad to see that the UPdate is being revised and questioned the home school/library relationship objective. Mrs. Anthony explained that we are not going to design programs; we want to identify a significant target group and see how we can serve them better; perhaps with an Open House.

Susan Greer arrived at 8:10 p.m.

After brief discussion, the following motion was made by Dr. Wozniak, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE GOALS & OBJECTIVES 2001-2002.

The motion passed unanimously.

YOUTH LOAN POLICY

Mrs. Anthony said the Youth Loan Policy was put on the agenda because of the recent article that appeared in the Skokie Review about a young person checking out an R

rated video on the Bookmobile. It has been the Library's longstanding policy not to restrict library materials to users by age. We have a Youth Services Department with a separate youth-oriented audiovisual collection intended to serve children through eighth grade.

Mrs. Anthony explained that Kathy Routliffe, the author of the article that appeared in the Skokie Review, did not know the incident happened on the Bookmobile and was in a rush to go to press. The Board asked Mrs. Anthony if she has had any community feedback. Mrs. Anthony received one anonymous voice mail. Bookmobile staff have had no serious comments or concerns.

Mrs. Hunter feels it was totally inappropriate that the teachers contacted the newspapers; perhaps they were looking for sensationalism, rather than addressing the issue to Stenson School. Dr. Wozniak concurs with Mrs. Hunter. You have to get the facts straight. It is the duty of parents to check out and supervise what their children are exposed to.

Mrs. Rich knows a lot of seniors who read the Skokie Review. No one called her about the article. Mrs. Rich believes the situation was handled very badly by the teachers. Mrs. Greer said no one called her and a lot of people she knows have young children and use the bookmobile.

Mr. Graham sees two separate issues—the public relations issue and whether or not kids are going to be able to check out videos. This topic will be revisited possibly in the next four months.

MEETING ROOM POLICY

After discussion, the trustees decided to remove the first sentence in the first paragraph of the meeting room policy. There was also agreement to use the phrase suggested by the attorney of a “designated and limited forum.” There was discussion, but no resolution, of the question as to whether the conducting of religious services or partisan political meetings should be permitted.

Carole Riding left the meeting at 8:50 p.m.

Mr. Graham suggested Mrs. Anthony prepare two draft proposals for the June Board meeting regarding the conducting of religious services or partisan political meetings. Attorney Heidi Katz’s letter will be included again on the June agenda.

TAX ASSESSMENT APPEALS FOR ASSESSMENT YEAR 2000

After brief discussion, Dr. Wozniak made the following motion, seconded by

Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ELECTS TO CONTINUE TO PARTICIPATE AS A MEMBER OF THE NILES TOWNSHIP PROPERTY TAX APPEALS COOPERATIVE IN CASES WHICH COULD RESULT IN AN ANNUAL LOSS TO THE LIBRARY OF \$5,000. OR MORE.

The motion passed unanimously.

CENSUS 2000 FOR SKOKIE

The interesting statistics were noted by the trustees.

LIBRARY CABLE NETWORK CHANNEL 24

The May Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

There were no comments from trustees.

ADJOURNMENT

The meeting adjourned at 9:20 p.m. There being no business to discuss during the Annual Meeting, Dr. Wozniak made a motion to adjourn, seconded by Mr. Witry. The Board concurred.



Eva Weiner, Secretary