

April 13, 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, April 13, 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 (arrived at 7:33 p.m.); Diana Hunter, President Emerita; Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

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

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF MARCH 9, 2005

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular and closed meetings of March 9, 2005, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved by all except Mr. Witry and placed on file.

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

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, 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 JUDY BAAR TOPINKA, TREASURER, STATE OF ILLINOIS TO ILLINOIS FUNDS PARTICIPANTS DATED MARCH, 2005 RE AUDITED FINANCIAL STATEMENTS FOR THE ILLINOIS FUNDS FOR FISCAL YEAR 2004; EMAIL FROM F. HEIDI MUSSER TO

CAROLYN ANTHONY DATED MARCH 24, 2005 RE 2005 PAUL SIMON STUDENT ESSAY CONTEST

5. GIFTS: \$500. FROM OFFICE DEPOT (FOR OFFICE DEPOT MERCHANDISE) TO MAKE LIBRARY RESOURCES MORE ACCESSIBLE TO CHILDREN WITH SPECIAL NEEDS; \$25. FROM DIANA AND HARRY HUNTER IN MEMORY OF HENRY HANKIN, M.D.; \$25. FROM ABRAHAM AND PHYLLIS RAVVE FOR FINE SERVICE
6. PERSONNEL: HIRE: GRACE O'CONNOR, PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE MARCH 31, 2005; STATUS CHANGE: DAVE NELSON, FROM PART-TIME HOURLY TO PART-TIME SALARIED STATUS, YOUTH SERVICES DEPARTMENT, EFFECTIVE MAY 2, 2005.

The motion passed unanimously.

BILLS

A motion was made by Dr. Wozniak, seconded by Mrs. Hunter:

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

The roll call vote for approval was unanimous.

LIBRARY'S CASH POSITION

Mrs. Anthony distributed a Balance Sheet for the current year to date. With just one month left in the Fiscal Year, revenues were 6% short of budget projections for an outstanding cash balance of \$582,086. The Per Capita Grant of \$79,122. was received from the State. Mrs. Anthony reported that, subsequent to the memo, additional levy revenue of \$356,000. was received as well as nearly \$64,000. in additional corporate replacement tax.

With the additional revenue in April, we should finish the year in the black. There will be about \$130,000. remaining in the salary line which will be used in accrual accounting for the last week of April, to be paid May 6.

We have adequate funds for payment of the bond debt and have repaid the Reserve Fund for money borrowed internally during our cash shortage.

Should there be a cash balance in the Operating Fund on April 30, Mrs. Anthony recommends that it be transferred to Working Cash Fund to improve our liquidity.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR THAT IF THERE SHOULD BE A CASH BALANCE IN THE OPERATING FUND ON APRIL 30, 2005, THAT THE BALANCE BE TRANSFERRED TO THE WORKING CASH FUND.

The roll call vote for approval was unanimous. The motion passed.

WAGE AND SALARY

Mrs. Anthony explained that according to the principles of the compensation philosophy adopted by the Board some years ago, the annual increase for staff is based on the increase in the cost of labor rather than the consumer price index. Mrs. Anthony distributed a chart from the U.S. Department of Labor showing an increase in the Employment Cost Index (Wages and Salaries) for civilian workers of 2.4% in 2004. Mrs. Anthony recommends that the Board adopt a 2.4% Cost of Labor adjustment for all staff, effective May 2, 2005. The cost of this increase will be about \$113,500.

As in prior years, the pay scale will be adjusted across the board to reflect this change. The proposed new pay scale was distributed. For reference purposes, a beginning MLS Librarian (P3) would earn \$37,912. (as compared to \$37,023. this year) and a starting Circulation Clerk (S4) would earn \$24,380. (as compared to \$23,809. this year) under the proposed new scale.

Most staff have another opportunity for an adjustment in pay each year at the time of the annual performance evaluation. (Twenty staff members are at top of scale and are therefore not eligible for this additional increase in the coming year.) In the past two years, the Board has approved an increase of 2% at the time of the performance review. Considerations were the tighter economic times and the increasing cost of employee benefits. According to the Bureau of Labor Statistics, benefit costs are up 6.9% over last year. The Employer's Contribution Rate for IMRF is up from 5.18% in 2004 to 7.81% in 2005. Village Finance Officer Robert Nowak says that the Employer's Contribution Rate for IMRF for 2006 has not been announced, but he is budgeting 9%. Given the large increases in the cost of benefits, Mrs. Anthony recommends that the increase at the time

of the performance review again be 2% for Fiscal Year 2006, resulting in a total increase of 4.4% for most staff.

Mr. Witry suggested the Board look at the different employment indexes used to determine salary increases due to the fact that IMRF is imposing such large increases on employers. The Board would like to review the Compensation Philosophy and Strategy policy early next year. Mr. Graham said that the basic philosophy in the Library's compensation policy is to be in the first quartile to keep the Library competitive.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 2.4% COST OF LABOR ADJUSTMENT FOR ALL STAFF AND A 2% INCREASE AT THE TIME OF AN EMPLOYEE'S PERFORMANCE REVIEW FOR FISCAL YEAR 2006 AS RECOMMENDED BY THE DIRECTOR.

The roll was called: Mrs. Hunter—yes; Mr. Witry—no; Mrs. Greer—yes; Dr. Wozniak—yes; Mrs. Rich—yes; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

OPERATING BUDGET

Mrs. Anthony distributed the proposed Operating Budget for the Library for FY 2006 and a table of total projected revenues and expenditures. Given the increase of 7% for the 2004 tax levy which will fund FY 2006, and assuming a continuation of corporate tax appeals, the Library can expect to collect 5% more in property taxes in FY 2006 than this FY 2005.

Some considerations reflected in the proposed Operating Budget:

- Salaries –

Cost of labor increase of	\$113,500.
Cost of step increases	\$97,000.
Additional hours for Youth Services	<u>\$15,000.</u>
Increase of 4.8%	\$225,500.

A mitigating factor will be a decrease in overtime pay since, with the new policy, we will only pay overtime after 40 hours rather than after 37.5.

- Professional Services – This line was higher during building construction years and with the purchase of several properties. This year, we had a major revision of the

Personnel Code and the development of a Marketing Plan. We do not foresee major projects requiring professional services in the coming year.

- Audit – We received no notice of an additional increase in the cost of the audit from the Village.
- Binding – This line has decreased in recent years as we have stopped binding so many periodicals. We do send some foreign books for rebinding as they are poorly bound in the initial publishing process.
- Maintenance of Equipment – We underspent this line last year and will probably do so again this year.
- Maintenance of Building & Grounds – This line increased considerably last year as it had been reduced during the construction period. A moderate increase should cover price increases in maintenance of HVAC equipment, landscaping and other maintenance needs.
- Maintenance of Auto Equipment – This line has received a considerable increase because we anticipate the need for a new generator for the Bookmobile in the coming year at an estimated cost of \$6,500.
- Insurance (Health, Dental & Life) – Expense this year will be about \$356,000. which is 14% less than budgeted. This is both because cost increases this past year were nominal and the total number of lives covered decreased from 102 in 2003 to 86 in 2004 (from 65 to 58 employees). Though the exact rate increase for July is not known yet, NSLS does not expect it to be large. Mrs. Anthony has allotted for an 8% increase over this year's anticipated expenditure.
- Insurance – Our expense this year will be slightly over budget. The amount budgeted for FY '06 is 10% higher than this year's expense. Rates for the Public Risk Fund and Unemployment are based on percentages of a larger salary budget.
- Utilities – Expense this year should not exceed \$110,000., while last year's expense was nearly \$129,000. I have made a modest increase in the budget which will cover an increase of 7% in costs.
- Conference, Memberships, Workshops – The American Library Association is meeting in Chicago this year which involves less expense than an out-of-town conference. However, there will be a Public Library Association conference in Boston in March, 2006 that a number of staff will want to attend.

- Postage – Expense this year is well within budget and the line has not been increased for FY 2006.
- Printing & Publicity – Expense this year will be within budget. Mrs. Anthony has increased the line by 13.6% to enable completion of some of the projects of the Marketing Committee such as translation of a brochure into two or three languages.
- Data Processing – This is a fee from the Village for processing the payroll and we have not been notified that it will increase.
- Reception & Entertainment – This line covers the volunteer receptions and Staff Day as well as incidental entertainment of visitors. The budget was decreased by 31% last year and is being increased to a more realistic level.
- Programming – Expense for the current year appears to be 10% or more over budget, but we expect at least \$5,000. this month in reimbursement for program expense from Cole Taylor Bank and the Village. We have increased the line as requested by the auditors in order to show total program expense. Monthly reports will indicate programs covered by outside funding.
- Copier Lease – This line reflects lease payments for all public photocopiers, microfilm machines, staff copiers and the Risograph printer. The latter is a lease/purchase which will be complete in June, 2006, decreasing expense to this line by about \$5,000. in FY '07. Expense in this line is offset by revenue of ca. \$13,000. from public copiers. Nevertheless, as requested by the auditors, we show total expense.
- ILL and Access Fees – This is a nominal expense as we avoid fees when possible. Some academic libraries do charge for loans of books or copies of articles.
- Technology/Network – This line includes hardware and software maintenance from our integrated library systems vendor, hardware and software maintenance and licensing on other components, maintenance contracts for the security system, replacement PCs, security targets, and new software licenses. This year, we plan to add software for federated searching (will allow a user to search across multiple databases with a single search) and for patron online registration.
- Cable (LCN) – This budget line has not increased. LCN is raising a good portion of its budget through contract work.
- Books – The book budget has increased to cover increased expenses.

- Periodicals – The periodicals budget will have only a modest increase to cover price adjustments. There are no projects for purchase of microfilm back files this year.
- Nonprint Materials – Nonprint materials are in great demand and these collections are still growing.
- Electronic Resources – An increasing number of reference materials as well as back files of periodicals and newspapers are licensed in this format now. With federated searching, it will be easier for users to access these tools.
- Small Equipment – This line has been reduced slightly from the present budget.
- Library Supplies – This line has been decreased in line with expenditures in FY '05. It would appear that expense was higher in FY '04 because of new offices and work areas.
- Janitorial Supplies – This line has been increased commensurate with price increases.
- Office Expense and Transportation – This line has been decreased as it has not been fully expended.
- Furniture and Equipment – This line has been increased to cover the expense of a new installed video projector in the Petty Auditorium.
- Advertisement of Vacant Positions – While we have had little turnover in staff, there is a need to allow for recruitment.
- Employer's FICA and IMRF – We will run slightly over in this line this year. The employer's expense for IMRF was 5.18% in 2004 and jumped to 7.81% for 2005. Although the rate for 2006 has not yet been announced, the Village Finance Officer said he was budgeting 9% for the new year.
- Contingency – We used little from this line in FY 2005.
- Capital – At \$275,000., this line can cover installation of a new sprinkler system for the Library. Any shortfall in revenues may be absorbed by this line.

Although the budget as proposed is balanced, the intent is to end the Fiscal Year under budget, allowing the Library to improve its working cash position. The allotment of \$275,000. to the Capital line should enable us to absorb any shortfall in revenues and still end the Fiscal Year with a balance.

Mrs. Hunter stated that when the Library receives outside funding for a program it should show in the financial statements in parentheses as a grant. Mrs. Hunter also commented

that we need to look at some of our program attendance figures so we are not spending a great deal of money on poorly attended programs. Mrs. Weiner disagreed. Brief discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FY 2005-2006 BUDGET IN THE AMOUNT OF \$8,381,583.00. AS PROPOSED BY THE DIRECTOR (COPY ATTACHED).

The roll was called: Mrs. Hunter—yes; Mr. Witry—yes, with his disagreement on the salaries notwithstanding; Mrs. Greer—yes; Dr. Wozniak—yes; Mrs. Rich—yes; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

DIRECTOR'S REPORT

USAGE-----Circulation in March was up less than 2% from the same month last year. AV formats continue to be popular, with gains in circulation of audio materials exceeding the increases in video formats. Interlibrary Loan is up sharply. Self-check is gaining in acceptance, accounting for just over 11% of circulation. The gate count was down well over 6%, perhaps reflecting an increase in remote use of the Library from home and office. Three hundred thirty eight people conducted 1,235 searches of the Library's electronic databases.

NATIONAL LIBRARY WEEK-----National Library Week begins Sunday, April 10, with Healthy Family Day at the Library. Activities continue throughout the week with the Artist-in-Residency Showcase April 13, children's author Bruce Brooks April 14, a discussion and demonstration of animation April 15 and a performance by Indian dancer Pranita Jain April 16. Board members are encouraged to attend some of the week's festivities which are again underwritten by a donation from Cole-Taylor Bank.

STATE GRANTS-----The Library received its Per Capita Grant check in the amount of \$79,121.65 March 24. We were also notified of requirements for Per Capita Grant applications for the next three years. Some requirements need to be fulfilled by the Board and trustees will hear more about these. In addition, guidelines for FY 2006 LSTA grants were received. There is again a category for digitization projects and we will plan to do another project with the Skokie Historical Society. A meeting of representatives from the Village, Park District, the Library and the Historical Society will be held May 6. Staff are reviewing other possibilities for grant submissions. Letters of intent are due June 1.

ULC FUTURES FORUM-----The Urban Libraries Council is sponsoring a Futures Forum at the Palmer House Hilton in Chicago, Thursday, June 23rd from 1:00-5:30 pm. Participants will have opportunities to brainstorm the impact of trends and future forecasts on the work and evolution of public libraries. There will be small group conversations and a closing reception. Presenters include: Derek Woodgate, President of The Futures Lab in Austin, TX, John Mahaffie, principal with Leading Futurists, LLC and Stacey Aldrich, Deputy State Librarian in the Division of Library Development and Services for the Maryland Department of Education. All have impressive resumes of clients and publications. Mrs. Anthony will plan to attend and encouraged any interested Board members to join her. Registration is required so let me know if you would like to attend.

PUBLIC LIBRARY STAFF PERSON OF THE YEAR----Mrs. Anthony was delighted to be honored as the Public Library Staff Person of the Year at the NSLS Awards Banquet March 18. Several Board members and staff members attended the dinner. Staff surprised her with a bouquet of roses and balloons that day as well as posted signs of congratulations. Mrs. Anthony truly felt honored and appreciated and thanked all for their nice comments.

E-COMMERCE-----Mrs. Anthony attended an interesting session at NSLS about e-commerce in the Library. This involves payment of library fines and fees remotely over the Internet, using credit cards and making secure transactions. While not something we will start in the next few months, it is a growing trend that we need to watch. Even the Illinois Funds has gotten into e-commerce, enabling payment of taxes and license fees over the Internet. This was covered at another session Mrs. Anthony attended for an update on services of the Illinois Funds.

COMPUTER ETHICS AT UIC----Mrs. Anthony guest taught another undergraduate class in computer ethics at UIC March 16. The students were interested in the PATRIOT Act and privacy issues and had a fairly lively discussion. Many were more technically knowledgeable about means of blocking and encryption.

LIBRARY ADVOCACY DAY----- Mrs. Anthony will go to Washington D.C. for National Legislative Days May 3 and 4, as will Board member Diana Hunter. Richard Reeder, a Skokie resident, won an NSLS scholarship to go to Washington as a Library Advocate. Mrs. Anthony gave Mr. Reeder a grant of \$100. from the Library to supplement the NSLS funds.

RFID TAGS----A question was raised at the last Board meeting about the possibility of using another vendor's RFID tags. We have checked and confirmed that the tags are proprietary and non-standard at the present time. However, Mrs. Anthony did have a discussion with staff about the use and cost of the tags and we have decided not to tag current magazines which should yield a savings.

RBP TASK FORCE----NSLS has asked Mrs. Anthony to serve on a new RBP Task Force to look at reciprocal borrowing in the System. It has been some time since the issue has been reviewed and there are new issues re electronic access to each others' catalogs as well as the usual perceptions of inequalities.

CONGRESSWOMAN JAN SCHAKOWSKY-----For several months now, Rachel Friedlieb, an Aide to Congresswoman Jan Schakowsky, has been meeting with people in the Library the first Wednesday of the month to answer their questions about federal matters such as immigration, veteran's affairs and Medicare. The evening is so popular that she will begin coming to the Library on the Third Wednesday evening as well. Congresswoman Schakowsky will also hold an exhibition of student art "An Artistic Discovery" at the Library with a reception May 31 from 6-8 pm.

WRITE-IN CANDIDATE----Dayle Zelenka was declared the winner by the Village with a write-in vote count of 26 to 21 (Richard Cahan) to fill Richard Witry's position on the Library Board. Mr. Zelenka is a librarian at North Park University.

LIBRARY ADVOCACY DAY----Frances Roehm, Holly Jin and Mrs. Anthony traveled to Springfield today to meet with legislators and promote libraries. They were cordially received by all of our representatives. They talked about Per Capita grants, filtering, the Library's grant-funded program to extend services to children with special needs and Illinois Clicks. They also met with Secretary of State Jesse White in his office, together with two staff members from NSLS. The Secretary pledged to bring the Jesse White tumblers to the Skokie Festival of Cultures and to look into funding for Illinois Clicks.

REVISED PERSONNEL CODE

Gail Kay, Assistant Director for Human Resources, distributed a second draft of the Revised Personnel Code. Changes since last month include:

- A new Compensatory Time Policy
- Inclusion of the current Committee Assignments and Conference Attendance Policy
- Inclusion of the current Tuition Reimbursement Policy

- An appendix consisting of the Department of Labor's Family and Medical Leave Act Fact Sheet (included at our attorney's recommendation)

Discussion followed. Mr. Witry's procedural questions were looked at by Library legal counsel and no changes were made.

A motion was made by Dr. Wozniak, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED PERSONNEL CODE AS PRESENTED TO BE EFFECTIVE MAY 1, 2005.

All trustees voted in favor of the motion except Mr. Witry. The motion passed.

BEVERAGES IN THE LIBRARY

Tobi Oberman explained that two separate surveys were taken in order to answer the Board's questions from the March meeting.

In the first survey, all 44 NSLS public libraries were polled electronically. Twenty-six libraries responded. Of those 26 public libraries, 22 libraries do not provide vending machines and 4 do. Eighteen allow beverages in covered containers. Most restrict beverages near their PCs. One library only allows water bottles with closeable tops. All have experienced little to no damage by instituting a covered beverage policy. All staff are responsible for enforcing the policy. Most libraries seem to convey the message "If you can't beat them, join them". Ms. Oberman distributed the NSLS Fast Facts Survey.

In the second survey, all 160 Skokie Public Library employees were polled. One hundred and one staff responded (approximately 63%). Two respondents marked no opinion on their entire survey. Fifty-two staff favored patrons being able to drink beverages in covered containers in the Library. Thirty-eight said no. Fifty-nine staff said that patrons had requested a vending machine in the Library; 32 said they had not, but some had inquired about snack machines. Staff were split 44-44 on whether the Library should provide a patron beverage vending machine. Sixty-eight staff said that they had seen patrons drinking a beverage other than water in the Library. Seventy-one staff said that they would enforce a Library policy allowing patrons to drink from a covered container. The sixteen staff that said that they would not enforce the policy are mostly from non-public departments. Sixty-seven staff are willing to approach patrons about cleaning up and disposing properly of their empty plastic containers.

Based on these findings, Ms. Oberman recommends approval of any non-alcoholic beverage in covered containers to be consumed in all parts of the Library except in the computer labs.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE DRINKING OF ANY NON-ALCOHOLIC BEVERAGE IN COVERED CONTAINERS IN ALL PARTS OF THE LIBRARY EXCEPT IN THE COMPUTER LABS.

The roll was called: Mrs. Hunter—no; Mr. Witry—no; Mrs. Greer—yes; Dr. Wozniak—yes; Mrs. Rich—yes; Mrs. Weiner—yes; Mr. Graham—abstain. The motion passed.

Ms. Oberman asked to speak to the issue of a vending machine in the Library. The Board deferred the vending machine discussion for six months (October) as they would like to see how the public and staff handle beverages in the Library.

The Board thanked Ms. Oberman and Ms. Kay for attending the meeting. Ms. Kay and Ms. Oberman left the meeting.

STAFF COMPUTER PURCHASE

Mrs. Anthony said that with the approximately \$25,000. remaining in the Library's Technology budget for the current fiscal year, staff would like approval to purchase 21 new computers for \$24,047.10.

With the exception of two public computers (a distance learning and a literacy computer) these computers would replace staff machines.

Since the start of Library construction in 2001, all general-use public computers have been upgraded to contemporary systems. The oldest general-use public computers in the Library are not yet three years old. The majority of staff computers, on the other hand, have just turned five years old or will turn five this summer; a few are even older.

The twelve public desk computers have been identified as candidates for the first machines to be replaced. After that, staff in the Youth Services and Adult Services departments have been identified and prioritized. For example, staff that work with large graphics files are most in need of a modern computer that can better handle that type of work. With the remaining computers we will replace as many of these targeted staff computers as possible.

In summary, the recommendation is to purchase 21 new computers that will be distributed as follows:

- 2 public computers, for distance learning and literacy use
- 12 public desk computers
- 7 computers for staff, on a 'needs' basis

A motion was made by Mr. Witry, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF 21 COMPUTERS FROM DELL FOR \$24,047.10 FOR PUBLIC AND STAFF USE.

The roll call vote for approval was unanimous.

LEASING OF PHOTOCOPIERS

Mrs. Anthony distributed a proposal from Wagner Office Solutions for replacement of five analog copiers and one digital copier with six new digital copiers at a lease price of \$720. per month. The present lease agreement began May 1, 2001 and would have concluded April 30, 2006. Mrs. Anthony also distributed a schedule re balance on present lease. The copiers in place are showing real signs of wear after four years, as is typical in this type of public use setting.

The monthly charge for the six photocopiers now in place is \$740.00 per month. This is a lease arrangement, with service and supplies to be provided by Wagner. The Library is charged .015 per black and white copy for the service and gets monthly checks for the .085 balance per copy.

We have found it best to use a straight lease for these copiers. Although we could buy them out for fair market value at the end of the five year lease, there is little value left at that point.

Mrs. Anthony also distributed a letter from Mary Lang of Great America Leasing, releasing the Library from the current Lease No. 188590. Mrs. Anthony recommends Board approval of the new lease agreement, to be effective May 1, 2005.

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

MOTION: THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVES THE NEW LEASE AGREEMENT WITH WAGNER

OFFICE SOLUTIONS FOR SIX NEW DIGITAL COPIERS AT A
LEASE PRICE OF \$720.00 PER MONTH EFFECTIVE MAY 1, 2005.

The roll call vote for approval was unanimous.

RENEWAL OF HVAC AGREEMENT

In anticipation of the need to get an agreement in place for maintenance of our HVAC equipment for FY 2006, Mrs. Anthony sent out letters and an updated RFP, prepared by Paul Gilson, to six firms. Three firms came out for a walk-through and indicated their intent to submit a proposal. North Town Mechanical, our present contractor, did not need to come out since they are familiar with the equipment.

We asked for proposals by April 7. At the end of the day, we had a proposal from North Town and an incomplete proposal from one other vendor who said he would subcontract filter changes and would have to let us know about the pricing for that.

Mrs. Anthony recommends approval of the proposal from North Town Mechanical in the amount of \$49,980. or \$4,165. per month. This price represents no increase from the present year. We have been satisfied with their service.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM NORTHTOWN MECHANICAL OF \$49,980. FOR MAINTENANCE OF THE LIBRARY'S HEATING, VENTILATING AND AIR CONDITIONING EQUIPMENT FROM MAY 1, 2005-APRIL 30, 2006.

The roll call vote for approval was unanimous.

"RESCUING STUDENTS" COMMENTARY, CHICAGO TRIBUNE, APRIL 9, 2005

The commentary, "Rescuing Students" was noted.

Dr. Wozniak would like the email from F. Heidi Musser in Correspondence sent to former Senator Paul Simon's family.

NORTH SUBURBAN LIBRARY SYSTEM

The "North Suburban Library System Group Insurance Program Nine Months Ended March 31, 2005" report was noted.

COMMENTS FROM TRUSTEES

Mrs. Hunter read an article about the Orland Park bookmobile crash and asked about our coverage. Mrs. Anthony said we have a 10 million dollar umbrella.


Mr. Graham announced at the May Board meeting there will be a swearing in ceremony and the Village Clerk will be present.

The Board congratulated Mrs. Hunter and Mr. Graham on their election wins.

The Board thanked Mr. Witry for his eight years of service and wished him well.

ADJOURNMENT

At 8:44 p.m. a motion was made by Mrs. Greer, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.



Zelda R. Rich, Secretary