

March 11, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, March 11, 1992.

CALL TO ORDER

The meeting was called to order at 7:33 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Walter B. Flintrup, Vice President; Norma Zatz, Secretary; John J. Graham; Susan Brill Schreck; and Carolyn A. Anthony, Director.

Mrs. Zelda Rich arrived at 7:38 p.m.

Member absent: Eva Weiner.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Susan Hagen Land, Head, Adult Services; Brenda Murphy, Head, Youth Services; and Tobi Oberman, Supervisor of Circulation Services.

Also present: Robin A. Johnson, Associate, Hammond Beeby and Babka, Inc.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 12, 1992

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of February 12, 1992 as written, subject to additions and/or corrections. Mr. Graham seconded the motion.

There being no additions or corrections the motion to approve the minutes of February 12, 1992 was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

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, 1991 LIBRARY PROJECT FUND, LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS STATEMENT BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

The regular order of business was set aside for discussion of the renovation project.

RENOVATION PROJECT

Fire Alarm System Modifications Bid Proposals

Ms. Johnson reported that three Fire Alarm System Modifications bid proposals were received and opened March 9, 1992 at 9:30 a.m.

After review by Hammond Beeby and Babka, Inc. electrical engineers it was recommended to accept the apparent low bidder, Continental Electric, for the base contract in the amount of \$52,458.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BID PROPOSAL OF THE APPARENT LOW BIDDER FOR THE BASE CONTRACT, CONTINENTAL ELECTRIC, IN THE AMOUNT OF \$52,458. FOR MODIFICATIONS TO THE SKOKIE PUBLIC LIBRARY FIRE ALARM SYSTEM.

The roll was called. Mrs. Rich--yes; Mrs. Schreck--abstain; Mr. Flintrup--yes; Mr. Graham--yes; Mrs. Zatz--yes; Mrs. Hunter--yes. The motion passed.

Proposed Furnishings Budget

Ms. Johnson distributed a list of proposed furnishings which included cost estimates of both new and refurbished furnishings, tables and draperies.

She said sample chairs provided for the Board this evening, as well as photographs of the variety of chair styles available, are in keeping with the integrity of our current high quality furnishings. Ms. Johnson said the samples will acquaint the Board with the variety of styles and

quality available to choose from; that her presentation was intended to open dialogue for discussion of ideas, phasing and budgeting.

Discussion ensued regarding lack of funds for the estimated furnishings cost of nearly \$800,000.

The Board agreed a special meeting be called to discuss budget implications for the furnishings phase of the renovation project since construction costs already are over the amount budgeted.

The special meeting will be Monday, March 30, 1992 at 7:30 p.m.

The Board also concurred that the April 8 regular meeting of the Board of Library Trustees be changed to April 15, the third Wednesday of the month.

Mrs. Anthony asked that the Board contact her with their questions or concerns prior to the special meeting. Mr. Graham suggested Mrs. Anthony prioritize each item listed on the proposed furnishings budget estimate, indicating beside each item the budget year she anticipates funds would be allocated for the specific item(s), i.e., new staff seating costs from 1992-93 budget, new public lounge seating costs from 1993-94 budget, etc. Mr. Graham also asked Ms. Johnson to provide her source for furnishings.

Ms. Johnson left the meeting at 8:30 p.m.

Mrs. Hunter asked that the two remaining items under Renovation Project be discussed at this time.

Shelving Proposal

Mrs. Anthony noted that shelving needs will be addressed at the special meeting.

Asbestos Abatement

The Board noted the letter from RCM Laboratories, Inc., dated February 12, regarding progress of asbestos removal and repairs.

The meeting was returned to the regular order of business.

PROJECTED BUDGET FOR FISCAL YEAR 1992-93

The Board discussed the Projected Budget for Fiscal Year 1992-93.

The Board reviewed the salary scale information regarding the proposed 15 step salary scale.

Presently, 45 of 121 employees, or 37% of the staff, are at or above Step 6 on the current salary scale. Steps 7, 8 and 9 are longevity steps at 10, 15 and 20 years and currently, twenty staff members are on Steps 7, 8 or 9. Another seven staff members have been on the staff ten or more years, but are not in longevity steps yet due to promotions and grade changes.

The proposed new scale would cost approximately \$25,000. more than the old scale in 1992-93.

To implement the scale, all employees would receive a full cost-of-living adjustment (COLA) increase, currently estimated at 3%, as of May 4, 1992. Additionally, at the time of the anniversary date, each would receive a step increase of 1.5%-3.0% as needed to bring them up to the next level on the scale. If the difference between the salary with the COLA and the highest step were to be less than 1.5%, the employee would still receive 1.5%. Therefore, each employee would receive an increase of 4.5-6.0% during the year unless such an increase would put them above Step 15 on the new scale.

After discussion regarding a cost-of-living increase for employees, the proposed budget and the proposed 15 step salary scale, Mrs. Zatz made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE 1992-93 BUDGET AS PRESENTED BY THE DIRECTOR IN THE AMOUNT OF \$4,410,800. WHICH INCLUDES A 3% COST-OF-LIVING ADJUSTMENT. (copy attached)

The roll was called. Mrs. Rich--yes; Mrs. Schreck--yes; Mr. Flintrup--no; Mr. Graham--yes; Mrs. Zatz--yes; Mrs. Hunter--yes. The motion passed.

After further discussion regarding the adoption of the proposed 15 step salary scale, Mr. Graham made a motion, seconded by Mrs. Rich:

SKOKIE PUBLIC LIBRARY OPERATING FUND PROPOSED BUDGET FOR FY 1992-93

	A	B	C	D	E
1	Account Name	Budget	Account Name	Budget	Note
2	FY 1991-92	FY 1991-92	FY 1992-93	FY 1992-93	
3	Salaries	\$2,115,000	Salaries	\$2,250,000	6.4% Increase (3% COLA)
4	Professional Services	\$25,000	Professional Services	\$25,000	No Change
5	Audit	\$1,600	Audit	\$1,600	No Change
6	Binding	\$2,000	Binding	\$3,000	50% Increase/Reflects current demand
7	Maintenance of Equipment	\$13,000	Maintenance of Equipment	\$14,000	7.7% Increase
8	Maintenance of Buildings & Grd	\$80,000	Maintenance of Buildings & Grds	\$85,000	6% Increase
9	Maintenance of Auto Equipment	\$7,000	Maintenance of Auto Equipment	\$7,000	No Change
10	Insurance (Health, Dental & Life)	\$135,000	Insurance (Health, Dental & Life)	\$148,500	10% Increase
11	Insurance	\$45,000	Insurance	\$47,700	6% Increase
12	Utilities	\$70,000	Utilities	\$80,000	14% Increase
13	Conference, Mbrshps, Wkshps	\$36,000	Conference, Mbrshps, Wkshps	\$40,000	11% Increase
14	Postage	\$12,000	Postage	\$12,000	No Change
15	Printing and Publicity	\$22,000	Printing and Publicity	\$24,000	9% Increase
16	Data Processing	\$11,000	Data Processing	\$11,500	4.5% Increase
17	Reception & Entertainment	\$5,000	Reception & Entertainment	\$5,000	No Change
18	Programming	\$20,000	Programming	\$18,000	10% decrease/Due to construction
19	Photocopier Leasing	\$25,000	Photocopier Leasing	\$25,000	No Change
20	JCPL Operating & Capital	\$250,000	JCPL Operating & Capital	\$225,000	10% decrease/Smaller Capital Budget
21	Cable	\$14,000	Cable	\$20,000	42.8% increase/Reflects automated playback
22	Books	\$380,000	Books	\$404,000	6.3% increase
23	Periodicals	\$76,000	Periodicals	\$81,000	6.5% Increase
24	Nonprint Materials	\$48,000	Nonprint Materials	\$50,000	4% Increase
25	Microforms	\$35,000	Microforms	\$35,000	No Change
26	Small Equipment	\$7,000	Small Equipment	\$10,000	42.8% Increase/Reflects current demand
27	Library Supplies	\$47,000	Library Supplies	\$47,000	No Change
28	Janitorial Supplies	\$18,000	Janitorial Supplies	\$18,000	No Change
29	Office Expense and Transportatn	\$2,500	Office Expense and Transportatn	\$2,500	No Change
30	Furniture and Equipment	\$10,000	Furniture and Equipment	\$11,000	10% increase
31	Advertisement of Vacant Positn	\$2,000	Advertisement of Vacant Positn	\$2,000	No Change
32	Contingency	\$11,000	Contingency	\$15,000	36% increase
33	Capital	\$0	Capital	\$64,000	
34	Employers' FICA and IMRF	\$353,000	Employers' FICA and IMRF	\$380,000	7.7% increase
35	OPERATING FUND TOTAL	\$3,878,100	OPERATING FUND TOTAL	\$4,161,800	7.3% INCREASE
36	Debt Services	\$41,708	Debt Repayment	\$208,000	
37			Reimbursement to Reserve Fund	\$41,000	For November'91 Debt Service
38	TOTAL	\$3,919,808	TOTAL	\$4,410,800	11.4% INCREASE

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 15 STEP SALARY SCALE AS PRESENTED BY THE DIRECTOR.

The roll was called. Mrs. Rich--yes; Mrs. Schreck--yes; Mr. Flintrup--no; Mr. Graham--yes; Mrs. Zatz--yes; Mrs. Hunter--yes. The motion passed.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (4)

Mrs. Zatz made a motion, seconded by Mr. Flintrup to place the Consent Agenda items on file.

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

1. CIRCULATION REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE

Letter from Dr. Daniel Thursz, President, The National Council on the Aging, Inc.

Letter from Carol A. Franz, Program Coordinator, Office of Human Services, Village of Skokie

Letter from Miriam Pollack, System Development Officer, North Suburban Library System

Letter from Cynthia Chamberlin, Library Public Relations Council

The motion to approve the Consent Agenda items passed unanimously.

GIFT

The gift of \$50.00 from Mr. and Mrs. Elliott Balter and Son, in memory of Manny Jacobson was noted. Mr. Balter asked that the Library purchase books on the subject of drawing, Mr. Jacobson's interest.

PERSONNEL

The resignation of Morris M. Mordini, full-time Custodian, effective February 14, 1992, and the appointment of Samuel Robinson, from full-time Day Page to full-time Custodian, effective February 19, 1992 was noted.

Mrs. Hunter called for a short recess at 9:15 p.m.

DIRECTOR'S REPORT

The meeting resumed at 9:25 p.m. with review of the Director's Report.

Usage--Circulation in February was up almost 7% over February last year. Audiovisual materials showed the strongest gains. Reference requests were up sharply in February in both Adult and Youth Services. Use of microcomputers also increased greatly.

Per Capita Grant--We received a Per Capita Grant check February 24 in the amount of \$54,083.12.

IPTIP--We established accounts with the Illinois Public Treasurer's Investment Pool in February for both the Reserve Fund and the Library Project Fund. Interest rates change daily, averaging just over 4% in February. On the whole, we should be financially ahead with this system over locking in the interest rate on a given day for a period of time with short term CDs at local banks. Money in IPTIP is readily available and earns interest daily.

National Library Week--NBD Bank has graciously agreed to continue serving as sponsor for National Library Week. They will underwrite a reception Sunday, April 5, following the performance by Artist-in-Residence Mary Ellen McGarry and this year's group of Skokie fourth grade students.

Intersystem Reciprocal Borrowing--Bridget Lamont is organizing a meeting of representatives from Chicago and some neighboring suburban libraries to talk about intersystem reciprocal borrowing.

NSLS RBP Tenets--Mrs. Anthony is serving on the System Committee making recommendations for implementation of new Tenets for NSLS Reciprocal Borrowing, effective July 1, 1992. One key change is that the home library will be responsible for losses, except those attributable to van delivery. The Committee has recommended that statistics be kept for the first year and an assessment made of the advisability of trading invoices among libraries. We really have no idea of the number of items lost in RBP and the cost of the losses as not all libraries have reported losses to NSLS in the past. Skokie Public Library has received about \$6,000. per year on claims for lost RBP books in recent years.

Call for America's Libraries--Skokie Public Library will participate in promoting American Library Association's campaign to "Call for America's Libraries" scheduled to start March 16, Freedom of Information Day through the end of National Library Week April 11. People are urged to call 800-530-8888 to register their support for public libraries. Organizers hope to gather statistics to be used in lobbying for library funding. Adult Services Head Susan Land has participated in developing the campaign.

Censorship--The Des Plaines Public Library has been dealing with a group of parents who have requested that a book including "profanity and immoral situations," written for 9-12 year olds, be removed from the children's section. They have also requested that a list of other such books be provided or that the library label such books with stickers.

Two complaints from people regarding books in the Skokie Public Library collection have been received within the past ten days.

Levy Funds for FICA and Illinois Municipal Retirement Fund--At a meeting with Village Manager Albert J. Rigoni and Finance Director Robert Nowak, Mr. Rigoni indicated that the Village would loan the Library \$100,000. toward the short fall in the tax levy for FICA and IMRF. The Village will request that the loan be paid back out of the 1992 Library levy.

Reception for Jerome Robbins--Mr. Flintrup, Mrs. Weiner and Mrs. Anthony attended a reception for Mr. Robbins, retired senior partner of the law firm representing the Library. His exhibit of photographs in Skokie Public Library has been well received by the public.

Discontinuance of Art Print Circulation-- Public interest in art prints has declined in recent years as evidenced by monthly circulation ranging from 30-50. With the Board's approval, we will discontinue the circulation of art prints effective April 15. Withdrawn prints will be offered to other local governments on "extended loan." Remaining prints will be sold in the Library book sale in June.

Mrs. Zatz suggested the Board present an art print to former Board member Shirley Merritt. The print Mrs. Zatz recalls had two red horses in it. Mrs. Anthony said that the Park District and the Police Department have quite a number of our art prints on extended loan already, but if that

particular art print is still available, she will execute the purchase of the print for Mrs. Merritt on behalf of the Board.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE DISCONTINUING CIRCULATION OF ART PRINTS, EFFECTIVE APRIL 15, 1992, AS RECOMMENDED BY THE DIRECTOR.

The motion was unanimously approved.

SKOKIE PUBLIC LIBRARY POLICIES

Draft Resolution re Compliance with Americans With Disabilities Act (ADA)

It has been recommended by our attorneys that the Library have on file a statement of intent to comply with guidelines of the Americans With Disabilities Act, federal legislation effective January 26, 1992.

The Board reviewed the draft and after discussion Mrs. Zatz made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT "SKOKIE PUBLIC LIBRARY RESOLUTION 92-01 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT" AS PRESENTED. (copy attached)

The motion was approved unanimously.

Mrs. Anthony will develop a grievance procedure.

Microcomputer Policy

Several changes in policy and procedure for use of the public microcomputers have been proposed by staff.

The Board reviewed the proposed changes.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE PROPOSED CHANGES IN THE MICROCOMPUTER POLICY AS PUT FORTH IN THE DIRECTOR'S MEMORANDUM.

The motion was approved unanimously.

SKOKIE PUBLIC LIBRARY

RESOLUTION 92-01

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

WHEREAS, the Congress of the United States has recognized the rights of people with disabilities, and stated that it shall be a policy of the United States to have full participation in society by people with disabilities;

WHEREAS, the Congress of the United States has adopted the Americans With Disabilities Act of 1990 (Public Law 101-336) for the purpose of eliminating discrimination against people with disabilities;

WHEREAS, title 2A of the Americans With Disabilities Act prohibits discrimination on the basis of disability by all units of state and local government, including municipalities and library districts, or instrumentalities thereof, as of January 26, 1992;

WHEREAS, the rules implementing the Act were published July 26, 1991 (28 CFR Part 35) by the Department of Justice; and

WHEREAS, the rules require that the Skokie Public Library shall make information concerning the Act and its application to the services, programs, and activities available to applicants, participants, beneficiaries and other interested persons; adopt a grievance procedure regarding access to said facilities, services, and programs; designate a person responsible to coordinate compliance with the Act; and conduct a self-review.

THEREFORE, BE IT RESOLVED that the Skokie Public Library intends to comply with the Americans With Disabilities Act in the delivery of services, programs, and activities, by making reasonable accommodations, such as the removal of architectural, transportation, and communication barriers; the changing of rules, policies, and practices; and the providing of auxiliary aids or services for the enhancement of communication with people with hearing or sight impairments, when such accommodations will enable people with disabilities to meet essential eligibility requirements for services, programs, and activities provided by the Skokie Public Library.

FURTHER BE IT RESOLVED:

1. That all contracts entered into by the Skokie Public Library which shall result in the delivery of services, programs, and activities shall include a requirement that such services, programs and activities be delivered without discrimination on the basis of disability, in a manner consistent with the Act and the rule;
2. That the Skokie Public Library shall evaluate its facilities to identify barriers in the environment which may result in the exclusion of people with disabilities or in the provision of a less effective service for people with disabilities, such evaluation to be completed not later than July 26, 1992;
3. That the Skokie Public Library shall evaluate its current services, policies, and practices to identify barriers in service provision which may result in the exclusion of people with disabilities or in the provision of a less effective service for people with disabilities, such evaluation to be completed not later than January 26, 1993;
4. That the Skokie Public Library designates the Manager of the Skokie Accessible Library Services program as the person responsible to coordinate compliance with the Act, and to investigate any complaint against Skokie Public Library alleging noncompliance with the Act, and that the Manager of the Skokie Accessible Library Services program can be reached at 708/673-7774 or by writing to the:

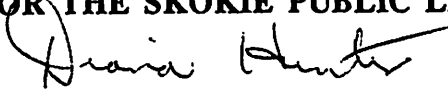
Skokie Public Library
5215 Oakton Street
Skokie, Illinois 60077

The Director shall take such action as necessary to advise facilities, services, and program users of the identity and contact number of the responsible person.

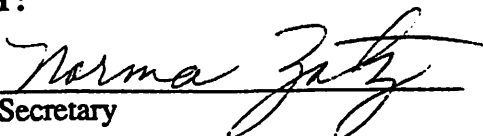
5. That the Skokie Public Library shall adopt a plan in writing, not later than January 26, 1993, for the removal of barriers in existing facilities, and that all necessary work which is structural in nature shall occur by January 26, 1995.
6. The Director shall prepare a grievance procedure regarding access to facilities, programs, and services; and shall take such steps as necessary to advise service, program, and facilities users of this procedure.
7. This resolution shall be effective after its adoption.

ADOPTED BY THE Board of Trustees of the Skokie Public Library, in Cook County, Illinois, this 11th day of March, 1992.

FOR THE SKOKIE PUBLIC LIBRARY:



President



Secretary

Video Loan Policy

The new reciprocal borrowing tenets approved by the NSLS Board of Directors take effect July 1, 1992. Because the new tenets state no format may be excluded, we need to review our video loan policy which presently allows circulation of videos only to holders of valid Skokie Public Library adult borrowers' cards.

Staff recommends that video circulation be opened to reciprocal borrowers with a limit of one video per person. Skokie cardholders would continue to be able to borrow three videos per visit.

Other issues raised include opening circulation of videos to juvenile cardholders and interlibrary loan of videocassettes. Under the present Illinois Interlibrary Loan Code, fees could not be charged for videos loaned through ILL.

After discussion the Board concurred to review recommendations and discuss implications at a later meeting.

NSLS/SRS LEASE AGREEMENT

The Board reviewed the Lease Agreement between the Skokie Public Library and the North Suburban Library System as approved by the System Board February 24, 1992. The change suggested by the NSLS Board was to delete the residual damage charge after five years. The revision was accepted by the Skokie Public Library Board of Trustees.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LEASE AGREEMENT ENTERED INTO THE 24TH DAY OF FEBRUARY, 1992, BETWEEN THE BOARD OF DIRECTORS OF THE NORTH SUBURBAN LIBRARY SYSTEM, WHEELING, ILLINOIS AND THE BOARD OF LIBRARY TRUSTEES OF SKOKIE PUBLIC LIBRARY, EFFECTIVE JULY 1, 1992, AND TERMINATING ON JUNE 30, 1997.

The motion was unanimously approved.

As Mrs. Schreck prepared to leave the Board Room at 10:10 p.m. Mrs. Hunter asked Mrs. Schreck if she would assist Mr. Graham with the revision of the Skokie Public Library Personnel Code. Mrs. Schreck agreed.

AUTOMATION

Mrs. Anthony said that Gail Muirhead, the new Systems Librarian has begun in JCPL (Joint Computer Program for Libraries).

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network March, 1992 Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

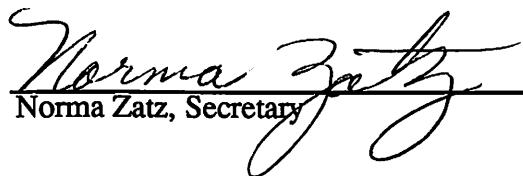
Mr. Flintrup reported on the February meeting of the Board of Directors of the North Suburban Library System.

COMMENTS FROM TRUSTEES

The Board complimented Lydia Stux, for the new look of the Library calendar *Skokie Public Library UPdate*, and Maryann Mondrus for the unique list in the *Footnotes from the Unicorn*. Both staff members are to be congratulated on these outstanding pieces.

ADJOURNMENT

The meeting was adjourned at 10:14 p.m.


Norma Zatz, Secretary