

November 10, 1999

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, November 10, 1999.

CALL TO ORDER

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

Members present: John J. Graham, President; Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Susan Greer; Zelda Rich; Richard J. Witry; Dr. 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 AND THE EXECUTIVE SESSION OCTOBER 13, 1999

Mrs. Weiner made a motion, seconded by Mrs. Greer, to approve the minutes of the regular meeting and the executive session of October 13, 1999, subject to additions and/or corrections.

Mr. Witry called for a correction on Page 9 of the regular minutes; and for a correction of the executive session minutes to reflect that the Board reconvened in regular session and then adjourned.

Mr. Graham said the regular minutes will be corrected with the addition of the sentence "The Board reconvened at 9:45 p.m. and adjourned." as the last sentence, under "Adjournment".

The executive session minutes will also be corrected under "Adjournment" to read "Mr. Witry made a motion, seconded by Mrs. Greer to adjourn and reconvene in regular session."

There being no further additions or corrections, the minutes were approved as amended.

The minutes were placed on file.

Members abstaining were Mrs. Hunter, Mrs. Rich and Dr. Wozniak who were not present October 13.

The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF OCTOBER, 1999, AND THE LIBRARY NOTE FUND BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT

LIBRARY USE STATISTICS

REPORT(S) FROM DEPARTMENT HEAD(S) (1)

CORRESPONDENCE

GIFTS

PERSONNEL

Mr. Witry made a motion, seconded by Mrs. Hunter:

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)
4. CORRESPONDENCE – E-mail message from Irene and Len Uttley of Australia
5. GIFTS  
\$25 from Jane R. Pence for children's programs; \$25 from BCR Research for research interview conducted with Ginny Boggs; and \$500 from Freeman Pictures
6. PERSONNEL  
Status Change: Phillip Victor Espino, hourly to full-time Clerk, Circulation Department, effective October 25, 1999; Roseann Mitsui, from part-time salaried to full-time Senior Clerk, Technical Services Department, effective November 8, 1999

During discussion Mrs. Hunter voiced concern over the low attendance at a number of Youth Services Department programs. We will monitor these programs.

The motion to place the Consent Agenda items on file was unanimously approved.

YEAR-TO-DATE BUDGETARY STATUS AND BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/99 (Not on Consent Agenda)

The Board reviewed the Year-to-Date Budgetary Status and Balance Sheet for the Six Months Ending 10/31/99.

Discussion ensued regarding the deficiency of revenues due to the property tax bills being mailed late. Mrs. Anthony said we did not need to borrow from the Reserve Fund for the Purchase of Sites and Buildings to meet the payroll, which was a possibility.

The reports were placed on file.

DIRECTOR'S REPORT

Usage—Circulation in October was over 100,000 for an increase of a little more than two percent compared to last October. The gains are in circulation of audiovisual materials and in Bookmobile use, while book circulation is down slightly among adults and youth. The gate count shows a decrease of nearly three percent in visitors for the month. Meanwhile, usage of TeleCirc is up and the homepage posted 10,611 requests in October.

Ameritech Library Services Sold—Less than one month after final approval of the merger of Ameritech into SBC Communications, Ameritech Library Services has been sold to a private investment group led by 21st Century Group and Green Leaf Ridge Company. 21st Century Group is a Dallas-based investment partnership while Green Leaf Ridge Company LLC, based in Chicago, acquires and operates businesses with a focus on technology and information services.

Filming at the Library—Freeman Pictures, a Chicago-based documentary film production company, requested permission to film a small part of a training film for the U.S. Air Force at the Skokie Public Library. The Air Force does not want staff to use their computers for personal business, suggesting that people should go to a local library or commercial outlet for such use. They

brought in their own talent and completed most of the shooting before the Library opened. The firm made a \$500 contribution to the Library.

Charitable Trust—The Library has been contacted about a possible gift of a charitable trust. Mrs. Anthony has contacted our attorneys to find out how we might deal with such a gift and she will apprise the Board of developments.

ILA Conference—The Illinois Library Association Conference from October 16-19 was a success by all reports although final financial figures have not been tallied. Skokie Public Library was well represented at the Conference.

On Saturday, October 23, Mrs. Anthony gave a presentation as President of ILA, at the 50th anniversary of the Graduate School of Library and Information Science at Dominican University.

November 1, Mrs. Anthony went to Springfield as head of a group of about 20 ILA representatives who presented a small collection of children's books to the Governor's Mansion on the occasion of Family Literacy Day. Mrs. Ryan read a book to several children and the event was covered by local media.

This morning Mrs. Anthony met with Secretary of State White to try to advance the Illinois Information Advantage.

Real Estate Open House—On October 28, the Village of Skokie hosted an open house for nearly 100 realtors at the North Shore Center for the Performing Arts in Skokie. Mrs. Anthony gave a five-minute presentation about the Library and hosted a table for luncheon. The group also went on a tour of Skokie in several minibuses. It appeared to be a successful marketing effort.

Public Relations Manager—We are in the midst of interviews for a new Manager of Public Information and Programs. Susan Dickens and Helen Moshak have been covering some duties and we contracted with a local firm to produce the winter Update, calendar of library events.

## GOALS AND OBJECTIVES 1999-2000 – INTERIM PROGRESS REPORT

Because this report was received this evening, the Board was not able to review it.

Mr. Graham asked that the Interim Progress Report be placed on the December Agenda so that the Board has time to study it and bring up their questions and concerns.

## COMPENSATION STUDY REPORT

Mr. Witry said the “Compensation Study Results” prepared by consultant Lynn Peters was reviewed by the Personnel Study Committee (John Graham, Richard Witry, Carolyn Anthony, and Barbara Kozlowski). He said Ms. Peters did an excellent job and addressed all the concerns presented by the Committee. He said the study provides the Board with the framework necessary for the future.

Mr. Graham called for a motion to accept the report in order to discuss it.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE “COMPENSATION STUDY RESULTS” REPORT AS PREPARED BY LYNNE PETERS.

Mrs. Anthony asked if it is the Board’s intention to act on the recommendations presented in the report. Would they clarify what they are accepting?

After discussion, the Board concurred that the recommendations put forth in the Report are just that – recommendations. The Board is accepting the consultant’s Report. Doing so does not imply the Board approves the recommendations therein. It will be necessary for staff to develop specific proposals for the Board to vote on.

It was suggested that we share the market data surveys obtained with the Village. The data will undoubtedly be helpful to them also.

The roll call vote for acceptance of the “Compensation Study Results” was unanimous.

INVESTMENT POLICY

The Public Funds Investment Act (P.A. 90-0688) calls for every unit of government in Illinois to adopt a written policy governing its investment activity by January 1, 2000.

The Skokie Public Library Board approved an Investment Policy in 1988. Because it does not include a number of the elements required by the Public Funds Investment Act the policy has been rewritten for the Board's approval.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE INVESTMENT POLICY AS REVISED.

During discussion Mr. Witry voiced concern with the wording of **IV. Authority for Investing Activities**. "The responsibility for management of the Library's investments shall be that of the Director, under the delegation of the Board of Trustees." He suggested the wording be changed to: "The responsibility for management of the Library's investments shall be vested in the Board of Trustees. The Board shall delegate the day to day management of the investments to the Director."

After further discussion Mr. Graham asked Dr. Wozniak if he would like to amend his motion. Dr. Wozniak declined.

The roll was called for approval of the motion as presented. Mrs. Hunter – no; Mr. Graham – yes; Mrs. Greer – yes; Mrs. Rich – yes; Dr. Wozniak – yes; Mr. Witry – no; Mrs. Weiner – abstain.

The motion passed.

## INSURANCE

The Library's insurance consultants Boyle, Flagg and Seaman have prepared updated quotations for insurance policies coming due in mid-December. The Directors' and Officers' insurance approved last year was a three-year policy so that rate is fixed.

Property and valuable papers coverages have increased by three percent. Boiler and Machinery coverage used to be unlimited, however, that form is no longer available. Mr. English has selected \$15,000,000 as the covered amount under Boiler and Machinery.

There is an increase in our Workers Compensation premium due to an increase in the experience modifier from .79 to 1.02, due to one larger case.

Overall, the insurance cost has increased from \$46,007 in 1999 to \$48,627 for 2000, an increase of 5.1%

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FOR THE SKOKIE PUBLIC LIBRARY 1999-2000 AS PRESENTED BY BOYLE, FLAGG AND SEAMAN, INC. IN THE AMOUNT OF \$48,627.

The roll call vote for approval was unanimous.

## AUTOMAITON – JCPL

The Board discussed Mrs. Anthony's report regarding future plans for the consortium and procurement of a replacement system as determined at the JCPL Board meeting November 4.

Mrs. Anthony will keep the Board informed re progress.

## ARCHITECT SELECTION

Mr. Graham informed those in attendance that the meeting may need to go into closed session at some time during the discussion of architect selection. He called for a ten-minute break at 8:32 p.m.

The meeting returned to order at 8:43 p.m.

Mr. Graham and Mrs. Anthony apprised the Board that they spoke with several directors' and board members' of a number of libraries that had recent projects completed by the four architectural firms under consideration. Visits were made to a number of those libraries and telephone calls were made to solicit comments about libraries' experience.

They heard both positive and negative comments about experience with each firm, although overall experience was generally positive with all firms.

Both Mr. Graham and Mrs. Anthony said they came away with knowledge of the importance of working with a construction manager right from the beginning. They were told in some cases the project was saved because of the construction manager.

The firms were asked to submit a cost estimate for a feasibility study.

At 9:05 p.m. Mrs. Rich made a motion to adjourn to executive session for the purpose of discussing architect selection, seconded by Dr. Wozniak.

Mr. Graham asked Ms. Riding if she would like to make any comments before she left. Ms. Riding had no comments and left the Board Room at 9:06 p.m.

The motion to go into closed session was unanimously approved.

At 9:27 p.m. Mrs. Greer made a motion, seconded by Dr. Wozniak to reconvene in regular session.

The motion was unanimously approved.

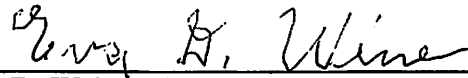
Mrs. Hunter emphasized concern that the architect chosen will work with the Board and will continue the style and theme of our award-winning building.

The Board concurred to invite the two architects under consideration to attend the December Board meeting. The meeting will begin at 7 p.m.



ADJOURNMENT

The meeting was adjourned at 9:36 p.m.

A handwritten signature in cursive script, appearing to read "Eva D. Weiner", is written above a horizontal line.

Eva D. Weiner, Secretary