

August 11, 2004

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, August 11, 2004.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:32 p.m.

Members present: John Graham, President; Richard Witry, Vice President (arrived at 7:33 p.m.); Zelda Rich, Secretary; Diana Hunter; Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 14, 2004

Dr. Wozniak made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of July 14, 2004, subject to additions and/or corrections. Mrs. Hunter asked that on p.5 the sentence "Mrs. Hunter suggested private grant funding from McDonalds, CVS or Walgreens." be placed after the sentence "Staff are also investigating the possibility of a request in the area of services to disabled children." also on p.5. The minutes were approved, with the correction, and placed on file.

Mr. Witry arrived at 7:33 p.m. and abstained from voting.

CONSENT AGENDA (Financial Statement; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Program Statistics 1st Quarter F.Y. 2004-2005; Correspondence; Personnel; Gifts)

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

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. PROGRAM STATISTICS 1ST QUARTER F.Y. 2004-2005

5. CORRESPONDENCE: LETTER FROM KATIE HOARD, CUSTOMER SERVICE SPECIALIST, UNIQUE MANAGEMENT SERVICES, INC. TO CAROLYN A. ANTHONY DATED JULY 14, 2004; LETTER FROM YOLANDA M. KIELAR, THOMAS P. MARNELL & ASSOCIATES TO CAROLYN A. ANTHONY DATED JULY 29, 2004
6. PERSONNEL: PROMOTION: LUIS TREJO, FROM PART-TIME SHELVER, CIRCULATION DEPARTMENT, TO PART-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE AUGUST 9, 2004; HIRE: GARY McFARLAND, PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE AUGUST 10, 2004.
7. GIFTS: IN MEMORY OF FRANCES FIORETTI FOR THE PURCHASE OF BOOKS: \$25 FROM KAY AND BARTON GORDON; \$25. FROM ROSALIE S. BROWN; \$18. FROM MRS. L. M. KEER; \$25. IN MEMORY OF WAYNE BRENNAN FROM JOHN AND ALICE MEDENWALD.

The motion passed unanimously.

BALANCE SHEET FOR THE THREE MONTHS ENDING JULY 31, 2004

The Balance Sheet for the Three Months Ending July 31, 2004 was noted.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted.

BILLS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, THE 2001 BUILDING EXPANSION PROJECT BILLS, AND THE LIST OF BILLS FOR PAYMENT APPROVAL, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

Mr. Witry would like to know the dollar amount the Library has received from Unique Management, if available.

DIRECTOR'S REPORT

USAGE---Circulation in July was 151,810 for an increase of more than 5% from last July. This is significant because July, 2003, was our first month after our grand reopening and we had an exceptional amount of traffic to see the building. That may be why the gate count was down almost 20% last month from the same period last year. Reserves were up 50%. Circulation on the Mobile Library was up over 9%, perhaps due to good weather and strong participation in the summer reading program. The completion rate for the summer reading club was 60% on the Mobile Library and 55% or better for the various children's summer reading clubs---an amazing record since more than 5000 children signed up for one of the summer reading programs. Sixty-four volunteers contributed 444.5 hours in July, a number helping with summer reading or the Booking with a Buddy project.

LSTA GRANTS---SPL submitted three grant proposals to the State for LSTA funds this year. One was a collection grant, requesting \$3,450.00 to purchase ten language-learning programs in CD format; one a proposal to expand the Library's capability to serve children with disabilities for \$16,654.00; and one a project to digitize historical materials about Dr. Louise Klehm for \$5,081.00. The Library also participated in preparation of a proposal for LCN, submitted by Arlington Heights Library. That proposal would present eight programs on significant health issues in each of the four LCN member libraries. The programs would be aired on Channel 24 and made available on DVD to community groups in each service area. We will hear in September whether the requests are successful.

NSLS BOARD---Board President John Graham and Coordinator of Reference Bruce Brigell have agreed to share responsibility for attendance at monthly North Suburban Library System Board meetings. They will bring back news of developments and speak as appropriate to issues affecting Skokie Public Library.

INSURANCE COMPLAINT---After confirming with our attorneys that the Library does indeed have standing, we filed a complaint with the Illinois Insurance Commission about an employee claim which was denied by Humana although evidence showed that it had been submitted in a timely manner.

VOLUNTEER APPRECIATION---Two events were held to recognize the many volunteers who assist the Library in carrying out its mission. The Annual Volunteer Luncheon was held Sunday, July 25, and was well attended by adult volunteers, many of whom have been contributing to the Library for years. A pizza party for teen

volunteers was held August 5, appropriately wrapping up involvement in the summer reading program and Booking with a Buddy which involve many of the young volunteers.

MARKETING---Tracy Shields-O'Reilly and Mrs. Anthony met with a consultant who may assist us with developing a Marketing Plan for the Library. We hope to develop a planned, coordinated approach to marketing that will look at various target groups in the community and how we might most effectively reach them; how we are using the various publications and vehicles open to us for promotion of programs and services; how cost effective our marketing is. We intend to form a new SPL Marketing Committee to obtain broad input into the Library's marketing strategies.

WELLNESS---The health plan of the North Suburban Library System in which we participate has announced a new wellness program. They will schedule health professionals to perform a variety of screening tests in participating libraries during the month of October. The tests will give detailed analysis of cholesterol and various other health indicators. Flu shots will also be offered. Tests will be free to participants in the health plans and available for a fee to others. Individuals will receive detailed reports of findings in lay language.

RUSH WOMEN'S BOARD---Mrs. Anthony will serve as President of the Women's Board of Rush North Shore Hospital for a year beginning in November. Mrs. Anthony has already been serving on the Executive Committee of the Women's Board which holds monthly meetings at either 7:30 am or 5:30 pm one day each month. As President of the Women's Board, she will also serve on the Board of Rush North Shore Hospital and attend monthly Board meetings. Since a large part of the mission of the Women's Board is educational and the Library is becoming increasingly involved in health programming, there is a natural tie-in.

CONSULTING CONTRACT---Two consultants from Northern Illinois University have obtained a consulting contract for management consulting on organizational development and pay practice with the Board of the Cook Memorial Library in Libertyville. They have asked Mrs. Anthony to assist them with library context and references since they have done a lot of municipal consulting, but none specifically with libraries. Mrs. Anthony does not expect this to exceed forty hours of her time over several months and she will do it on her own time.

PACKAGES FOR TROOPS---Ricki Nordmeyer initiated a project to send books, snacks and personal items to troops serving in Iraq and Afghanistan. She coordinated

the collection of items and cash to cover mailing costs. As usual, staff participated enthusiastically and generously in the volunteer effort. Eight packages have been mailed so far.

BUILDING ISSUES---Connectivity came out this week and completed the work on isolating the public address system in the MR Room and the Book Discussion Room. They also completed the reconnection of the smoke purge system for the first and second floors of the East Building. This system would automatically begin purging smoke from the building after an event to minimize damage to the collection. It appears that re-establishing a smoke purge system in the West building may be more involved so that is under investigation although Connectivity has done their part. Mrs. Anthony still has had no response from Guy Willis to the Library's settlement offer re claimed change orders.

PUBLIC INFORMATION---The Library will be a distribution point for pre-applications for Public Housing for the Elderly and Disabled through the Cook County Housing Authority during the month of September. We will conduct voter registration in the Library Saturday, September 11, and also some week nights as the deadline for registering for the November elections approaches.

TELEPHONE NOTIFICATION---Circulation, assisted by Gail Shaw, has implemented the automated Telephone Notification System which we purchased from Innovative Interfaces. Notification of patrons that their reserved item is available will occur by email or automated telephone notification in almost all cases. This is necessary because of the greatly increased volume of reserve requests that came when we opened reserves for audio-visual items as well as books.

SENATOR DURBIN---Mrs. Anthony met with U.S. Senator Dick Durbin today along with others from local libraries at the Schaumburg Public Library to discuss a proposed amendment to the Patriot Act. Senator Durbin is co-sponsoring the Safety and Freedom Ensured (SAFE) Act of 2003 along with U.S. Senator Larry Craig from Idaho. The SAFE Act would amend the most problematic provisions of the USA PATRIOT Act, those that grant broad powers to the FBI to monitor Americans with inadequate judicial oversight. The SAFE Act would impose reasonable limits on law enforcement's authority without impeding their ability to investigate and prevent terrorism.

LIBRARY FINANCES

Last month, Mrs. Anthony advised the Board that a cash shortage is anticipated this fall due to an announced late mailing of the tax bills. If the bills were sent August 1 as

scheduled, the Library would just maintain a cash flow. As it is, even after borrowing internally from our Reserve Fund, we expect to need a line of credit by mid-September. Although no date has been named for mailing of the bills, the Village Finance Officer is of the opinion that the bills will go out by October 1, with money being received by early November.

As directed by the Board, Mrs. Anthony investigated options for dealing with the cash shortage. Two local banks were willing to work with the Library on setting up a line of credit. In the course of discussing requirements such as a copy of the audit and the present year's budget, a bank qualification letter from our attorneys was mentioned. Such a letter both attests that the Library is legally authorized to borrow the funds and that the bank would not need to pay interest on their earnings on the loan due to the Library's governmental status.

In talking with counsel Heidi Katz, she indicated that the law is silent on the point of whether a Village Library could borrow funds directly. There is, however, a general provision that the Board of a Village Library shall have power: "To contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any and all other acts necessary and proper to carry out the responsibility, the spirit, and the provisions of this Act." (75 ILCS 5/4-7) To clarify the situation, she conferred with a colleague at Chapman and Cutler, a law firm specializing in public finance. It was their opinion that if the Library does not have levy authority, it also cannot directly contract for loans.

Therefore, the Library's only option is to arrange financing through the Village. Mrs. Anthony has spoken with Village Manager Al Rigoni and Village Finance Officer Bob Nowak and they are willing to work with the Library to meet our short-term cash needs.

Irene Tam and Mrs. Anthony have determined that the Library should be able to meet expenses through the payroll of September 10. We would then need to borrow an estimated \$1,000,000. to meet expenses through mid-November, by which time revenue from the tax levy should be coming in briskly. Two payrolls, inclusive of FICA, IMRF and health insurance, are approximately \$425,000. so the borrowing would be sufficient for four payrolls, leaving approximately \$150,000. for essential payment of utilities and other operating expenses for two months. We would defer non-essential payments.

The procedure for arranging for the short-term loan through the Village is as follows:

- August 11 – SPL Board authorizes the Director to initiate a request for a short-term loan from the Village.
- Village prepares intergovernmental agreement regarding the terms of borrowing and repayment by the Library, to be brought before the Village Board Tuesday, September 7.
- September 8 – SPL Board approves intergovernmental agreement.
- September 9 or shortly thereafter, Village makes funds available to the Library.

If this course of action is acceptable to the Board, then a motion is needed, authorizing Mrs. Anthony to initiate a request for a short-term loan from the Village. It is preferable that the Board not specify an amount or duration at this time as those points will be worked out with the Village. While Mrs. Anthony expects the loan to be approximately \$1,000,000. over two months as indicated, the terms will come back to the Library Board for approval at the September meeting.

Mr. Graham commended Mrs. Anthony.

Discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
AUTHORIZE THE LIBRARY DIRECTOR TO INITIATE A REQUEST
FOR A SHORT-TERM LOAN FROM THE VILLAGE OF SKOKIE.

The motion passed unanimously.

PUMP REPLACEMENT

Mrs. Anthony said the cooling system in operation for the Library integrates the operation of two chillers, two cooling towers and three pumps. The intent of the design is to have two pumps in operation and one on stand-by, to be brought into action in the event of a failure by one of the other pumps. Two pumps are new, purchased and installed as part of the Library's recent building program. One pump is original to the 1972 building. While the pump is functional in stand-alone mode, it is overwhelmed by the new pumps and cannot operate in tandem with either of them. This effectively negates the intended operational design which is for any two pumps to be able to operate as needed.

The Library received a quote from North Town for replacement of the existing pump with a new Bell & Gossett pump rated for 640 GPM, including removing the old pump, installing, connecting and balancing the new pump for a total cost of \$12,768. Rich Simon obtained a proposal from R.A. Shavitz Heating and Air Conditioning for the same work at a cost of \$15,120.00.

Mrs. Anthony recommends approval of the pump replacement by North Town Mechanical in the amount of \$12,768., with work to be done in late October or early November after the end of the cooling season.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM NORTH TOWN MECHANICAL IN THE AMOUNT OF \$12,768.00 FOR A NEW BELL & GOSSETT PUMP WITH WORK TO BE PERFORMED AT THE END OF THE COOLING SEASON.

The roll call vote for approval was unanimous.

HEALTH INSURANCE – OPEN ENROLLMENT

Mrs. Anthony said that with the open enrollment period now over, it is clear that the Board's decisions to pay 80% of coverage at the silver level for employees or 90% of bronze level coverage did not increase the number of employees enrolled in health insurance. In fact, the number of employees participating has decreased from 65 to 58 since last year. Including spouses and children, a total of 86 lives are covered by the Library as compared with 102 in August, 2003.

Some employees switched from bronze to silver level coverage. Two younger employees who had not previously been covered by health insurance elected to take the bronze level coverage at 90%.

The level of participation and coverages selected by employees can be comfortably handled by the amount budgeted for health insurance for the Fiscal Year.

The Board thanked Mrs. Anthony for her follow up report.

COMMENTS FROM TRUSTEES

Mr. Graham announced that Mrs. Anthony has graciously agreed to move her performance review from September to November this year.

Mrs. Hunter said we should do a Banned Books Week display. Mrs. Anthony said we do a display of Banned Books each year.

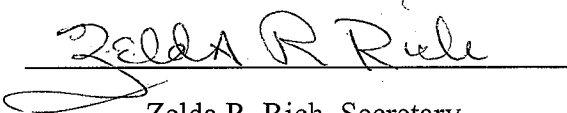
Mr. Witry asked about the status of the bins for the east entryway. Mrs. Anthony spoke to Roger Cain and he assured her two bins will be delivered this week. He has completed the refurbished bins, but not the new ones as the spring loaded riser is more complex than he realized. Mr. Cain will present Mrs. Anthony with an additional quote for the new bins.

Mr. Graham reported there will be no Closed Session tonight.

Mrs. Rich praised Ruth Sinker and Louise Barnett for their disk on services which the Library provides to schools. The disk was sent to every school in Skokie. Mrs. Anthony said this is a wonderful marketing tool.

ADJOURNMENT

At 8:17 p.m. a motion was made by Mr. Witry, seconded by Mrs. Hunter to adjourn the regular meeting. The motion passed unanimously.


Zelda R. Rich, Secretary