

~~CORRECTED~~

March 9, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, March 9, 1988.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva D. Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Dr. John M. Wozniak, Vice President.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services and Camille Cleland, Assistant Director for Technical Services and Automation Coordinator.

APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 10, 1988

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of February 10, 1988 as written subject to additions and/or corrections.

Dr. Bloch seconded the motion.

There being no additions or corrections the motion to place the minutes on file as written passed unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
SUBURBAN LIBRARY SYSTEM UNEMPLOYMENT  
COMPENSATION GROUP ACCOUNT CLAIMS PAID THREE  
YEARS ENDING FOURTH QUARTER, 1987  
LISTS OF BILLS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS; THE SUBURBAN LIBRARY SYSTEM UNEMPLOYMENT COMPENSATION GROUP ACCOUNT CLAIMS PAID THREE YEARS ENDING FOURTH QUARTER, 1987 STATEMENT; AND THE LISTS OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

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

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:  
1. CIRCULATION REPORTS  
2. CORRESPONDENCE  
3. LIBRARY USE STATISTICS  
4. REPORT(S) FROM DEPARTMENT HEAD(S)

The motion passed unanimously.

#### 1988-89 BUDGET - DRAFT

After discussion of various budget lines Mrs. Anthony stated the salary line of the proposed budget is sufficient to cover a cost-of-living adjustment, salary scale adjustment and opening Sundays in the summer.

The trustees discussed the data gathered by Mrs. Anthony from 18 area libraries, i.e., the beginning professional salaries (MLS); number of holidays, personal and sick leave day allowances; and the cost-of-living increase anticipated, if any, of those libraries contacted, as requested by Dr. Bloch.

After lengthy discussion regarding a cost-of-living adjustment; implementing the change in salary for a beginning Skokie Public Library ~~librarian~~ <sup>LIBRARIANS AND MAINTENANCE EMPLOYEES</sup>; consideration of adjustment to the salary scale; and performance reviews and step increases Mr. Flintrup made a motion seconded by Mrs. Weiner:

*EFFECTIVE MAY 1, 1988*

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE DIRECTOR'S PROPOSAL FOR AN ADJUSTMENT OF 5% TO THE PROFESSIONAL AND MAINTENANCE SALARY SCALES, AN ACROSS THE BOARD COST-OF-LIVING INCREASE OF 4.76% EFFECTIVE MAY 1, 1988 AND CONSIDERATION FOR A STEP INCREASE AS OF MAY 1, 1988 FOR THE SIX STAFF MEMBERS CURRENTLY AT STEP I WITH ANNIVERSARY DATES BETWEEN MAY 1 AND DECEMBER 31 (ANNIVERSARY DATE WILL NOT BE CHANGED).

The trustees returned their discussion to fiscal responsibility, budget implications, and the general semantics of equitable salary increases.

After further discussion Dr. Bloch proposed the Board vote for approval of the 4.76% cost-of-living increase and a salary adjustment increase of 5% for all staff.

Mrs. Hunter reminded the Board the budget was presented to them in February to enable the trustees to present their specific concerns to Mrs. Anthony for clarification in order to expedite Board discussion. The budget will be voted on at the April 13, 1988 meeting.

Dr. Bloch asked Mrs. Anthony to draw up the definition and rules of step increases in order to clarify these areas of his concern. He is interested in ~~where the money and the~~ *THE TIMING OF THE* ~~position on the pay scale are incorporated and the time span involved.~~ *STEP INCREASES AND THE STEP ADVANCES ON THE PAY GRID.*

After further discussion Dr. Bloch requested an amendment to the motion made by Mr. Flintrup to add that no employee on the grid shall get more than a 10% increase within the next fiscal year.

With the consent of the movers the motion was amended to:



**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE DIRECTOR'S PROPOSAL FOR AN ADJUSTMENT OF 5% TO THE PROFESSIONAL AND MAINTENANCE SALARY SCALES; AN ACROSS THE BOARD COST-OF-LIVING INCREASE OF 4.76% EFFECTIVE MAY 1, 1988 AND CONSIDERATION FOR A STEP INCREASE AS OF MAY 1, 1988 FOR THE SIX STAFF MEMBERS CURRENTLY AT STEP I WITH ANNIVERSARY DATES BETWEEN MAY 1 AND DECEMBER 31 (ANNIVERSARY DATE WILL NOT BE CHANGED) WITH NO EMPLOYEE ON THE GRID TO RECEIVE MORE THAN A 10% INCREASE WITHIN THE NEXT FISCAL YEAR.**

The roll was called: Mrs. Weiner--yes; Mrs. Merritt--yes; Mrs. Zatz--yes; Mr. Flintrup--yes; Dr. Bloch--no; Mr. Flintrup--yes. The motion passed.

#### PERSONNEL

The trustees noted the appointment of Ardell A. Faulhaber, full-time Youth Services Librarian, effective March 28, 1988 and the resignation of Eleanor Hill, part-time Youth Services Librarian, effective March 24, 1988.

#### DIRECTOR'S REPORT

Per Capita Grant--The Library received a Per Capita Grant check from the State in the amount of \$59,874.14 on February 22, 1988. This represents a funding level of \$.9933 per capita, just under the \$1.00 maximum allowed by law.

Statistics--Circulation was over 60,000 again in February for an increase of 1% over February last year. Circulation of adult books was up 5% for the month and nearly 6% for the year to date. Increases in reference statistics may be attributed in part to a change in the definition of types of requests which has resulted in a number of requests which used to be counted as "Information" falling now in "Reference."

Holidays--An analysis of gate traffic and circulation on recent holidays prepared

by John Tieberg-Bailie, Head of Circulation Department, shows that gate traffic is consistently 10% higher than average for that day of the week during the month. Circulation was also consistently higher than average, ranging from 13% higher on Martin Luther King Day to 27% higher on President's Day and nearly 28% higher on Pulaski Day. These are all days when most schools are closed.

Interaction with Skokie Schools--Maryann Mondrus, Young Adult Librarian, Adult Services, and Gary Gustin, Youth Services Librarian and First Assistant, Youth Services, spoke to a number of school librarians at an inservice day at Niles North February 11, 1988. Toni Rang, Information Assistant, Youth Services, has coordinated plans for a library card campaign among elementary school students. Class visits to Skokie Public Library have been encouraged and a number have been scheduled for March and April.

Master Repurchase Agreement--Mrs. Anthony received a "Master Repurchase Agreement" from NBD Skokie Bank, a multipage statement of terms regarding the conditions of investment in repurchase agreements, which she sent to Donald W. Lyon, Skokie Public Library counsel, for an opinion.

During brief discussion regarding investments, Mrs. Hunter asked the Board to consider the development and adoption of, at some future Board meeting, a written policy for library investments.

Rotary Lunch--The Rotary will meet at the Skokie Public Library for a box lunch on Tuesday, April 19, 1988, during National Library Week.

Subject Guide--The JCPL (Joint Computer Program for Libraries) Subject Guide has been published and will be put out for public use after copies have been reinforced with a plastic cover. The Guide will be helpful to persons who want to identify general shelf locations. It includes cross references, a feature not available in the online catalog. People who are uncomfortable using the online terminal will also appreciate the Subject Guide. In addition, it will provide an access point to the collection should the online catalog have down time.

Dr. Bloch pointed out that the JCPL Subject Guide sample being ~~circulated~~<sup>STRIKE</sup> to the Board members has misnumbered pages--768-801; and 832-801. Mrs. Anthony will check other copies.

Library Signage--A new directory board with floor plan and locations has been ordered for the lobby. Planning for placement and testing for the first order of signs for major service points and collection areas has been completed.

Planning Workshop for State Library--Mrs. Anthony was a copresenter of a workshop on planning sponsored by the State Library for system consultants from all 18 systems in Illinois on February 29 and the morning of March 1 in Chicago.

JCPL Telephone Rate Survey--JCPL investigated options in telephone carriers as requested by the Board and concluded that AT & T is still the most economical of those studied at the present time. Most of JCPL's long distance calls are to Canada and AT & T appears to still have the best international rates. We have no alternative with regard to the telephone lines as these belong to Illinois Bell Telephone Company.

Periodicals Committee--Mrs. Anthony has appointed a Periodicals Committee, chaired by Hanna Moses, Head of the Periodicals Section and First Assistant, Technical Services, to review our Periodicals holdings, making recommendations for additions, deletions, duplicate subscriptions, retention in hard copy or microform and other such issues. We anticipate a significant reduction in the number of periodicals retained in bound format and an increase in holdings in microform.

"Other" Program Statistics--The "Other" category in the quarterly report of program statistics issued last month<sup>ON</sup> which the trustees requested clarification of, included such programs as a baseball card program, Martin Luther King Day activity and science project programs.

### DISCUSSION OF SKOKIE PUBLIC LIBRARY EMPLOYEE AWARDS PROGRAM

Mrs. Anthony stated that she presented the guidelines developed by the Compensation Review Committee to staff at an all staff meeting. She was surprised at the amount of controversy generated and the lack of enthusiasm for the awards program, knowing the Board is trying to do something additional in recognition of exceptional employee merit. Nevertheless, a majority of staff approved of the program and Mrs. Anthony recommended that it be given a trial.

After discussion Mrs. Zatz made a motion seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE EMPLOYEE AWARDS PROGRAM FOR A TWO YEAR TEST PERIOD, WITH THE UNDERSTANDING THAT THE AWARDS PROGRAM WILL BE REEVALUATED AT THE END OF THAT TIME. (A copy is attached)

The roll call vote for approval was unanimous.

### SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the report prepared by Mrs. Anthony summarizing experience; pertinent statistics and justification for the continuation of the SALS project.

The impact of SALS on Skokie, the Skokie Public Library and throughout Illinois was discussed.

Mrs. Merritt stated that according to her interpretation of statistics, SALS services are being underutilized and that an aggressive outreach program should be developed immediately to reach those people who are eligible for services, but whom we have not yet reached.

It was the consensus of the Board that staff should now turn its effort toward more actively soliciting potential users.

After further discussion Dr. Bloch made a motion seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS) PROGRAM BE CONTINUED AS OUTLINED IN THE DIRECTOR'S REPORT AND THAT THE COST BE INCORPORATED IN THE BUDGET.

## GUIDELINES FOR SKOKIE PUBLIC LIBRARY EMPLOYEE AWARDS PROGRAM

The Skokie Public Library Employee Awards Program is intended to acknowledge the special contributions made by individual employees, or groups of employees, to the operations of the Skokie Public Library. These contributions which are recognizably above normal expectations for the employees' positions, may take many forms, including, but not limited to the following:

- Those which improve public perception of the Skokie Public Library
- Those which make the operations of the Skokie Public Library more efficient
- Those which make the operations of the Skokie Public Library more economical
- Those which make the use of the Skokie Public Library by the public easier
- Those which further the goals and objectives of the Skokie Public Library
- Those which expand the usefulness of the Skokie Public Library by the public
- Those which improve the safety or comfort of the use of the Skokie Public Library

### RULES OF OPERATION

1. Any employee, or group of employees, is eligible for a Skokie Public Library Award.
2. The awards may range from \$500 to \$5,000.
3. Awardees and the amounts of the awards are selected by a Committee consisting of the President of the Library Board of Trustees, the Director, two Trustees to be named by the President each year, and two library staff members to be named by the Director each year. Selection requires a 2/3 majority.
4. Written nominations shall be received each year by September 1, for achievement within the last two years. They may be submitted by any employee or Trustee and shall include the names of the nominee and nominator, the specific contribution(s) for which the employee(s) is(are) nominated, and a statement about the current and future significance of the contribution for the operations of the Skokie Public Library. All nominations are confidential.
5. The Awards will be given at a meeting of Skokie Public Library employees near the end of each year.
6. The Awards may be omitted in any year in which no nominations meet the standards of the Selection Committee.
7. Nominator limited to 2 nominations.
8. Maximum of \$10,000 per year with no carry over into next year.

Compensation Review Committee  
February 9, 1988



Mrs. Merritt asked for the inclusion of a provision for reevaluation of the SALS program annually or at six months. After discussion the Board agreed that the Director submit a report at the end of six months.

With the approval of the movers to amend the motion to include the request for a report at the end of six months the motion was amended to:

**MOTION: THAT THE SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS) PROGRAM BE CONTINUED, AS OUTLINED IN THE DIRECTOR'S REPORT, AND THAT THE COST BE INCORPORATED IN THE SKOKIE PUBLIC LIBRARY BUDGET, AND THAT THE DIRECTOR PROVIDE A SEMI-ANNUAL REPORT TO THE BOARD.**

The roll call vote for approval was unanimous.

Mrs. Anthony asked that the trustees give her a sense of what figures they would like to see in the report. She will include a question in the community survey to cover public awareness of the services provided by the Library through SALS.

The trustees noted the "Monthly Report, Community Services Section: Services to Persons with Disabilities, February, 1988", and the "SALSLETTER", Issue 2.

#### REPORT FROM DIANA HUNTER ON NATIONAL LIBRARY WEEK

Mrs. Hunter informed the Board of final plans for the National Library Week reception Sunday, April 17, 1988 from 4 to 6 p.m., including a string quartet, which will be funded entirely by Cole Taylor Bank/Skokie. Cole Taylor will include a specially designed bookmark with their mailing of 10,000 bank statements prior to National Library Week.

#### PHASE II OFFICE AUTOMATION

Mrs. Anthony asked for the Board's approval of Phase II of Office Automation which includes Circulation, Youth Services, Technical Services, Adult Services and the Assistant Director.

After discussion Mr. Flintrup made a motion, seconded by Dr. Bloch:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PHASE II OF THE OFFICE AUTOMATION PLAN AS PROPOSED BY THE DIRECTOR AT A COST OF \$14,802.80.

The roll call vote for approval was unanimous.

#### LIBRARY CABLE NETWORK

The trustees noted the "Program Guide Cable Channel 22, March 1988".

LETTER FROM BRIDGET L. LAMONT, DIRECTOR, ILLINOIS STATE LIBRARY AND "FINAL REPORT OF THE BLUE RIBBON TASK FORCE OF THE ILLINOIS LIBRARY SYSTEMS STUDY"

The "Final Report of the Blue Ribbon Task Force of the Illinois Library Systems Study" will be reviewed by the trustees.

"COOPERATIVE LONG-RANGE AUTOMATION PLAN FOR ILLINOIS LIBRARIES", DECEMBER, 1987 - DISCUSSION DRAFT

After lengthy discussion of the "Cooperative Long-Range Automation Plan...", as developed by the Illinois Library Automation Committee, it was the consensus of the Board to respond to the Illinois State Library with the Skokie Public Library's concerns.

The points developed by Mrs. Anthony and Mr. Flintrup voice support of the concept of the development of an automation plan for the State, and list concerns for the needs of the local community; improved service to users; and the need to allow ample time and opportunity for broad input from all Illinois libraries. (A copy of the proposed response is attached).

Mrs. Hunter will respond to the State Library with a copy to Robert R. McClarren, Director, North Suburban Library System.

#### NORTH SUBURBAN LIBRARY SYSTEM

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

**PROPOSED RESPONSE TO COOPERATIVE  
LONG-RANGE AUTOMATION PLAN  
FOR ILLINOIS LIBRARIES**

1. The Board supports the concept of development of an automation plan for the State.
2. Such a plan for the State needs to build from the individual library, serving the needs of the local community. A library's goal in automating is first to improve service to users through improved access to and control of the Library's own collection. Resource sharing, while important, is secondary and accounts for a relatively small proportion of service provided.
3. As presently worded, it is not clear that any consortium or individual library in the North Suburban Library System would be eligible for State funding for automation.
4. The Joint Computer Program for Libraries (JCPL) is not mentioned as an LLSAP of the North Suburban Library System in the State report. JCPL is a significant database of nearly 900,000 items, representing the collections of four public libraries in more than 425,000 full MARC records. There should be a place for JCPL in Illinois' Cooperative Long-Range Automation Plan.
5. To best meet the needs of users and to take advantage of the technological innovations made possible by competition in the marketplace, an approach to statewide automation based on linking multiple clusters of libraries rather than a limited number of very large consolidated systems should be considered.
6. Ample time and opportunity for broad input and consideration should be allowed. The process of soliciting reaction to the HBW report and proposed State responses may serve as an example.

**W. FLINTRUP  
C. A. ANTHONY**

**3/9/88**

The trustees reviewed the memorandum from Robert R. McClarren regarding the Illinois State Library's Trustee Workshop, June 11, 1988 in Springfield, Illinois.

Mr. Flintrup will attend the Illinois Library Association Legislative Day in Springfield, Illinois, Wednesday, April 13, 1988.

Mr. Flintrup advised the trustees that the Lincolnwood Public Library District is celebrating its tenth anniversary and it would be appropriate to send a letter of congratulations.

#### COMMENTS FROM TRUSTEES

Mrs. Merritt noted her concern that the bookmobile statistics have gone down again, and that the Library should look into this trend.

Mrs. Hunter will attend Legislative Day in Washington, D.C., April 16-19, 1988, as a member of the American Library Trustee Association (ALTA) Legislative Committee.

#### ADJOURNMENT

The meeting adjourned at 10:30 p.m.

  
Shirley Merritt, Secretary