

January 13, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, January 13, 1988.

CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Walter B. Flintrup; Eva D. Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Dr. Herman S. Bloch.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; and David Rubin, 5026 Suffield Court, Skokie, Illinois 60077.

Also present was Daniel D. Brown, Director of Parks and Recreation, Skokie Park District, at the invitation of the Board.

Mrs. Hunter requested that the regular order of business be put aside in order to hear Mr. Brown's presentation.

The trustees concurred.

After Mr. Brown's presentation on the District's renovation plans for Oakton and Emily Parks, the trustees and Mrs. Hunter thanked him.

Mr. Brown left the meeting at 7:45 p.m.

Mrs. Hunter recognized Skokie resident, David Rubin of 5026 Suffield Court.

Mr. Rubin related a presentation to the Village Board with regard to a type of benefactor plan whereby donated monies which have been set aside for funding non-profit organizations can be disbursed to government bodies for a particular project not funded by tax revenues, fines and fees.

After discussion Mrs. Hunter thanked Mr. Rubin for his concern and interest and for taking the time to present his thoughts to the Board.

Mr. Rubin left the meeting at 7:50 p.m.

Mrs. Hunter returned the meeting to the regular order of business.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 9, 1987

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of December 9, 1987 as written subject to additions and/or corrections.

Mrs. Zatz 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  
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, AND LISTS OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

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

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. LIBRARY USE STATISTICS  
3. REPORT(S) FROM DEPARTMENT HEAD(S)  
4. CORRESPONDENCE

The motion passed unanimously.

1988-89 BUDGET -- PRELIMINARY CONSIDERATION

The trustees reviewed the "Projected Budget for Fiscal Year 1988-99" and discussed revenues and expenditures including possible salary adjustments.

Mrs. Anthony stated she would like to raise the beginning salary of entry level librarians to a more competitive figure, an increase of about 10%, or to \$20,600 per annum.

Mrs. Anthony has investigated the possibility of extending Sunday hours through the summer months and included salary costs in the preliminary budget.

The trustees discussed the financial implications of these changes and Mrs. Anthony's suggestion of overtime pay beginning after 40 hours, instead of the present 37-1/2 hours.

After discussion it was the consensus of the Board to consider the feasibility of these changes after further study. Mrs. Anthony will provide more detailed information, such as, daily traffic and circulation statistics and the budget implications of alternate changes in hours when the first draft budget for FY '88-'89 is presented at the February Board meeting.

Discussion ensued regarding the Library's holdings, currently at approximately 360,000 books. Mrs. Anthony stated 20,000 new books were purchased during the last fiscal year and she would like to increase that line of the budget.

GIFT OF \$50.00 FROM PAT AND OLLIE HOWELL IN MEMORY OF DANIEL LAPINS

The donors requested these funds be used for the purchase of recorded classical piano music.

PERSONNEL

The trustees noted the resignation of Mary Jane Anderson, full time Children's Librarian, Youth Services, effective January 9, 1988.

DIRECTOR'S REPORT

Statistics--Circulation showed a modest increase of less than 1% in December over December, 1986. Youth Services circulation was up 12% for the month and the year-to-

date increase for overall circulation is still nearly 10%. Snow storms and cold weather in December, 1987, probably account in large part of the modest monthly increase. Reference services continued to climb, up nearly 15% for the month and 11% for the year-to-date.

Discussion ensued regarding bookmobile circulation statistics. Mrs. Anthony has been following the trend and will continue to watch statistics.

The suggestion was made to evaluate Bookmobile stops, to consider changes and additional stops. Mrs. Anthony will investigate these possibilities.

New Look for Youth Services--Mrs. Anthony reported that Youth Services has a new look. Stacks, service desks and tables have been rearranged to facilitate quiet study and improve arrangements of materials. Youth Services staff made the plans and carried out the shifting with help from the custodians. The drapes have been mended and cleaned. Public reaction has been favorable.

Shelving, Etc. in Adult Services--Adult Services staff have also been busy improving arrangements. New videos have been grouped by broad subjects. The compact discs have been moved to new display shelving next to the large type books, where they are now arranged in Dewey order.

Final Acceptance of Geac System--JCPL staff have conducted response time tests on three Sundays and have found that response time for both circulation and catalog transactions more than meets specifications. Mrs. Anthony anticipates that the JCPL Board will approve final acceptance of the Geac system at their Board meeting Friday, January 15.

Mrs. Anthony reported we were having disc drive problems for a few days, but despite this, overall, we have had relatively good experience with Geac.

Document Delivery--Document Delivery sample taken in April, 1987, indicated that about 15% of items which are not readily available can be supplied in one week and about 54% in one month. We were not happy with these results which were down from about 22% in seven days and 60% in 30 days the previous year. Problem areas were identified

as: procedures for handling reserves, procedures for handling requests for materials shown as "in-library" on the catalog, and crowded, messy shelves. Objectives were set to address each of these areas. Recent compilations from a retest done in November show no change from April, 1987. While this is disappointing, we are looking for ways to improve the situation and will continue to monitor results at six month intervals. Target fill rates are 25% in seven days and 70% in 30 days.

Holiday Luncheon--Mrs. Anthony reported that the staff enjoyed a holiday luncheon on December 31, postponed from December 15 due to snow and a power outage at the caterer's.

Illinois Subcommittee on Systems--Mrs. Anthony attended a meeting of the Illinois Subcommittee on Systems in Springfield, December 14. The group discussed a survey of system directors regarding essential system services, the development of a strategy for evaluation of systems and consideration of eligibility of state institutions for system membership.

Reception for Jackie Gorell--Trustees Eva Weiner and Herman Bloch and Mrs. Anthony attended a reception for New Mayor Jackie Gorell following the Village Board meeting January 4.

ALA Midwinter--Mrs. Anthony attended ALA Midwinter, January 5 - 12, 1988 in San Antonio, Texas. She made a presentation on measurement, evaluation and taking action at a workshop for State Library Development consultants and others who will be assisting librarians with the new Public Library Development Program. She also attended meetings of the Public Library Association Board as an elected Director-at-Large.

Staff members Merle Jacob and Sandra Palmore also attended ALA Midwinter as did former staff members Dorothy Rasmussen and Eugenia Bryant. (Note: Eugenia Bryant still works occasionally as a substitute librarian for the Skokie Public Library.)

CONSIDERATION OF FEE FOR DEFACING OR REMOVING OF BAR CODE LABELS

Mrs. Anthony reported that a few patrons return overdue materials with bar code labels either entirely removed or defaced, perhaps with the thought that by doing so the Library will not be able to trace the material to them. In an effort to discourage this practice she suggests instituting a fee to be paid by the patron when this type of vandalism is perpetrated.

The trustees agreed this is an act of malicious damage and warrants the levying of a fee. Dr. Wozniak made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD APPROVES THE DIRECTOR'S RECOMMENDATION TO ASSESS A FINE OF \$3.00 FOR ANY BAR CODE LABEL WHICH IS DEFACED OR REMOVED FROM SKOKIE PUBLIC LIBRARY MATERIAL.

The roll call vote for approval was unanimous.

After discussion, it was the consensus of the Board the policy be put into effect immediately and that Mrs. Anthony add this information to the flyer presently being developed which lists current Skokie Public Library fees, fines and loan periods.

SKOKIE ACCESIBLE LIBRARY SERVICES (SALS)

The trustees noted the "Monthly Report, Community Services Section: Services to Persons with Disabilities, December, 1987" and the first issue of SALSLETTER.

LIBRARY CABLE NETWORK

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

DISCUSSION OF COMPENSATION REVIEW

The Compensation Review Committee had not met after the December Board meeting and in view of Dr. Bloch's absence there was no discussion regarding compensation.

Mr. Flintrup recommended that the Library Trustees read the article in the winter issue of Public Libraries, "Productivity Efforts", which addresses the problems the Board seeks to resolve.

PROPOSED USE OF AT & T INFORMATION SYSTEMS SITE

The trustees noted the excerpted page from the Skokie Plan Commission minutes of November 23, 1987 regarding projected tax revenues from this property.

PROPOSED SKOKIE PUBLIC LIBRARY SMOKING POLICY

In view of the new smoking ordinance passed by the Village of Skokie, all places of employment must adopt and implement a written policy by March 3, 1988.

After review and discussion of the preliminary draft, Mrs. Zatz made a motion, seconded by Dr. Wozniak:

MOTION:       **THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE SMOKING POLICY AS RECOMMENDED BY THE DIRECTOR WITH THE CHANGES DISCUSSED (COPY ATTACHED).**

The motion passed unanimously.

NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

Mr. Flintrup reported there was no North Suburban Library System Board of Directors' meeting in December, however he would like the Library Board's thoughts on the proposal presented by the Mount Prospect Public Library with regard to a RBP non-resident user fee. This issue will undoubtedly be discussed at the next NSLS Board meeting.

After discussion the Board concurred that they did not see a need to charge fees or change the RBP policy at this time.

COMMENTS FROM TRUSTEES

The trustees discussed the possibility of a book rack poolside when the Park District's Oakton Park renovation plans have been completed, and a book rack at the new

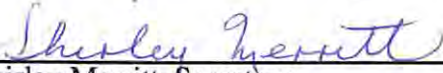
Skokie Swift Station when that is completed. Other ideas discussed included a book sale rack and paperback exchange system.

Mrs. Weiner reported on her attendance at the American Library Association (ALA) Midwinter Conference, held in San Antonio, Texas. She attended several meetings covering a variety of topics, including the Geac Director's meeting.

Mrs. Merritt suggested a sunscreen shade be placed on the watercourt door in an effort to diffuse the sunlight which shines directly in the librarian's eyes at this time of year at the Readers' Advisory Desk. Mrs. Anthony will look into this.

#### ADJOURNMENT

The meeting was adjourned at 9:40 p.m. and the trustees proceeded to Youth Services to see the new arrangement.

  
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Shirley Merritt, Secretary