

November 9, 1994

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, November 9, 1994.

CALL TO ORDER

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

Members present: Diana Hunter, President; Eva Weiner, Vice President; Leo Friedman; John Graham; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Zelda Rich, Secretary.

Mrs. Schreck arrived at 8:30 p.m.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services and Kathleen Walsh, Head, Adult Services Department.

Camille Cleland, Assistant Director for Technical Services and Gail Shaw, LAN (Local Area Network) Administrator arrived at 8:45 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 12, 1994

Mr. Graham made a motion, seconded by Mr. Friedman, to approve the minutes of the regular meeting of October 12, 1994 as written, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes 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. Graham:

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, AND THE LIBRARY NOTE FUND BE ACCEPTED; AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

Mrs. Zatz acted as Secretary in Mrs. Rich's absence.

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

Mrs. Anthony recommended transferring \$52,671.99 from the Library Note Fund to the Reserve Fund for the Purchase of Sites and Buildings.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$52,671.99 FROM THE LIBRARY NOTE FUND TO THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS.

The roll call vote for approval was unanimous.

TAX LEVY 1994

The Library's tax levy request for 1994 was \$4,675,000. At the time the levy was adopted we had not incurred the debt of \$59,696.81, which we borrowed from the Village October 3, 1994, towards the purchase of 5241 Oakton. This amount represents the balance of a \$200,000 loan commitment made by the Village in April, 1993.

According to the terms of that agreement, the Library is to repay the money over a three year period at 3% interest. In order to repay this additional debt of \$59,696.81 within the allotted time frame, the Village Finance Officer has determined that we will owe the Village an additional \$31,666. in September, 1995.

After lengthy discussion regarding the issue of tax caps and future contingencies Mr. Graham made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INCREASING THE 1994 LIBRARY LEVY TO \$4,750,000.

The roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mr. Friedman--no; Mrs. Zatz--yes; Mrs. Hunter--yes. The motion passed.

AUDIT / CROWE CHIZEK AND COMPANY

The audit report "Skokie Public Library, Illinois Annual Financial Report for the Year Ended April 30, 1994" was received by the Administrative Office late this afternoon.

This year there is no management letter from independent auditors Crowe, Chizek and Company and they noted no discrepancies. Mrs. Anthony recommended the Board review the audit at their convenience.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE SKOKIE PUBLIC LIBRARY, ILLINOIS, ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED APRIL 30, 1994 PREPARED BY INDEPENDENT AUDITORS CROWE, CHIZEK AND COMPANY.

The motion was unanimously approved.

YEAR-TO-DATE-BUDGETARY STATUS (Not on Consent Agenda)

The Board reviewed the Year-to-Date Budgetary Status.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
PROGRAM STATISTICS SECOND QUARTER F.Y. 1994-95
REPORT(S) FROM DEPARTMENT HEAD(S)
GIFT
CORRESPONDENCE

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

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. PROGRAM STATISTICS SECOND QUARTER F.Y. 1994-95
4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
5. GIFT (\$1,000. from Citibank/Anita L. Green, Vice President, Community Relations & Lending)
6. CORRESPONDENCE (7)

Letters from: Meryl Rivenson, Human Services Director, Village of Skokie; Rosemary Nichols; Madelyn Silverman; Secretary of State and State Librarian George H. Ryan; Judith F. Krug, Executive Director, Freedom to Read Foundation; Terry Hackett, Learn Television; and Terence J. Sacks

The motion to approve the Consent Agenda items passed unanimously.

Mrs. Hunter asked how many of the 13-18 participants in the Short Story Gems program are Skokie residents.

DIRECTOR'S REPORT

Usage--We do not have circulation statistics for October because we were using a temporary system without management report functions during the transition between automated systems. Because we have statistics prior to the change we can confidently estimate October circulation by applying a 7% increase (the rate of increase in the first quarter of the year, before Evanston Public Library's temporary closing) to the circulation figure for October, 1993, yielding a figure of 88,746.

Citibank Reception--As part of Citibank's grand opening of their remodelled Old Orchard branch, they wanted to demonstrate their commitment to the community. They chose to do this by featuring an exhibit of Lekotek toys for disabled children both at the Bank and at the Skokie Public Library. Citibank also presented the Library with a check for \$1,000. at a public reception October 24. The money was designated for Library programs.

Evanston Public Library--Neal Ney gave Mrs. Anthony a tour of the new Evanston Public Library. It is spacious, fresh and airy, with an attractive Prairie style throughout. The Library has three self check-out stations which have been well received by the public. The vestibule floor is a similar product to ours, but consists of large rectangular panels set on concrete. New staff include security guards and some additional shelvers.

Lunch With Attorneys--Mrs. Anthony had lunch with Heidi Katz and Irving Funk of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. October 26. Ms. Katz has made it a practice to come out once or twice a year to talk generally about library issues.

Building Matters--The steam boiler is scheduled to have needed repair work done November 9. Fortunately the weather has been quite mild. Mrs. Anthony is working with Paul Gilson on providing local monitoring of the HVAC systems. A specific proposal will be available by the December Board meeting. Mariani will be out the second week of November to do the fall clean up of the Library grounds.

Automation--This has been a challenging month for all staff, adjusting to the new telephone and voice mail system, becoming familiar with the new audiovisual listening/viewing

equipment and making the transition to a new, expanded automation system. Staff has met these challenges while maintaining a full service schedule.

Title I, II and III Grants--Mrs. Anthony reported on the memorandum from Bridget Lamont noting that LSCA Title I and II grant money will be down slightly next year, while Title III for interlibrary cooperation and resource sharing will be up nearly 21%.

Oakton Community College--Mrs. Anthony reported that we are working with OCC on obtaining a \$35,000. literacy grant.

INSURANCE

Insurance coverages are up for renewal in December. The Board reviewed the premium summary submitted by Insurance Consultant, Thomas P. English of Boyle, Flagg and Seaman, Inc. The Business Package Policy will increase 2.2%, an increase of \$506.

Final proposals will be prepared for approval at the December meeting.

Mr. Graham asked that we ascertain details of the random drug testing law for CDL drivers license holders which is effective January, 1995. This will affect our bookmobile drivers.

REVISED PERSONNEL CODE

The proposed new Personnel Code for the Skokie Public Library has been totally rewritten. It incorporates recently adopted policies regarding sexual harassment, family and medical leave and disabled employees. It eliminates the concept of a trial or probationary period since all employees are "at will."

The Code has been reviewed by Department Heads and by Frank Garrett, an attorney at Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd.

A few items mentioned by the attorney have not been incorporated into this revision and were discussed by the Board.

It was the consensus of the Board that the Library's present practice for overtime pay and jury duty fees will remain unchanged, however, more discussion is needed regarding the Library's policy as it pertains to The Family Medical Leave Act.

Mrs. Anthony suggested two changes, which the Board approved: Page 7, Number 11, "Accommodating the Disabled Employee" - to strike the first and third paragraph; and Page 17, the last sentence under Number 8, "Holidays" - will read "Part-time salaried employees, regularly scheduled to work on a holiday, will receive the holiday benefit."

Also addressed was the provision of \$10,000. term life insurance to all full and part-time salaried employees participating in any of the Library's health or dental plans. It was recommended by Mr. Graham that the Library provide the same level of coverage as the Village - \$30,000 for most full-time employees and \$60,000. for senior, administrative level staff. To provide coverage to 61 full-time staff at \$30,000., 3 at \$60,000. and 7 part-time salaried staff at \$10,000. this would cost the Library approximately \$7,500. per year. If the Board approves this increase, the Personnel Code will also need this change incorporated.

After discussion it was the consensus of the Board to review the Code again at the December meeting. "Personnel Code Policy" will be placed on the Agenda. Any corrections or additions to the Policy should be noted and discussed then.

Ms. Cleland and Ms. Shaw entered the Board Room for the purpose of demonstrating the new automation system after the meeting is adjourned.

1992-93 MANAGEMENT PROFILE / SKOKIE PUBLIC LIBRARY

The Management Profile for Skokie Pubic Library prepared by the Illinois State Library based on Illinois public library statistics for FY 1992-93 was noted.

AUTOMATION

The (JCPL) Joint Computer Program for Libraries Audited Financial Statements, April 30, 1994 prepared by Evoy, Kamschulte, Jacobs & Company were noted and placed on file.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network November 1994 TCI Cable Guide.

COMMITTEE ON EVALUATION REPORT

The guidelines for the evaluation of the director developed by Mr. Graham, Mrs. Zatz and Mrs. Anthony were reviewed and salient points discussed and clarified.

Mr. Graham complimented Mrs. Zatz for her time and effort in preparing guidelines.

NORTH SUBURBAN LIBRARY SYSTEM

Due to Mrs. Rich's absence there was no report on the meeting of the NSLS Board of Directors.

COMMENTS FROM TRUSTEES

Mrs. Schreck said that she was married last week and her name now is Susan Schreck Greer. The Board congratulated her and wished her much happiness.

Mrs. Zatz reported that she has received a few patron comments regarding recent negative experiences in the Library. She requests staff be reminded to be courteous and helpful at all times.

Mr. Graham suggested that more stools be made available for our less agile patrons to aid them in perusing bottom shelves.

The Board voiced concern whether patrons will receive adequate training on the new automation system.

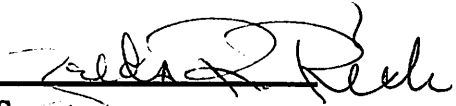
Mrs. Cleland indicated staff and patrons will receive automation training and additional prompts will be available.

Mrs. Greer suggested posting signs indicating "if you need assistance please come to the desk." She also commended our Reference Department for their recent assistance when she called with an information request.

Mr. Friedman suggested the U.S. Department of Defense *Days of Remembrance* be included in our regular Holocaust exhibit in April.

ADJOURNMENT

The meeting adjourned at 9:15 p.m.


Norma L. Zatz, Acting Secretary