

June 8, 1994

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, June 8, 1994.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; John J. Graham, Vice President; Norma Zatz, Secretary; Leo Friedman; Zelda Rich; Susan Brill Schreck; and Carolyn A. Anthony, Director.

Member absent: Eva Weiner.

Visitor present: Steve Hartman, Director, Skokie Park District, to present a plaque to Director, Carolyn A. Anthony.

Mr. Hartman presented Mrs. Anthony with a Community Service Award from the Illinois Park and Recreation Association and Illinois Association of Park Districts "in recognition and appreciation of outstanding contributions and unselfish devotion for the advancement of parks, recreation and leisure in the community and the state of Illinois." Mr. Hartman said her guidance while serving on the Executive Committee of the Festival of Cultures has been a valuable and major contribution to the success of the Festival.

The Board congratulated Mrs. Anthony.

Mr. Hartman left the Board Room at 7:40 p.m. after bringing the Board up to date on the Park District renovation plans.

ELECTION OF OFFICERS

The vote on election of officers at the May annual meeting, immediately following the regular meeting of the Board May 11 was inadvertently done in closed session.

Mrs. Zatz made a motion nominating Diana Hunter President, which was seconded by Mr. Friedman. The motion was unanimously approved.

Mr. Graham made a motion nominating Eva Weiner Vice President, which was seconded by Mrs. Zatz. The motion was unanimously approved.

Mr. Graham made a motion nominating Zelda Rich Secretary, which was seconded by Mrs. Zatz. The motion was unanimously approved.

Mrs. Anthony said that with new officers in place a resolution is needed authorizing entry into the Library's safe deposit box by the President of the Board and one other officer with Director Anthony, when necessitated.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES DESIGNATE THE PRESIDENT OR THE SECRETARY AS THE AUTHORIZED PERSONS, (EITHER ONE) TO ACCOMPANY THE DIRECTOR TO ENTER THE LIBRARY'S SAFE DEPOSIT BOX.

The motion was unanimously approved.

APPROVAL OF THE MINUTES OF THE MEETING OF MAY 11, 1994

Mrs. Zatz moved that the Board of Trustees approve the minutes of the meeting of May 11, 1994 as written, subject to additions and/or corrections. Mr. Friedman seconded the motion.

There being no additions or corrections, the motion to approve the minutes as written was unanimous and the minutes were placed on file.

Minutes of the May 11 "annual" meeting immediately following the regular meeting will be available at the July Board meeting.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

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, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS STATEMENT 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.

After discussion the roll call vote for approval of the Consent Agenda financial statements and lists of bills was unanimous.

CONSENT AGENDA ITEMS

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

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

- 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. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 4. CORRESPONDENCE (2)
 - Letter from Dr. Eli Maor
 - Letter to Diana Hunter from Lieutenant Governor Bob Kustra
 5. PERSONNEL
 - Appointments: Effective June 9, Gail Shaw, LAN Administrator, Technical Services Department and Kathleen Walsh, Head, Adult Services; and Thomas Gross, full-time Circulation Clerk, effective June 20, 1994
 - Promotion: Dean Pissios, from part-time Page, Circulation Services, to part-time Bookmobile Assistant, effective April 19, 1994

After discussion the motion to approve the Consent Agenda items passed unanimously.

ANNUAL REPORTS

The Board reviewed and discussed the Annual Reports: General Operating Fund, Reserve Fund for the Purchase of Sites and Buildings, Report on Fine Arts Acquisition Fund, Library Note Fund, 1991 Library Project Fund, Statistical Summary FY 1993-94, Program Statistics FY 1993-94 and Goals and Objectives, Final Report FY 1993-94.

DIRECTOR'S REPORT

Usage--Circulation in May was 81,000, up more than 5% over circulation last May. Skokie's circulation now accounts for more than 50% of items circulated by JCPL.

ALA Teleseminar--Sixteen staff members and Mrs. Anthony attended ALA's first teleseminar May 12. The topic of the teleseminar was "Achieving Breakthrough Service." Moderators were Professors James L. Heskett and W. Earl Sasser, Jr. of the Harvard Business School. The teleseminar is a type of distance learning with people across the nation

simultaneously viewing a workshop on a monitor via satellite. The Illinois State Library has conducted a number of teleseminars that have been quite effective.

Library Car--The new Library car arrived May 25. Plates were transferred from the old car which is parked in the Library lot for now. Staff were invited to submit bids and a number did, but none met the minimum request of \$1,000. An attempt will be made to solicit bids elsewhere before accepting a reduced amount for the car.

Woodworking Projects--New carrels are being installed in Youth Services this week and several other woodworking projects are in process. Some of these are adjustments to earlier construction such as lowering the returns end of the circulation desk, modifying the check-out counters and the pamphlet rack at the end of the Information Services Desk. Plaques have also been mounted on the lobby display boards.

Circulation of Information Products on CD-ROM--Information sources on CD-ROM are a growing phenomenon in the publishing industry. Staff are in process of selecting a beginning collection for adults and youth. A proposed policy will be prepared for Board consideration next month.

American Booksellers Association--John Kadus attended the American Booksellers Association Conference in Los Angeles at the end of May. He sent back cartons of autographed books to be given as prizes in the Adult Summer Reading Club.

Retirement Party for Arlene Reed--A party was held by staff for Arlene Reed that was a fitting send-off after forty years of service. A number of people prepared special recipes; food platters were purchased and a large cake commissioned. Arlene was presented with a miniature Mies van der Rohe chair and a gift certificate.

ISLAC--Mrs. Anthony chaired the meeting of the State Library Advisory Committee May 25 and 26 in Springfield. Skokie Public Library's request for \$68,855. to produce training modules for the new automation system was one of only thirteen projects recommended for funding under LSCA Title I out of more than sixty projects submitted. The Committee commended Skokie's grant proposal for being very well written and discussed the possibility of

sending it together with a couple others to libraries that submitted unsuccessful proposals or those who ask for models.

Mrs. Zatz asked that Barbara A. Kozlowski and any other staff who worked on preparation of the grant be congratulated.

A report on the "Look Us Up" PR campaign which has been quite successful all around the State has been received. The State Library is sponsoring a week long institute for fifty directors of small public libraries June 6-10.

The tremendous impact of Live and Learn revenues is restoring system funding and boosting public library per capita grants.

Per Capita Grant--Per Capita Grant requests for FY '95 are due July 15. Mrs. Anthony will prepare a request and a report on the use of grant funds this year. A resolution from the Board will be needed to submit a Per Capita Grant request.

IPTIP Audit--A copy of the 1993 audit for the Illinois Public Treasurers' Investment Pool has been received. The balance as of June 30, 1993, was over \$2,000,000,000.

Bookmobile--The Bookmobile experienced engine problems and was taken to Delf's Garage in Waukegan May 16. This was immediately after installation of a rebuilt engine had been authorized. Parts had to be ordered and were delayed. A new engine is being installed and it is not necessary to rebuild the transmission. The Bookmobile should be back on the road this week.

Book Sale--The Library book sale was held June 3 and 4 and netted \$6,208. Camille Cleland was again in charge of the sale and a number of staff worked as volunteers.

Volunteer Reception--A reception in honor of Library Volunteers was held Sunday, June 5, at 4 p.m. Twenty volunteers and some of their spouses were in attendance. The volunteer program has grown in both number of volunteers and hours donated.

TELEPHONE BIDS

Telephone bids were received from 13 vendors at costs ranging from \$32,213. to \$72,148. Specifications prepared by Indaplex, our consultants, detailed our needs but did not dictate type of system to be installed. Ten vendors proposed key systems and three proposed PBX

systems. Although the key systems could meet our present needs, our consultants suggest that the PBX is a more powerful, flexible system, capable of handling more complex applications.

Our consultants recommend primary consideration at this time of four bids, Executone, Communicate Direct, Inc., Nortech Telecommunications and Inacom Communications.

We will work with the consultants in contacting references and reviewing system features more closely to select top contenders.

EXPANSION OF PARKING

The Plan Commission was unanimous May 19 in recommending approval of the Library's request for a Special Use Permit to develop the parking lot according to the Village's Plan G.

Mrs. Kozlowski and Alan Armbrust of O'Donnell, Wicklund, Pigozzi and Peterson are attending the Village Appearance Commission hearing this evening to obtain approval of proposed landscaping design.

The Village has cleared the use of the \$59,000. balance of the \$200,000. loan commitment made in 1993 toward the purchase of the property at 5241 Oakton. An explicit motion is needed at this time stating the Board wishes to exercise its option to purchase 5241 Oakton before the June 30 expiration date of the agreement.

Mrs. Soler, present owner of 5241 Oakton, has located a new residence available September 1 and would like to stay in the house during July and August.

The issue of when parking lot development can proceed will be affected by the availability of Village engineering services. The Village cannot assist us this summer or early fall and has offered to engineer plans for the site this winter so that construction could proceed as early as the weather would permit in 1995.

After discussion it was the consensus of the Board that Mrs. Soler be allowed to stay in the house as the owner and thus, no formal lease agreement would need to be negotiated, saving legal costs.

Mrs. Zatz made a motion, seconded by Mrs. Schreck:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES EXERCISE ITS OPTION TO PURCHASE THE PROPERTY AT 5241 OAKTON STREET AT THIS TIME.

The motion passed unanimously.

It was the consensus of the Board that unless counsel raised a question we will not close on the property until September 1 or just prior to that date and would, therefore, not need a lease agreement prepared.

Discussion ensued regarding when parking lot expansion would take place.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES NOT ASK FOR ENGINEERING SERVICES FROM THE VILLAGE DUE TO THEIR HEAVY WORKLOAD UNTIL NEXT YEAR.

The roll was called.

Mr. Graham--no; Mr. Friedman--no; Mrs. Schreck--yes; Mrs. Rich--no; Mrs. Zatz--yes; Mrs. Hunter--yes. The motion failed.

During discussion Mr. Graham said it is the Board's responsibility to the community to move ahead as quickly as possible to get the parking lot expansion done. Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT VILLAGE MANAGER ALBERT J. RIGONI'S OFFER TO PROVIDE VILLAGE OF SKOKIE ENGINEERING DEPARTMENT DESIGN ASSISTANCE DURING THE WINTER OF THIS YEAR, OR AT THE EARLIEST POSSIBLE DATE.

The roll call vote for approval was unanimous.

AUTOMATION

There was no new information to report regarding the Joint Computer Program for Libraries (JCPL).

LIBRARY CABLE NETWORK

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

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported that Mrs. Anthony accompanied her to the NSLS Board of Directors meeting and asked several pertinent questions regarding our Board's concerns with the establishment of an NSLS Foundation.

Mrs. Rich inquired how the Skokie Public Library Board regarded the proposed establishment of an NSLS Foundation.

After lengthy discussion it was the consensus of the Skokie Public Library Board that they do not support the establishment of an NSLS Foundation.

COMMENTS FROM TRUSTEES

Mr. Graham requested that ample notice be given to trustees in the event Dr. Eli Maor holds another lecture at the Library.

ADJOURNMENT

The meeting was adjourned at 9:30 p.m.



Zelda R. Rich, Secretary