

January 8, 1986

*CORRECTED*

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, January 8, 1986.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Shirley Merritt, Secretary; Walter Flintrup; Eva Weiner; Norma L. Zatz; and Carolyn A. Anthony, Director.

Dr. John M. Wozniak, Vice President, arrived a few minutes later.

Member absent: Dr. Herman S. Bloch.

Guest present: Mr. Leo Friedman, Chairman of the Skokie Creative Writers Association.

President Hunter called for a motion to set aside the regular order of business to enable Mr. Friedman to make his presentation.

Mr. Flintrup so moved and the motion was seconded by Mrs. Merritt.

The motion passed unanimously.

Mr. Friedman gave a brief history of the Skokie Creative Writers Association which has met in the Skokie Public Library on a monthly basis for the past 12 years.

Dr. Wozniak entered the meeting.

Mr. Friedman presented three copies of the group's latest publication, STAIRS OF MEMORY, copyright October, 1985, to the Skokie Public Library.

Mrs. Hunter and the trustees thanked Mr. Friedman, who then left the Board Room.

Following a motion by Mr. Flintrup, which was seconded by Mrs. Zatz, and approved unanimously, the trustees returned to the regular order of business.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 11, 1985

Mr. Flintrup made a motion to approve the minutes subject to additions and/or corrections. Dr. Wozniak seconded the motion.

After brief discussion the motion to accept the minutes as written passed unanimously.

Mrs. Zatz suggested the Board once again consider a change in the format of the Library's minutes to a more refined version showing only action taken. This will be discussed at a later date.

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

MOTION: That the Skokie Public Library Board of Trustees approves the Financial Statements and Lists of Bills, subject to audit.

A roll call vote for approval was unanimous.

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

MOTION: That the Skokie Public Library place on file the following items on the Consent Agenda:

1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads
4. Correspondence

Mrs. Merritt called for discussion of Table 7: Miscellaneous Statistical Measures of the Circulation Report, noting that Computer Use has fallen considerably in December: Adult use down 40.13%, Children's use down 26.16%.

Discussion followed.

The Board agreed the Library needs to look into better promotion of our computer; that we should have staff with computer aptitude in order to aid in improving this service. Perhaps we need additional computer software.

Mrs. Merritt pointed out the drop in circulation of the BPH Program Materials, shown under the heading of Services for the Visually Handicapped on the Circulation Report.

Mrs. Anthony stated that this category refers to the Library of Congress Talking Book Program, which is a long-standing service. The decrease could be for a number of reasons. However, Mrs. Anthony will make a broader comparison in order to give a better picture of these statistics and will report back to the Board with an overview.

Mrs. Merritt asked for an explanation of the Adult Services Department Activities statistics with regard to "Homebound Book Selection" totaling 15.

Mrs. Anthony said this is a service to a few residents handled by Sandra Palmore as Community Services Librarian.

Mrs. Weiner added there are many people in the community who are underserved in one way or another, and that it is our duty to locate them, be they the homebound, the growing Asian population, or any other segment of the population.

The trustees concurred.

Mrs. Zatz noted that both the morning and afternoon film showings of "Lilies of the Field" were without an audience, and she questioned the Library's policy regarding this--is the film shown when there is no audience?

Mrs. Anthony will look into this.

There being no further discussion of Consent Agenda items, the motion to place the Consent Agenda materials on file passed unanimously.

PER CAPITA GRANT APPROVED IN THE AMOUNT OF \$60,278

The letter from Secretary of State and State Librarian Jim Edgar approving the Skokie Public Library's application for funding was reviewed

by the trustees.

Mr. Edgar indicated in his letter of December 11, 1985 that for the first time in the state's history they were able to provide the full amount to each library that is allowed by law. The amount of \$60,278 represents \$1 per capita for the population served by the Skokie Public Library.

Mrs. Anthony advised that, as stated in the application, the Per Capita Grant money will be used for linking; signage; and perhaps a small amount to match a possible grant for National Library Week programming.

#### NILES TOWNSHIP REVENUE SHARING

Mrs. Hunter stated she will meet with Niles Township Supervisor, Thomas McElligott, Thursday morning, January 9, to discuss the possibility of the Library receiving Revenue Sharing funds. She will report on the outcome at the next Board meeting.

Mr. Flintrup suggested we approach the Village once again with regard to housing our Bookmobile in order to preserve our investment and to protect the Bookmobile from the elements.

The Board concurred.

#### AUTOMATION

Mrs. Anthony's report indicated that after receiving written specifications on the Computer Power Products unit, the JCPL Board decided to go with Liebert Datawave power conditioning unit. GEAC agreed that both units accomplish the same results. The Liebert unit, with installation, is \$12,004, but they will give us a trade-in of \$1,800 on the unit we have, bringing the total cost to \$10,204. Installation should be in about six weeks.

The System Reliability Test was completed 1/7/86, which means that GEAC will be paid \$267,767 from the escrow account, according to the terms of the contract. The question of when we begin paying maintenance is still not clear to all parties. There will be a meeting with GEAC January 30.

The ILLINET tapes have finally been received and will be loaded this weekend. This will complete the database.

Linking is proceeding well. We have managed to keep ten terminals busy most of the time 8-5, Monday through Friday. About January 20, hours will be extended to 9 p.m. Monday through Thursday.

Acquisitions training will be the week of February 10.

A 675 megabyte disk drive is on order, at GEAC's expense, to improve response time for linking and enable us to use the acquisitions module.

We hope to have some OPACs (online catalog) installed for staff use by the end of January.

Mrs. Anthony had arranged for the trustees to gain some hands on experience with the online catalog--Joyce Mitchell and Soong Yi were waiting in the Technical Services Department to give a demonstration, and a little guidance to members of the Board in the use of the computer.

#### PUBLIC ACCESS CABLE

Mrs. Anthony and Gary Newhouse will attend two meetings scheduled January 14: one in the morning at the Skokie Public Library with Library Cable Network representatives Ken Swanson, Indian Trails Public Library District Library, and Gary Novak; and a workshop in the afternoon for institutional access users at the Village Hall,

The next Cable Commission meeting is scheduled for January 23.

Some progress has been made in that the Library now has a "drop" over to Gary Newhouse's office and we are expecting a character generator soon.

BLIND AND PHYSICALLY HANDICAPPED PROJECT

Mrs. Anthony reported that the Advisory Committee suggested changing the name of the Special Services Center to "Skokie Accessible Library Services" to include the essential identifiers of "Skokie" and "Library" with an inclusive concept of the disabled population to be served.

Discussion followed.

Mrs. Anthony advised the Board that Bill Sample, designer of the Library's stationery, has offered to work with us on the development of a logo and letterhead for the newly named "Skokie Accessible Library Services" center.

The trustees left the Board Room at 8:40 p.m. to visit the Technical Services Department for the "online" demonstration.

At 9:21 p.m. the trustees returned to the Board Room and resumed the regular order of business.

LIBRARY VEHICLE

The Dodge Aries Station Wagon has been ordered at a cost of \$8,995.45, with the following specifications: automatic; 4-door; front-wheel drive; rear window defroster; heavy duty suspension and tires; edge guards; tailgate wiper/washer; roof rack; and package including undercoating, floor mats and bumper guards.

Power steering, power brakes, air conditioning, cloth seats, AM radio, and intermittent wipers are included as standard equipment in the base price given. Color choice--silver with burgundy interior.

LIBRARY CONTRIBUTION TO PROFESSIONAL CAUSES

The trustees reviewed the material mailed to them prior to the meeting with regard to the ULC (Urban Libraries Council)/COSLA (Chief Officers of State Library Agencies)/PLA (Public Library Association) Library Development Project.

Mrs. Anthony recommended the Skokie Public Library contribute \$100 or more to the project.

Discussion followed.

Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees approves a contribution in the amount of \$300 to the ULC/COSLA/PLA Library Development Project.

The roll was called: Mr. Flintrup--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Zatz--abstain; Mrs. Merritt--yes. The motion passed.

Discussion followed regarding the American Library Trustee Association (ALTA) Endowment Fund contribution.

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

MOTION: That the Skokie Public Library Board of Trustees approves a contribution in the amount of \$50 to the American Library Trustee Association (ALTA) Endowment Fund.

A roll call vote for approval was unanimous.

Further discussion ensued. The trustees elected to have the Library's name published in the ALTA NEWSLETTER, however, not the amount of the contribution.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported there was no meeting of the North Suburban Library System Board of Directors, however, there will be a Management Affairs Committee meeting this Monday.

COMMENTS FROM TRUSTEES

Mrs. Merritt mentioned that the Schaumburg Public Library had accepted donations of food during the holidays in lieu of fines, and that this type of collection could be done throughout the year--that possibly the Skokie Public Library could utilize this idea at some point in time.

It was recommended that the trustees make certain they see the new Conrad Sulzer Regional Library on Lincoln Avenue in Chicago--which is near the site of the former Hild Regional Library building, as it is quite impressive.

Mrs. Weiner noted the good coverage we received in the November, 1985 issue of the "Nor'easter" on our recent Vietnam exhibit.

Mrs. ~~Zatz~~<sup>MERRITT</sup> asked that in the future the full name(s) be spelled out for the acronym(s) appearing in the minutes and/or board materials.

Mrs. Anthony responded to the questions raised by trustees at the December meeting:

Tax Anticipation--Dan Ryan feels that legislation will be amended. If not, the Village may be O.K., but the Library will probably have to borrow at ca. 6%, preferable to cashing in investments, depending on interest rates.

Easy Reading for Adults--284 items circulated from the literacy collection during the six months from June-November. That's an average of 47 items per month.

Policy re purchase of titles for book discussion--we always have at least five copies of a book discussion title available at the Skokie Public Library, and up to 10 copies if it is not available for purchase at Kroch's. Many participants prefer to buy the book and Kroch's generally agrees to stock copies of titles in our book discussion series.

Mrs. Merritt suggested that when the librarians who coordinate the list of books to be discussed work on the initial title selections, they:

- 1) not use books which will not be obtainable on loan from other libraries
- and 2) when it is time to discuss a particular book, that the librarians



obtain as many copies as are available from any and all other libraries having the title--in order to have them available for check out by book discussion participants. She feels that other libraries make more of an effort to assemble copies of titles for their book discussion participants.

Mrs. Anthony will discuss these ideas with the Adult Services staff.

Mrs. Anthony reported on the lovely gift of books about Japan from Mr. Yusuke Kihara. The gift includes an outstanding multivolume encyclopedia of Japan, a large atlas and approximately 70 books on Japanese flower arranging, cooking, arts, literature, travel, etc. The gift was in honor of the 70th anniversary of Mr. Kihara's company, Kihara Shosando Co., Ltd., and also in honor of Mary Radmacher on her retirement.

Mrs. Merritt stated that she has a friend who is willing to donate the SAT program for Apple II+, if it would be used by the Library.

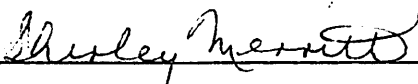
Mrs. Anthony will let Mrs. Merritt know.

Because the Library will be closed in observance of Lincoln's birthday February 12, the trustees agreed that the February Board meeting be held the third Wednesday of the month, February 19.

The trustees requested hotel accommodations be arranged early for the American Library Association Annual Conference being held in New York, June 27-July 3, 1986.

ADJOURNMENT

The meeting adjourned at 10:13 p.m.

  
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Shirley Merritt, Secretary