

December 9, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, December 9, 1992.

CALL TO ORDER

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

Members present: Diana Hunter, President; Norma Zatz, Secretary; John J. Graham; Susan Brill Schreck; Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

Member Absent: Zelda Rich.

Dr. Wozniak was welcomed and congratulated on his reappointment to the Skokie Public Library Board of Trustees.

Because Mr. Flintrup was Vice President of the Board, Mrs. Hunter asked the Board to give consideration to the election of a new Vice President.

Mrs. Zatz made a motion, seconded by Mr. Graham to elect Dr. Wozniak Vice President.

The Board unanimously acclaimed Dr. Wozniak Vice President of the Board of Library Trustees.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 11, 1992

Mrs. Zatz moved that the Board of Trustees approve the minutes of the meeting of November 11, 1992 as written, subject to additions and/or corrections. Mrs. Schreck seconded the motion.

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 Dr. Wozniak:

**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, 1991 LIBRARY PROJECT FUND, LIBRARY NOTE FUND, YEAR-TO-DATE BUDGETARY STATUS, AND THE YEAR-TO-DATE REVENUE COLLECTION BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.**

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

Mrs. Anthony recommended that \$40,000. be transferred from the Reserve Fund for the Purchase of Sites and Buildings to the Library Project Fund.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$40,000. FROM THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS TO THE LIBRARY PROJECT FUND AS RECOMMENDED BY THE DIRECTOR.**

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
PERSONNEL

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

**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. PERSONNEL

Status change of Mara Warner, Adult Services, effective January 1, 1993, from Substitute Reference Librarian to part-time salaried Reference Librarian

During discussion Mrs. Hunter asked for attendance statistics for the Short Story Gem series.

The motion to approve the Consent Agenda items passed unanimously.

#### DIRECTOR'S REPORT

Usage--Total circulation slightly surpassed November last year, with circulation in Youth Services up more than 10%. Information Services activity was equal to November last year.

North Suburban Library System--Skokie Public Library Representative to the NSLS Board Zelda Rich attended her first meeting of the North Suburban Library System Board November 23.

Fire Alarm--When asked to approve drawings for the fire alarm system, the Fire Department said that the horn/strobe system should be replaced by a voice/strobe system, citing fire protection codes which differ from the BOCA and electrical codes specified by the Village Building Department for use in system design. It appeared that a \$18,500. change order would be required. The architect, engineer and Mrs. Anthony met with the Deputy Fire Chief and worked out an alternate plan in which a microphone tied into the existing public address system will be installed at the new enunciator panel for use by the Fire Department. The basic system will be a horn/strobe system as originally specified. The Fire Department suggested deleting some devices so eventually a small credit may be realized on the job.

Rebalancing HVAC System--The general contractor has begun checking out the HVAC system to gather data for totally rebalancing the heating and cooling system. The work, to be completed this month, should adjust air flow throughout the building to ensure sufficient air flow from each outlet. The relocation of walls and changes in the size of rooms has resulted in uneven air flow with various pockets of stuffy or cold air.

Library Cable Signal--The Library's cable signal on Channel 50 has been of poor quality recently. Since the signal comes from Mt. Prospect via microwave, coordination between TCI in Skokie and Mt. Prospect was necessary to correct the problem. This week, a new microwave transmitter was installed in Mt. Prospect and our signal improved

dramatically. Skokie will be served cable from Mt. Prospect and Chicago rather than from within Skokie. TCI has plans to introduce fiber optic cable, perhaps as early as this spring. The new cable will greatly expand the number of channels available and should give a very high quality signal.

Alarms on West Side of Building--During renovation of the original building, the glass double doors on the west side of the building were removed and replaced with a glass panel. As these doors had been alarmed for emergency exit, their removal deactivated the alarm on one of the additional emergency exits to either side of the double doors. A new alarm has been installed on the problem door.

Pay Telephones--The two pay telephones outside the Petty Auditorium were out of commission for an extended period of time after the conduit for the telephones was cut during excavation of concrete in the vestibule. Recent interruption of service to the second floor telephone therefore caused quite a problem. The second floor phone was repaired and cable restored to the first floor phones so that all three are back in operation. The cost of a local phone call is now .30.

Innovative Interfaces Demonstration--Innovative Interfaces, a vendor of integrated automation services for libraries, gave a demonstration which was attended by about 40 staff from JCPL member libraries. Similar demonstrations by other vendors are scheduled so that staff will have an opportunity to compare and evaluate different systems.

State Library Advisory Committee--Mrs. Anthony will chair a meeting of the Illinois State Library Advisory Committee in Chicago, December 8.

Preparations for Long Range Plan--Initial preparations are underway for a new long range planning process, to begin in January, 1993.

During American Education Week Mrs. Anthony visited Niles North to hear about current activities and future plans for District 219.

Story Time at Village Crossing--Youth Services staff will present five one-hour sessions of crafts and stories for children 3 to 7 years old in a storefront at Village Crossing during December. "Children's Storyland" is funded by the Merchants Association of Village

Crossing Shopping Center. The project was initiated by the Association and all publicity and expenses will be paid by the Association.

Madonna's Book-- Mrs. Anthony distributed her memorandum of November 3, 1992, in which she noted that the book Sex was reviewed in the New York Times Book Review 10/25 and Newsweek 11/2. Published by Time Warner, a major publisher, the book represents itself as art, with photographs by fashion photographer Stephen Meisel. The book is intended for a mainstream audience.

The Library has ordered one copy of Sex which will be put in Reference, to be signed for at the Information Services Desk.

After discussion of experiences in other Illinois libraries, it was the consensus of the Board that we discuss possible implications with legal counsel.

Staffing of Information Desk--Mrs. Anthony said volunteers will be staffing the Information Desk during the first few weeks the Library reopens in January. She asked if any trustee is interested in volunteering for an hour or so, we would need to know by Friday.

#### 1992 LIBRARY LEVY

The 1992 Library levy of \$4,150,000. represents an increase of \$506,871. over the 1991 levy, and includes \$100,000. for reimbursement to the Village and \$250,000. for capital expenses, the balance being for increase in salaries and operations.

The Village proposed that the portion of the levy requested by the Library to repay the Village (\$100,000.) be transferred instead to the Village's levy.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DECREASE OF THE 1993-94 LIBRARY LEVY BY \$100,000., AS REQUESTED BY THE VILLAGE OF SKOKIE.

The roll call vote for approval was unanimous.

#### DIRECTORS AND OFFICERS / ERRORS & OMISSIONS INSURANCE

Mr. Thomas English of Boyle, Flagg & Seaman, Inc., obtained quotes from two carriers with the same limits, deductible and unlimited prior acts coverage for the 1/1/93 renewal of coverage.

The quote from International Insurance Company includes full Insured vs. Insured coverage and pays defense in addition to the limit of the policy. The current carrier, Association Professional Liability Insurance limits Insured vs. Insured to wrongful termination only and pays defense within the limit of the policy.

After discussion Dr. Wozniak made a motion, seconded by Mrs. Schreck:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE INSURANCE CONSULTANT AND CHANGE THE CARRIER OF THE LIBRARY'S PROFESSIONAL LIABILITY POLICY TO THE INTERNATIONAL INSURANCE COMPANY AT AN ANNUAL PREMIUM OF \$4,066.00.**

The roll call vote for approval was unanimous.

#### PROGRESS REPORT-SKOKIE PUBLIC LIBRARY GOALS AND OBJECTIVES FY 1992-93

The Goals and Objectives Progress Report was reviewed.

#### CLEAN AIR ACT

Legislation known as "The Clean Air Act" was passed in 1990, with compliance by July, 1992. Johnson Controls said there was some extension on the date, but that adjustments should be made to ensure compliance before the next cooling season.

Johnson Controls' proposal for improvements to the large chiller system in the new building is \$19,212. -- to install a high efficiency purge system; pre-vac centrifugal chiller blanket; and refrigerant storage tanks.

In addition, some modification of the system in the original building will also be required, but Johnson has not yet prepared that estimate.

After lengthy discussion, it was the consensus of the Board to have an engineer determine what retrofitting of equipment needs to be done, and to have the engineer draw up specifications. The project will then be put out for bid.

#### RENOVATION PROJECT

The Board noted the b Stromberg Construction Company, Inc. Payment Request No. 10 in the amount of \$55,164. approved for payment by Paul A. Steinbrecher of Hammond Beeby and Babka and Change Order No. 8 in the amount of \$8,541.

### TUITION REIMBURSEMENT

When the tuition reimbursement policy was adopted in January, 1989, tuition for a course at Rosary College was \$630. In January 1990 tuition increased to \$675. per course, \$750. in September 1990, \$840. in January 1992 and \$930 in July 1992. The increase in tuition has been nearly 50% in the period since the policy was adopted. A chart showing the increasing expense per year for tuition benefit since 1989 was reviewed.

Mrs. Anthony recommended that the policy be revised to a maximum reimbursement of 50% of tuition for a given course, with a maximum lifetime benefit per staff member of \$3,000.

This way the Library can still provide an incentive to staff to further their education while controlling the expense per staff member and per year.

After discussion Mrs. Schreck made a motion, seconded by Dr. Wozniak:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE REVISED TUITION REIMBURSEMENT POLICY AS RECOMMENDED BY THE DIRECTOR. (copy attached)**

Mr. Graham suggested that the Board review the revised policy in two years.

The roll was called. Mrs. Weiner--abstain; Mr. Graham--yes; Mrs. Hunter--yes; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Schreck--yes. The motion passed.

### LEASE PURCHASE MICROFILM READER PRINTER

A new microfilm reader printer of the type that accepts cartridges for the Magazine Collection and Business Collection is needed. We have a quote of \$6,696.00, including coin op, shipping and handling, and installation, which reflects a 10% discount. We would obtain the microfilm reader printer on a lease/purchase basis with payments from the Photocopier Leasing line of the budget. If the acquisition is approved, we would like to deaccession an old microfilm reader printer without coin op and give it to the Skokie Historical Society, which has indicated such a piece of equipment would be welcomed.

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

## **Skokie Public Library Tuition Reimbursement Policy**

Any full-time staff member who has completed the probationary period and who is planning to enroll in a job-related course of an accredited or otherwise recognized program of study may request approval of the Director to have the course considered for tuition reimbursement. Each course will be considered for approval independently. Approval of one course in a program of study does not necessarily imply approval of other courses in the same program. Upon presentation of evidence of satisfactory completion of an approved course, tuition reimbursement shall be authorized as follows: 50% for a grade of A or B, 25% for a grade of C, no reimbursement for a grade of D or a failing grade. The maximum lifetime benefit for an employee under the tuition reimbursement program is \$3,000.

All class meetings and preparation will be undertaken on the staff member's own time. The schedule must consider departmental needs and be approved by the department head. No promotion or increase in salary is guaranteed to a staff member who undertakes such study. A staff member who leaves the employ of the Skokie Public Library within the year following the receipt of a tuition benefit will be expected to repay such tuition benefit.

Adopted by the Skokie Public Library  
Board of Trustees, January 18, 1989  
Rev. December 9, 1992



**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE LEASE/PURCHASE OF A MINOLTA RP504 A/M PLAIN PAPER READER/PRINTER AS RECOMMENDED BY THE DIRECTOR AT A COST OF \$6,696.00.**

The roll call vote for approval was unanimous.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DONATION OF AN OLDER MICROFILM READER PRINTER WITHOUT COIN OP TO THE SKOKIE HISTORICAL SOCIETY.**

The roll call vote for approval was unanimous.

### AUTOMATION

The Board reviewed the report of title and item counts prepared each year in November. The item count, number of registered patrons, and circulation count for the first six months of the fiscal year are used to determine the cost sharing formula for JCPL for 1993-94.

While our proportionate share of items and patrons has been quite constant, our share of the circulation has steadily increased, thereby increasing our proportionate cost of JCPL expense.

Noted also was the letter from Geac Computers, Inc. which advised of the acquisition of CLSI by Geac.

### LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network December, 1992 Program Guide for Cable Channel 50.

### NORTH SUBURBAN LIBRARY SYSTEM

There was no report of the NSLS Board meeting due to the absence of Mrs. Rich.

Library trustees noted the NSLS 1991-92 Annual Report, a memorandum updating several projects in which the System is involved, and the memorandum relating to a background paper and proposed resolution presented by the NSLS Legislative Committee.

The Board discussed the proposed Resolution, but no action was taken.

COMMENTS FROM TRUSTEES

Mrs. Weiner distributed a letter expressing her disappointment in Mr. Flintrup's unexpected resignation from the Board and her hope that in the future the Board would be apprised of resignations prior to the meeting.


EXECUTIVE SESSION

Land Acquisition

Land acquisition was discussed.

ADJOURNMENT

The meeting was adjourned at 9:20 p.m.

  
Norma Zatz, Secretary