

November 12, 1997

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, November 12, 1997.

CALL TO ORDER

Diana Hunter, President, called the meeting to order at 7:30 p.m.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; John Graham; and Carolyn A. Anthony, Director.

Members absent: Leo Friedman, Marcy Goodman and Susan Greer.

Observer present: Barbara A. Kozlowski, Associate Director for Public Services.

Visitors present: Thomas English and Douglas Lloyd from Boyle, Flagg and Seaman, Inc., Insurance Consultants.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND THE EXECUTIVE SESSION MEETING OF OCTOBER 8, 1997

Mrs. Rich made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting and the executive session meeting of October 8, 1997, subject to additions and/or corrections.

There being no additions or corrections the minutes were unanimously approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
AUDIT  
LIST OF BILLS

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

**MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF OCTOBER, 1997, THE LIBRARY NOTE FUND AND THE PANDOLFI, TOPOLSKI, WEISS & CO. LTD. AUDIT AND MANAGEMENT LETTER FOR THE YEAR 1996-97 BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.**

After discussion of the audit and management letter the roll call vote for approval was unanimous.

**BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/97 AND YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)**

The Balance Sheet and Year-to-Date Budgetary Status statements were reviewed.

**CONSENT AGENDA ITEMS**

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
 PROGRAM STATISTICS SECOND QUARTER F.Y. 1997-98  
 GIFT  
 CORRESPONDENCE (3)  
PERSONNEL

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:**

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. PROGRAM STATISTICS SECOND QUARTER F.Y. 1997-98
5. GIFT - \$25.00 from Louis and Catherine Fritz in memory of Janet Ricker
6. CORRESPONDENCE (3) - Letter from Patricia Hefner; letter from Professor Aleksis Rubulis; and memorandum to Albert J. Rigoni, Village Manager, from Robert J. Nowak, Finance Director, re 1997 Tax Levy Ordinance.

## 7. PERSONNEL

Appointments: Jennifer Kostolansky, part-time Circulation Clerk, Circulation Department, effective October 14, 1997; Silvia Kraft-Walker Substitute Librarian, Youth Services Department, effective October 29, 1997; and Sharon Glassman, part-time Clerk-Typist, Youth Services Department, effective November 5, 1997

Promotions:

Catherine Maassen, from full-time Senior Circulation Clerk to Assistant Head of Circulation Department, effective October 13, 1997; and Michael P. Pocrnich, from part-time Page, Adult Services Department, to part-time Circulation Clerk, Circulation Department, effective October 15, 1997

Mrs. Weiner said she appreciates seeing letters in praise of staff and/or the Library included in the Board packet.

The Consent Agenda items were unanimously approved and placed on file.

### DIRECTOR'S REPORT

Usage--Circulation in October was up 2% over last year. Youth materials continue to gain, video circulation is up and audio is down. There is clearly greater interest in software use in Youth Services than in the Adult area. Reciprocal borrowing was up for the month although the newly expanded Lincolnwood Library was dedicated earlier in the month.

Visitors--A high level delegation from the Chicago Public Library, led by Commissioner Mary Dempsey, visited the Library October 10, accompanied by architect Paul Steinbrecher. He is working with the Chicago Public Library on plans for a major renovation of Woodson Regional Library. They were particularly interested in seeing how we had dealt with automation.

Another group, led by the Director and three trustees came to visit November 4 from the Hammond, Indiana, Public Library. They, too, were particularly interested to see our implementation of technology.

Staff Illness--Ardell Faulhaber, Head of Youth Services, and Phill Schoenwolf, Audio-Visual Services Technical Manager and part-time Security Guard, are both recovering from major surgery.

Staff Honors--Domi Oshana, Clerk in the Circulation Department, has been selected to receive the Lincoln Academy Student Award for Northeastern Illinois University. The award is presented by Governor Edgar in a ceremony in the House of Representatives to the outstanding senior from each of the four-year universities in Illinois.

United Way--Our annual staff campaign chaired by Camille Cleland, assisted by Gin Gaiser, raised \$3,233. this year for the United Way of Skokie Valley.

Illinois Library Association--The Illinois Library Association held its first annual conference in the fall October 25-28 in Springfield. The programming took advantage of the Springfield location, scheduling receptions at the Governor's Mansion and the Old State House. There was also a special evening tour of Frank Lloyd Wright's Dana Thomas House. Bruce Brigell, Frances Roehm and Steve Oserman were all presenters at programs. At the membership meeting, ILA adopted the following Mission Statement:

*The Illinois Library Association is the voice for Illinois libraries and the millions who depend on them. It provides leadership for the development, promotion, and improvement of library services in Illinois and for the library community in order to enhance learning and ensure access to information for all. Its primary goals are: Advocating for the Public Interest, Promoting Excellence and Managing the Present to Prepare for the Future.*

ILA has printed an adaptation of the ALA publication *Cyberguide for Kids and Parents* (included in the Board packet) which we will distribute in the Youth Services Department.

NSLS Program on Internet--Mrs. Anthony was one of four panelists on an NSLS program about the Internet for trustees and staff October 16, 17 and 18. Attendees were eager for information and active in discussing issues related to Internet use.

Community and Professional Activities--Mrs. Anthony attended the dedication of the medical library at Rush North Shore Medical Center; a meeting at Dominican University with the ALA accreditation team which is reviewing the graduate program in library science; and served on

an interview panel at ALA for selection of a new staff person for the Office of Library Personnel Resources.

Overnight Cancelled--The overnight program planned for Youth Services was cancelled when only 12 children and 8 parents had signed up. We will try the special occasion again another time when we have longer lead-time and the opportunity for more promotion of the event.

January Fiction Book Sale--Because we are accumulating a lot of fiction through weeding and gifts, we are planning a special "fiction only" book sale in January. Ricki Nordmeyer, Readers Advisory Services Specialist, is planning the sale for Saturday, January 10, 1998.

#### PROGRESS REPORT ON GOALS & STRATEGIES FOR 1997-98

The Board reviewed the Progress Report on Goals and Strategies for 1997-98.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROGRESS REPORT ON GOALS & STRATEGIES FOR 1997-98 AS PRESENTED.

The roll call vote for approval was unanimous.

#### INSURANCE RENEWAL

Mr. Thomas English and Mr. Douglas Lloyd, from Boyle, Flagg and Seaman, Inc., Insurance Consultants, distributed the Skokie Public Library insurance renewal proposal and discussed at length the coverages and variances of the quotations received from American States, Hartford and Travelers Insurance Companies.

It was the consensus of the Board that Travelers Insurance proposal quoted the best price and coverages.

Mrs. Hunter voiced concern that the new Bookmobile will have adequate insurance coverages when it is delivered to us late next summer.

Mr. English will clarify Board concerns and contact Mrs. Anthony with the final proposal prior to the December Board meeting.

Mrs. Hunter thanked Mr. English and Mr. Lloyd for their informative presentations.

Mr. English and Mr. Lloyd left the Board Room at 8:35 p.m.

Mrs. Hunter called for a short recess.

### ART ACQUISITIONS

The meeting resumed at 8:45 p.m. with discussion of art acquisitions.

The Brian Monaghan sculpture selected in honor of Mary Radmacher, Chief Librarian 1956-1985 has been installed in the lobby, outside the Mary Radmacher Meeting Room. Plaques for the sculpture and the photographic portrait will be ordered before the December 7 dedication.

The sculpture cost \$7,000. and the marble base \$656. The Mary Radmacher Art Fund contains a total of \$6,870. and is short by \$786. With Board approval this amount could be paid either from the Art Acquisition Fund or from the Contingency Line of the Operating Budget.

Mrs. Hunter said it is preferable the Library's Art Acquisition Fund remain intact for future purchases.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE BALANCE OF \$786. BE PAID FROM THE CONTINGENCY LINE OF THE OPERATING FUND.**

The roll call vote for approval was unanimous.

Mr. Graham voiced concern over the placement of one of the two sculptures recently donated by Fel-Pro Inc. Chairman Emeritus Lewis Weinberg. He said although we all view art differently he is quite uncomfortable because one sculpture appears demonic in his eyes. He objects to having it in the Library, especially in the Children's Room.

## CHILLER

The Board reviewed John Domenz' November 6 letter to Carrier's Chicago Area Manager, Gary Stern, reiterating that we expect Carrier to replace the chiller compressor motor during the winter season; that Carrier's responses to the problems are unacceptable; and that we want this situation resolved now.

The Board discussed the steadfast refusal of Carrier to accept their responsibility and concurred that if Carrier continues to be disagreeable and does not change the motor, a preliminary meeting with our legal counsel should be scheduled.

NorthTown has patiently and methodically continued to pursue the resolution of the problem, repeatedly requesting that the motor be replaced.

Mr. Graham said it must be made clear to Mr. J. Scott McCollam that Carrier's current position is not acceptable.

## COMPARISON OF ANNUAL EXPENSES FOR HVAC F.Y. '92 TO THE PRESENT

The Board reviewed the chart comparing annual HVAC expenses with the former and present contractors. The total expense for annual contract and non-contract services in FY '97 was less than for annual contract service alone in FY '94.

Non-contract service covers both urgent repairs to equipment not covered by the annual contract and proactive improvement or upgrade of mechanical systems. We have done more of the latter with NorthTown, but also had major capital improvements in the past few years including installation of the Building Management System and replacement of the major chiller.

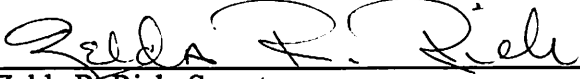
In connection with major capital expenditures we have employed the services of an independent HVAC consultant who has prepared specifications for proposals, overseen implementation and followed through to be sure that documentation is complete and staff trained in the new systems. His charges are listed separately on the chart for each year.

LIBRARY CABLE NETWORK

The Board noted the November 1997 Library Cable Network Cable Guide.

ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

  
Zelda R. Rich, Secretary