

December 14, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, December 14, 1988.

CALL TO ORDER

The meeting was called to order at 7:37 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

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

Visitors present: Edward and Cristina Drost, 8150 North Keeler, Skokie, Illinois 60076.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 9, 1988

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of November 9, 1988 as written subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

Mrs. Zatz requested the sentence "Mrs. Zatz left the meeting." be moved from Page 6 to Page 8 before NORTH SUBURBAN LIBRARY SYSTEM.

The motion to accept the minutes as corrected passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS AND THE LIST OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

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

Mr. Flintrup 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)**
  - 4. CORRESPONDENCE**

In addition to the correspondence from Rebecca Bloomfield listed on the Agenda, Mrs. Anthony read the note of appreciation from the family of Donald W. Lyon.

Mrs. Hunter apprised the Board of other correspondence she received that should also be placed on file: Mayor Jacqueline Gorell's holiday greetings to the Skokie Public Library Board of Trustees; a note of appreciation from Gary Newhouse, Employee Award recipient; and a letter from Leo Friedman regarding his state flag exhibit.

The motion passed unanimously.

**GIFT OF \$100 FROM SKOKIE AREA CHAPTER #3470 AMERICAN ASSOCIATION OF RETIRED PERSONS (AARP)**

The trustees noted the gift of \$100 from the Skokie Area Chapter of the American Association of Retired Persons (AARP).

**PERSONNEL**

The trustees noted the Leave-of-Absence of part-time Circulation Clerk, Ruth Weinberg, effective December 9, 1988 through April 10, 1989.

**DIRECTOR'S REPORT**

Library Use--Circulation was up over 15% in November with Youth Services and the Bookmobile showing strong gains. Uncataloged children's paperbacks, new to Youth Services in FY'87, now account for more than 11% of Youth circulation and 3% of Library circulation. Compact Disc circulation is again showing an increase after being down for

several months. Reciprocal borrowing is high and accounted for 17% of the month's circulation.

User Survey--Results of the survey of a sample of 417 Library users, conducted in November, have been compiled. Some highlights follow: **Materials** - Ninety-eight percent of respondents use books; 47% use current magazines and newspapers and 37% use back issues. Only 10% use compact discs although 22% have a compact disc player. Use of audiocassettes and LP recordings was even at 17%. Thirteen percent frequently read materials in a language other than English and the clear preference is for fiction and non-fiction in the native language rather than translation from English. Thirty-nine percent use a microcomputer at home or work, with IBM (or compatible) outnumbering Apple by more than two to one. Feature film and older film classics are the preferred videotapes for borrowing. Eighty percent liked the idea of a collection of nonreservable best sellers, to be available on a first-come, first-served basis. **Services** - Help in finding information or answers to specific questions was indicated as most important to users and suggestions of something good to read, listen to or watch as least important. Aid in using the Library catalog was moderately important. Questions about the quality of service received by phone and in person revealed that users rate service high. Questions are answered promptly, courteously and knowledgeably most of the time. Users have high expectations. If material is not available immediately, 75% of users would like it to be provided within two weeks. Nearly two thirds of users have used the online catalog and indicated that they are usually successful in their searches. **Buildings and Equipment** - More than two thirds of respondents find their preferred type of study space most of the time with preferences being: table and chair (69%), study room (23%), lounge chair (17%). In other responses to questions about the building and facilities, 80% of users find the signs and directional aids sufficient, while adequate parking is not available frequently. **General Characteristics of Users** - Seventy percent of respondents were residents of Skokie

and 16% are employed in the Village. The largest age group of respondents was the 25-44 year old population which comprised 36% of participants. **Programs** - In a separate survey of program attendees, performances were the most popular, followed by feature films. Afternoon is the preferred time for programs and Sunday is the most popular day. The Library Calendar is the primary source of information about programs, with community newspapers cited by 32% of users and signs or flyers in the Library by 23%. Children's programs are preferred on weekday afternoons. Forty-two percent of Youth Services program attendees use a microcomputer at home or school and the majority of those are Apple.

During discussion of the User Survey Dr. Bloch asked for clarification of the "no response" percentages listed on Page 4 and Mrs. Zatz suggested the Library consider developing a pocket type calendar listing the Library's on-going programs.

**Health Insurance Costs**--The cost of health insurance through the two health maintenance organizations open to Library staff will increase by 19%, effective February 1, 1989. The increase (as much as \$50 per month in the family plan) will be borne by staff (except for Medicare category) because the Library's share is 70% of the most expensive plan which is still the North Suburban Employee Benefit program. We have been advised that the cost of the North Suburban Employee Benefit program will increase by about 20% in August and at that time the Library's contribution to all health plans will increase significantly. Mrs. Anthony was notified by the Village Personnel Officer that our rates would be nearly double present costs if we had stayed with Blue Cross rather than switching to the municipal cooperative program.

**Easy Hearing Music Foundation**--The symposium at the Library received rave reviews by all in attendance (28). The Easy Hearing Music Foundation has received good press coverage recently and we anticipate a larger crowd for the concert this Saturday, December 17, at 1 p.m.

Crowd Control--The Maxwell Street Klezmer Band attracted a crowd of about 300 Sunday, December 11. Although tickets were distributed one-half hour before the concert and only persons holding tickets were allowed into the Petty, there was a restless crowd in the outer lobby and vestibule for a good part of the afternoon. People waited for ticket distribution to begin and others refused to leave after being told that the auditorium was full. Two people entered backstage and two sitting in the aisles only left after being advised that they would be escorted out by police if they did not leave voluntarily. We are considering the purchase of additional stanchions and ropes to be used for programs which draw a large crowd and are also looking into other means of anticipating and dealing with big turnouts.

Discussion followed.

If we can anticipate program attendance beyond our capacity, we could utilize the second floor lecture room for closed circuit viewing.

Mrs. Weiner suggested trustees be allowed advance tickets if requested prior to the program.

Copying of Software--This past month an adult microcomputer user appeared to be blatantly copying copyrighted software in the Library. Staff were alert to the incident and confiscated a disc onto which a good part of a program had been copied. Interim Board Counsel, Ellen Lyon, advised that it would be difficult to prove intent in such a case; the user could easily claim that the copying was inadvertent. She suggested that we would be upholding our responsibility to the software publishers by rigorously enforcing the policies adopted including obtaining an acceptance of responsibility agreement from all patrons before allowing them to use the microcomputer. This will be done.

Skateboard Policy-- After due consideration and consultation with the Department Heads, Mrs. Anthony advised that a policy regarding skateboards and other such equipment in the Library is not necessary at this time. The recent incident in which a study

room glass was broken by a teenager using a skateboard appears to be an isolated occurrence. The replacement glass has been installed with the cost borne by parental insurance.

LSCA Grant Proposals-- Letters of intent to submit grant proposals for LSCA funds for 1989-90 are due January 15. There is an ongoing discussion of possible grant projects in areas which would be targeted for attention and activity.

Directors and Officers Insurance --Mrs. Anthony attended a meeting at Suburban Library System on Directors and Officers insurance November 30. An attorney from Klein, Thorpe and Jenkins and an insurance consultant presented an overview of experience with claims in educational institutions (primarily schools), advantages and disadvantages of the Suburban Library System's pool for coverage of such claims, how such a pool differs from traditional insurance and some tips on avoiding litigation.

Planning for Capital Expenditures--On November 18, the LACONI Administrators Conference sponsored a program on planning for capital expenditures. Two speakers presented excellent material on the life expectancy of major building components and equipment, evaluating whether to repair or replace and setting up a spreadsheet to plan and budget for major capital expenditures. Mrs. Anthony and Mrs. Kim, Administrative Assistant for Accounting, will implement some of the suggestions in the coming year.

Automation--RMG Consultants delivered their final report to JCPL December 7. They did not direct a decision, although useful information and options were explored. JCPL has outlined a process for decision-making and a rough timetable for implementation. The object is to make a smooth transition through whatever changes are needed to keep a functional system operating as cost effectively as possible in terms of both capital and operating expenses. There are approximate capital costs of various options at this time and specific information should be forthcoming in the next few months. Operating costs will

differ with choice of options, but appear to be relatively constant regardless of the size of the consortium.

Lengthy discussion ensued.

### INVESTMENT POLICY

The Board reviewed the revised draft of the Investment Policy.

James Malecha, Senior Vice President/Comptroller, NBD Skokie Bank, stated that we should not require collateralization in excess of 110% of the total deposits and investments. While collateralization may at times exceed that amount, the Bank would not want to be bound to commit larger amounts of collateral.

Ellen Lyon had several suggestions of minor additions and phrasing for clarification. She also suggested retitling Section V "Permitted Investments" instead of "Risk" and adding savings accounts and money market accounts to the list of authorized investment instruments. These suggestions were included in the revised draft.

With regard to the suggestion for section VII that a second person in addition to the Director be authorized to sign for the transfer of funds between investments, in the absence of the Director, Mrs. Anthony suggested the Administrative Assistant for Accounting be designated to do so.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED DRAFT INVESTMENT POLICY AS SUBMITTED BY THE DIRECTOR. (A copy is attached.)**

The roll call vote for approval was unanimous.

### INSURANCE

The Board discussed the insurance proposal prepared by Boyle, Flagg & Seaman, Insurance Consultants, which includes the following policies: Business Package, Property-Direct Damage, Inland Marine, Glass, Boiler and Machinery, Automobile,

# **SKOKIE PUBLIC LIBRARY INVESTMENT POLICY**

## **I) Scope**

This Investment Policy (Policy) applies to all Funds of the Skokie Public Library (Library). The Funds included are all those in existence at the time this Policy is enacted and all those added to or deleted from the Books and Records of the Library as required from time to time.

This Policy applies to all available "Financial Assets" of the Library. For the purpose of this Policy, Financial Assets are those assets available for investment over and above the current short term cash needs for the Library. By definition, available funds are those currently in the possession of the Library and do not include amounts due from governmental agencies or any other source.

This policy is subject to the laws, rules and regulations of the United States and the State of Illinois.

## **II) Objectives**

The objectives of this Policy are first the preservation of principal and second the maximization of investment earnings. For the purpose of this investment policy, these objectives will be accomplished through distribution and collateralization of investments.

## **III) Distribution of Investments**

Distribution of the Library's investments and banking activities are limited to banking institutions and savings and loan associations with offices in Skokie as approved by the Board of Library Trustees.

All institutions holding Library investments and other funds shall provide the Library with a copy of their annual report for each year in which business is transacted with the Library.

## **IV) Collateralization**

Any institution with which the Library carries checking, savings or other such accounts with an indefinite maturity date or duration, must maintain sufficient collateral which will provide protection for the Library for amounts in excess of FDIC or FSLIC coverage. This collateralization must be sufficient to cover the average balance in each account for all accounts with that institution.

Any institution with which the Library has placed financial assets for the purpose of investing, regardless of the term of those investments, must fully collateralize each investment for the duration of the term.



The collateral need not be segregated on a "by investment" basis. The institution may provide a collateral pool designated specifically for the Library's accounts, including both investments and other bank accounts. Such collateral will have a current market value of at least 110% of the total deposits and investments. A monthly collateral review is to be made by the institution to adjust for market fluctuations so as to maintain the 110% rule as well as to adjust for fluctuations due to maturities and new investments purchases during the month by the Library. All collateral must be held by a third party as custodian for the Library and must be pledged to the Library, indicating such on the face of the original safekeeping receipt.

Each institution shall provide a statement of collateral listing, in detail, all securities set aside as collateral for the Library on a monthly basis.

#### V) Permitted Investments

The objectives of this Policy are the preservation of principal and maximization of earnings. Thus, the Library will seek the highest available interest rates on its investments while taking very limited risk.

Authorized investment instruments are as follows:

- A) Certificates of Deposit
- B) Repurchase Agreements
- C) Savings Accounts
- D) Money Market Accounts

#### VI) Possession of Investments

Certificates of Deposit (CD) and Repurchase Agreements (REPO) are not necessarily physically kept on hand by the Library. A safekeeping receipt, signed by an authorized official of the institution issuing the CD or REPO, is acceptable as proof of ownership. See other specifications for safekeeping receipts under IV) Collateralization.

#### VII) Authority for Investing Activities

The responsibility for management of the Library's investments shall be that of the Director.

All signature forms for investments shall require the signature of the Director or, in the absence of the Director, the Administrative Assistant for Accounting. This signature form for investments is to be used only for the transfer of monies between institutions, and not for the withdrawal of funds. Such withdrawal requires the signature of the President of the Board of Trustees of the Skokie Public Library and the finance officer of the Village of Skokie.

General Liability, Business Umbrella Liability, and Workers' Compensation and Employers' Liability.

Dr. Bloch suggested Mrs. Anthony discuss with Boyle, Flagg & Seaman the possibility of increasing Inland Marine coverage of valuable papers in transit or temporarily at other premises from \$5,000 to \$10,000; to inquire what the additional cost would be to raise the General Liability bodily injury/property damage limit of \$500,000 to \$1,000,000 per occurrence; and to inquire as to the additional cost of increasing the automobile policy liability limit to \$1,000,000.

After discussion Dr. Bloch made a motion seconded by Mrs. Zatz:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL PRESENTED BY BOYLE, FLAGG AND SEAMAN WITH THE PROVISION THAT THE DIRECTOR DISCUSS WITH THEM THE INCREASES IN COVERAGE LIMITS AS OUTLINED ABOVE.**

The motion passed unanimously.

Mr. Flintrup suggested that because the Library's insurance package is a major annual expense, the Board should encourage at least one other independent broker to submit a proposal next year for the Board to review and compare with the proposal submitted by Boyle, Flagg and Seaman.

Mrs. Hunter asked if Mr. Flintrup wished to include this as a motion. Mr. Flintrup so moved and Dr. Wozniak seconded the following motion:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES OBTAIN ONE OTHER INSURANCE PROPOSAL FROM AN INDEPENDENT BROKER, IN ADDITION TO THE PROPOSAL FROM BOYLE, FLAGG AND SEAMAN, TO REVIEW AND COMPARE, BEFORE RENEWING INSURANCE COVERAGES IN DECEMBER, 1989.**

The roll was called. Mrs. Zatz--yes; Dr. Wozniak--yes; Mrs. Weiner--no; Dr. Bloch--yes; Mr. Flintrup--yes; Mrs. Merritt--yes. The motion passed.

### REVIEW OF STAFF AWARDS

Mrs. Hunter asked that the Employee Staff Award program be discussed in executive session after the conclusion of the regular meeting.

The Board concurred.

### AUTOMATION

Discussion of automation was covered in the Director's Report.

### LONG RANGE PLANNING PROCESS

The trustees reviewed the statistics on the Users Survey Report, and the Director's memorandum with attachments updating the Board on the progress of the Long Range Plan Committee.

### SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The Board noted the Report on Skokie Accessible Library Services (SALS) Activity, July-November, 1988 and the flyer "Libraries Deaf Heritage".

Also noted was the manual "Accessible Library Services, Taking Action to Enhance Public Library Services for Persons with Disabilities".

The Board agreed that Liene Sorenson, Project Manager, should be complimented on the manual and they acknowledged appreciation for the deserved recognition given Skokie Public Library Board Trustee, Eva Weiner, in the "Introduction".

### LIBRARY CABLE NETWORK

The trustees noted the December "Program Guide Cable Channel 22".

### NORTH SUBRUBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the North Suburban Library System (NSLS) Board of Directors and said the McHenry Public Library District's request to join the North Suburban Library System has received opposition from Northern Illinois Library System (NILS).

Mr. Flintrup advised that the Suburban Audio Visual Service (SAVS) Report to the NSLS Board of Directors shows a large increase in video circulation and video funding, and a decline in the circulation of films, and funding level of films. As a result SAVS will eliminate the 16mm film collection, except for children's films. Mr. Flintrup will have the SAVS Report duplicated and distributed to Skokie Public Library Trustees.

The Management Affairs Committee of NSLS reviewed the report and recommendations of its Multitype Library System Subcommittee. The Subcommittee concluded conversion to a multitype library system and the provision of delivery service would not require any significant changes immediately; the cost of an acceptable independent financial impact study is too high and not recommended; the proposed bylaws for the NSLS as a multitype library system are satisfactory; and the legal concerns about multityping which were expressed by many have been addressed through the request for a legal opinion from the State Library.

The Management Affairs Committee recommended that the question of multitype conversion be presented to the NSLS Board at the November 28 Board meeting and placed on the table for action at the January Board meeting.

Mr. Flintrup said that the recent NSLS survey of libraries showed that almost all academic libraries that responded were in favor of conversion, with some strongly opposed, and some suggesting acceptance, but with the need for review in two years; and that the public libraries responding were generally accepting of conversion, although many still have concerns, and some are opposed.

The Management Affairs Committee recommended each public library Board of Directors place the question of conversion of the NSLS to a multitype library system on their agenda, and the vote be taken and reported to the NSLS Board of Directors on or before March 7, 1989.

After discussion of the recommendations above, the Board discussed the implications of the provisions of Public Law 99-514, passed in 1986 and effective January 1, 1989, as noted in the memorandum from Robert R. McClarren, Director, North Suburban Library System. The Skokie Public Library Board of Trustees would like to examine this statute to see how it applies to the Library.

#### COMMENTS FROM TRUSTEES

Mrs. Hunter suggested that because the regular January Board meeting falls during the American Library Association Midwinter Conference, January 7-12, 1989, the meeting date be changed to the third Wednesday in January. Also, because of the anticipated long agenda, discussion will begin at 5:30 p.m. during dinner, and the meeting at 6:30 p.m.

Mrs. Hunter read the letter from Mrs. Weiner to Rabbi Herman Shullman regarding the possibility of developing a resolution defining criteria for use of the Holocaust Memorial monument and that area on the Village Green.

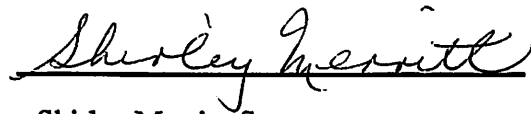
After discussion it was the consensus of the Board that although the appearance of Vice President Bush at the Monument forced the disruption of library service and, in fact, the temporary closing of the Library October 17, because the Village Green is not the property of the Library, the Library Board of Trustees cannot make recommendations regarding the use of the Green or the monument and/or sculpture thereon.

Dr. Wozniak cautioned that there will be parking problems arising from the planned construction on Oakton Street in spring and summer, 1989.

Dr. Bloch reminded trustees to submit the name or names of a possible successor to Donald Lyon to the Legal Counsel Search Committee as soon as possible. Dr. Bloch, Search Committee Chair, has called for a meeting early in January with Committee members Mr. Flintrup and Mrs. Zatz.

ADJOURNMENT

The meeting was adjourned at 9:40 p.m. for a short recess before re-convening in Executive Session.

A handwritten signature in cursive script, reading "Shirley Merritt", is written over a solid horizontal line.

Shirley Merritt, Secretary