

June 11, 1987

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, June 11, 1987.

CALL TO ORDER

The meeting was called to order at 7:35 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 D. Weiner; Norma L. Zatz; and Carolyn A. Anthony, Director.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND THE ANNUAL MEETING OF MAY 13, 1987

Mr. Flintrup moved that the Board of Trustees approve the minutes as written subject to additions and/or corrections. Dr. Wozniak seconded the motion.

There being no additions or corrections the motion to accept the minutes as written passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

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

The roll call vote for approval was unanimous.

Discussion followed regarding investments.

CIRCULATION REPORTS
ANNUAL REPORTS
SKOKIE PUBLIC LIBRARY STATISTICAL SUMMARY FY 1987
LIBRARY USE STATISTICS
REPORTS FROM DEPARTMENT HEADS
CORRESPONDENCE

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

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

1. Circulation Reports
2. Annual Reports
3. Skokie Public Library Statistical Summary FY 1987
4. Library Use Statistics
5. Reports from Department Heads
6. Correspondence

The roll call vote for approval was unanimous.

After discussion regarding statistics Mrs. Hunter distributed copies of a letter she received from Gerald R. Hawk, Executive Vice President, Cole Taylor Bank, Skokie. Cole Taylor Bank will finance next year's National Library Week reception.

GIFT

The gift of \$10.00 from Norma and Syndi Zatz in honor of the graduation of Brett Gilford, Michael Kufferberg and Stephan Berman was noted.

PERSONNEL

Mrs. Anthony apprised the Board of the following personnel changes: appointment of Steven Jablonski, full-time Information Assistant, Adult Services, effective June 1; Socorro Mucino, part-time and substitute Information Assistant, Youth Services, effective June 1; and Maryann Michna, part-time Audio Visual Services Technical Assistant, Adult Services, effective May 26.

The resignations of Margie Firestein, part-time Clerical Assistant, Youth Services, effective June 12, and Jennifer Smith, full-time Information Assistant, Adult Services, effective May 15, were noted.

The reappointment of Gary Gustin, First Assistant, Youth Services, effective June 8, 1987 was noted.

SAFE DEPOSIT BOX

The Skokie Public Library rents a safe deposit box at the First National Bank of Skokie. The box has not been entered since 1956 and the keys have not been located. Mrs. Anthony attempted to determine what was in the box, but learned that the individuals officially designated as authorized to have access to it are deceased. A unanimous resolution by the Board is necessary to change the list of names which may then be submitted in a notarized statement in order to drill open the box.

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

MOTION: That the Skokie Public Library Board of Trustees adopt a resolution authorizing the proper number of officers, as designated, to secure by rental agreement from the First National Bank of Skokie, a safe deposit box, and for any two of the persons designated to have access thereto.

Officers designated: Diana Hunter, President
Dr. John M. Wozniak, Vice
President
Carolyn A. Anthony, Director

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

Statistics--The circulation report for May shows an increase of 8.6% over May, 1986, continuing the pattern of increasing circulation. May, 1986 was nearly 4% higher than May, 1985. Information services were up 1%, in spite of a lower than usual level of staffing in May due to staff turnover and illness.

NSLS Board--Walter Flintrup has been elected to the NSLS Board and will assume office in July. Eva Weiner has concluded six years of

active service on the NSLS Board and various Board committees including Management Affairs.

Geac's Financial Situation-- Joyce Mitchell received word by telephone from Geac June 8 that Helix, a large venture capital company in Canada, has invested \$20,000,000 in Geac. Helix will have a representative on the Board, but will not control Geac.

Continuing Education--In addition to three staff members who are attending the ALA Annual Conference, other staff will participate in continuing education opportunities this summer. Camille Cleland will attend a week long seminar for middle managers at Miami University of Ohio. John Tieberg-Bailie will attend a supervisory workshop sponsored by Midwest Leadership. Meg Palmer is registered for a bookmobile workshop in Ohio. Barbara A. Kozlowski, Gary Newhouse, Florence Burmeister and Gary Gustin will attend a one day team-building workshop in Chicago in July.

Power Outage--The Library was without power for approximately one hour and twenty-five minutes June 10. A problem with a major trunk line at Commonwealth Edison left the Village Hall and a corridor of Skokie without power. With natural light, emergency lights and fluorescent lanterns, much of the Library business continued as usual.

Telephones, with the exception of four power failure phones and computers were down. The staff coped very well with the situation manually checking out books and continuing to assist patrons.

Cooperation with Skokie Park District--Diana Hunter, Mrs. Anthony, Shirley Shevick and Dan Brown met recently to evaluate the intergovernmental agreement between Skokie Public Library and the Skokie Park District. All agreed that it had been a success and should be continued. The Park District

has publicized Library activities on their large signboards, in a monthly calendar distributed to all school children and through posting notices of Library programs at Park District sites. The Library has presented programs at summer camp sites, taken the Bookmobile to Devonshire Park, loaned a 16 mm projector, compiled a resource list for counselors and included some Park District activities in our Library calendar. Notices in the Library and imprinted bookmarks for two book sales sponsored by the Park District were provided by Skokie Public Library.

Corporate Replacement Tax--Total corporate replacement tax received by the Village in FY 1987 was \$565,500. Of that, the Library received \$155,462 or 27%. The Replacement Tax is apportioned according to the portion of the property tax levy, excluding debt (ca. \$4,000,000). We also have received money in FY 1986-87 which was due to us in FY 1985-86, but was not transferred until the new fiscal year.

Dr. Bloch requested we ask the auditors to report how the Village arrives at the Library's apportioned amount of Replacement Taxes.

Elections--Mrs. Anthony was elected Vice President/President Elect of LACONI (Library Administrators Conference of Northern Illinois). Tom Strange, Palatine Public Library Director is President for 1987-88. Mrs. Anthony was also elected to the PLA Board of Directors for a two year term.

Cooperative Library Statistics--Skokie Public Library expenditures in the Illinois Public Library statistics questioned by Mr. Flintrup included expenditures of over \$200,000 for IMRF and employer's portion of FICA which are pass-through expenditures from the Village and were not included as revenue. This, in addition to expenditures for automation from the Reserve Fund for the Purchase of Sites and Buildings, accounts

for most of the disparity between revenues and expenditures. Our personnel use per pay period ranges 77.5 - 79 FTE. The figure of 93.8 FTE in the Illinois statistics reflected the addition of temporaries for bar coding and linking, paid from the Reserve Fund.

Discussion followed.

Mr. Flintrup pointed out an article by Herbert Goldhor, Director of the Library Research Center at the University of Illinois, "The 1986 Poll of the Directors of 50 Outstanding U.S. Public Libraries" in the Summer issue of Public Libraries. Mr. Flintrup asked that a copy of the survey questions be obtained for the Board to review.

LETTER FROM SKIDMORE, OWINGS & MERRILL

Following a Board request, Mrs. Anthony reported that after numerous attempts to secure information from Skidmore, Owings & Merrill about the possible use of asbestos-containing materials during construction, a letter was received from Richard A. Smits.

The trustees discussed the contents of Mr. Smits letter at length. It was the Board's consensus that the charge made for the review of the construction documents in an attempt to identify asbestos-containing materials was excessive, particularly since no definitive information was given.

Mrs. Zatz made a motion, seconded by Dr. Bloch to refer the matter to the Library attorney.

The roll call vote for approval was unanimous.

GOALS AND OBJECTIVES SKOKIE PUBLIC LIBRARY FY '87 SUMMARY OF ACHIEVEMENT AND PROGRESS

The Summary of Achievement and Progress prepared by Mrs. Anthony indicates that 25,000 new hardcover and softcover books for adults and

children were purchased in FY 1987 and the foreign language collection was expanded in the areas of most requested Asian languages. There were 355,924 books in the collection at the end of the fiscal year, an increase of 2.8% from 1986.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the SALS May, 1987 Summary Sheet.

Mrs. Anthony said we expect to hear from the Illinois State Library soon regarding third year funding.

LIBRARY CABLE NETWORK

Mrs. Anthony reported on the progress of Library Cable Network and of the plans to videotape future Skokie Public Library programs, specifically the entire Young Steinway Concert Series.

RE-EXAMINE SKOKIE PUBLIC LIBRARY MEETING ROOM POLICY RE FEES AND CHARGES FOR PROGRAMS

The materials which Mrs. Anthony compiled for the trustees to review prior to the meeting were discussed at length.

The complexity of the issue regarding fees and library policy requires careful consideration. The other libraries' policies obtained will be in the Administrative Office for board members to look at and compare.

After lengthy discussion regarding the philosophy of charging fees, the need for consistency and the impact on a library's PR, Dr. Bloch suggested that Board members who feel that the Skokie Public Library Meeting Room Policy is deficient, should come to the July Board meeting with specific amendments written out for consideration.

The Board concurred.

Mrs. Merritt requested we send out a reminder to the Board before

the July meeting in time for members to prepare material. She also requested we obtain meeting room policy statements from Morton Grove Public Library, Barrington Public Library District, Schaumburg Township Public Library and the Arlington Heights Memorial Library.

ACOUSTICS IN SECOND FLOOR LECTURE ROOM

In response to Mrs. Merritt's inquiry regarding the possibility of improving the acoustics in the second floor lecture room during book discussion groups, Mrs. Anthony reported her findings. Johnson Controls indicated that the blowers for the ventilating fans and the air conditioning appear to produce a hum. The noise can be eliminated if the fans were turned off, however, this will undoubtedly interfere greatly with the comfort of the group meeting in the room.

There may be other adjustments Johnson Controls can make, however, and a technician will be out some time during the week to investigate possible solutions.

Discussion followed.

Mrs. Merritt asked if there is a possibility of improving things with a hanging microphone.

Mrs. Anthony will look into this.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported on the topics discussed at the NSLS Board meeting.

The search for a new auditing firm continues.

The trustees noted the NSLS Legislative Notes, 87-9 and 87-10, and the Legal Advisory, 87-1.

The memorandum from Robert Bullen regarding the High Speed Delivery of Information to Library Patrons project was discussed.

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

MOTION: That the Skokie Public Library Board of Trustees
officially approve participation by the Skokie
Public Library in the High Speed Delivery of
Information to Library Patrons project and
authorize an expenditure, not to exceed
\$1,300 for our contribution to the project.

The roll call vote for approval was unanimous.

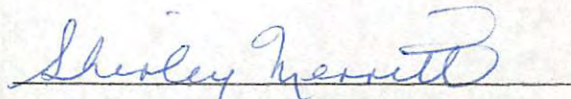
COMMENTS FROM TRUSTEES

Mrs. Hunter confirmed that Dr. Bloch and Dr. Wozniak are working
as a committee on recommendations on the employee step system which will
be discussed at the August Board meeting.

A committee consisting of Mrs. Zatz and Mrs. Weiner were
appointed by Mrs. Hunter to review the 1986 evaluation form for evaluating
the Library Director.

ADJOURNMENT

The meeting adjourned at 9:55 p.m.


Shirley Merritt, Secretary