

February 12, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, February 12, 1992.

CALL TO ORDER

The meeting was called to order at 7:31 p.m. by Walter B. Flintrup, Vice President.

Members present: Walter B. Flintrup, Vice President; Norma Zatz, Secretary; John J. Graham; Zelda Rich; Susan Brill Schreck; Eva Weiner; and Carolyn A. Anthony, Director.

Member absent: Diana Hunter, President.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Susan Hagen Land, Head, Adult Services; Brenda Murphy, Head, Youth Services; and Tobi Oberman, Supervisor of Circulation Services.

Also present: Scott B. Hallett, Hallett Movers.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 8, 1992 AND THE SPECIAL MEETING OF JANUARY 22, 1992

Mrs. Zatz moved that the Board of Trustees approve the minutes of the regular meeting of January 8, 1992 and the special meeting of January 22, 1992, as written, subject to additions and/or corrections. Mr. Graham seconded the motion.

There being no additions or corrections the motion to approve the minutes of January 8 and January 22, 1992 was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

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, AND THE LIBRARY NOTE FUND BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

The Year-to-Date Budgetary Status Statement was noted and discussed.

Mrs. Anthony has met with Robert Nowak, Village Finance Director, in an attempt to resolve the anticipated FICA/IMRF shortfall.

Mrs. Anthony will prepare a list of line item transfers for the April Board meeting.

PROJECTED BUDGET FOR FISCAL YEAR 1992-93

The Board discussed the Projected Budget for Fiscal Year 1992-93.

The Board reviewed the information presented by Mrs. Anthony regarding possible implementation of a fifteen step salary scale with three percent intervals.

Our present salary scale has six basic steps and three longevity steps at ten, fifteen and twenty years for a total of nine steps, with a five percent interval between each step on the scale.

The Board discussed the fifteen step concept. The Board would like some idea of the number of staff at the top of the scale and asked for more information regarding the strategy for implementation of the fifteen step scale. It was suggested that, if the fifteen step scale is adopted the transition should be accomplished within one year.

Mrs. Anthony said computer projections show that the total salary cost will be nearly identical with either scale, there would be no additional cost to implement the fifteen step scale.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
 LIBRARY USE STATISTICS
 PROGRAM STATISTICS THIRD QUARTER F.Y. 1991-92
 REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (4)

Mrs. Zatz made a motion, seconded by Mrs. Rich to place the Consent Agenda items on file.

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. PROGRAM STATISTICS THIRD QUARTER F.Y. 1991-92
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. CORRESPONDENCE
 - Letter from George P. Mitchell, Chairman, Human Relations Commission
 - Letter from Eva Weiner
 - Memorandum from Bridget L. Lamont, Director, Illinois State Library
 - Letter from Sylvia Landsman

The motion to approve the Consent Agenda items passed unanimously.

GIFT

The gift of \$10.00 from Mrs. J. Elliott Green Jr. (Miriam D.) in appreciation was noted.

PERSONNEL

The appointment of Morris M. Mordini, full-time Custodian, effective February 10, 1992, and the status change/retirement of Mano Kohn, from full-time Custodian, to substitute Custodian, effective February 1, 1992 were noted.

DIRECTOR'S REPORT

Usage--Circulation was up nearly 10% in January over January, 1991. Most categories of materials showed an increase, with compact discs and audiocassettes among the strongest gainers. Fifty percent or more of audiocassettes circulated are books-on-cassette or instructional audiotapes. Reference requests were also considerably more numerous this January than last.

Community Development Block Grant--Mrs. Anthony submitted a request to the Village for consideration for a Community Development Block Grant for the proposed \$28,000. for a new fire alarm system. The budget for the program is \$483,123. for this year. Approximately \$90,000. is designated for administrative costs and \$234,500. for Village staff proposals. The Village received requests totalling \$324,256. for the remaining \$158,623. to be allocated. The final hearing for 1992-93 funding allocation will be February 18.

Workplace Literacy--Fel Pro Manufacturing Company has received a \$150,000. workplace literacy grant from the federal government. Martha Hattery, Skokie Public Library representative to the Oakton Literacy Coalition, will assist Fel Pro by providing small monthly deposit collections of literacy materials and by making suggestions for materials purchases.

VOICES--The VOICES program continues to flourish, with acknowledgement to Skokie Public Library for our contribution. The Festival of Cultures will be May 30-31,1992. Assistant Village Manager Mike Van Milligan and Public Information Officer Jim Szczepaniak have developed a background paper on VOICES that will be distributed locally and also submitted for a national community/municipal projects award.

Korean-Americans at ILA--Last year's cooperative grant project with Chicago Public Library, Morton Grove and Lincolnwood will be featured in a poster session at ILA March 19, 10:30-Noon, Booth 815 in The Southwest Exhibit Hall of the Chicago Hilton and Towers.

Telephone--After talking with consultants and our Midco representative, it appears that our present telephone system will meet our immediate needs for additional telephones and lines. There will be some costs to expand the system and for more equipment, but we can defer installation of a new system.

National Library Week 1993--Lydia Stux, Coordinator of Programs and Exhibits, and Mrs. Anthony met with Craig Sjogerman of Gaia Theatre regarding a residency for National Library Week 1993. Ms. Stux is preparing the proposal for a grant from the Illinois Arts Council.

Illinois Documents--Jane McKeever, Head of System Reference, has talked to Mrs. Anthony about the System's intent to cease cataloging Illinois documents. The documents thus cataloged have been housed at Skokie Public Library. After obtaining more information, we will determine whether we are willing to absorb this project.

AV Cataloging Workshop--Ginny Boggs, our Audiovisual Materials Specialist, agreed to present a session on cataloging audiovisual materials as a continuing education class at the North Suburban Library System. Sixty-one people attended.

ALA Midwinter--An information seminar coordinated by RMG Consultants of Chicago was a Midwinter highlight. Fourteen CEO's of library automation companies spoke about industry trends, including global marketing; mergers with larger corporations, especially communications-related; and the use of personal computer terminals to access a variety of information rather than dumb terminals connected to a single system. Another trend has implications for budgeting for automation.

Hardware costs have dropped 25% in the last year and are expected to continue to decline. As hardware costs become nominal and software leasing costs increase, will we purchase new automation systems from capital budgets?

Mrs. Zatz reported on her panel discussion participation during ALA and the upcoming "Right to Know" campaign, running from March 16 through National Library Week. She urges the Skokie Public Library provide a display during that time with information for patrons and staff to contact state and federal legislators.

Reception for George Ryan--Mrs. Zatz and Mrs. Anthony represented the Skokie Public Library at a reception in honor of Mr. Ryan's first year as Secretary of State. The affair was sponsored by the metropolitan systems.

Construction--Construction started February 3, and is already well under way on the second floor. At the same time, asbestos abatement is proceeding in the basement.

Mrs. Kozlowski is doing an excellent job of readying areas for the contractors. Tom Kern, Coordinator of Reference Services, priced items such as manual typewriters and canvas-covered directors chairs for our "garage sale" which took in \$1,264. Staff have been assisting with moving, packing up and selling at the sale.

RENOVATION PROJECT

Moving of Library Collection and Furniture

The task of moving the entire collection and all the furniture for carpeting and reorganization is large and complicated. To accomplish the task the assistance of experienced library movers is necessary.

Proposals from two movers were received: Compass Library Relocation and Consulting Services, Brooklyn, New York for \$213,635. and Hallett Movers, Agent for Mayflower Transit, Inc., Summit, Illinois for \$84,450.

William D. Meyer, Inc. of Bridgeport, Connecticut declined to develop a full proposal due to the phasing of our project and overhead costs. A rough budget figure of \$135,000. was suggested.

We were approached by Hassett, an agent of Allied Van Lines, located in Elmhurst, Illinois who prepared an estimate in the amount of \$41,130. Hassett has no experience moving libraries and their references indicated Hassett had only moved small, pre-boxed collections from school libraries or incidental office collections.

It was the Director's recommendation that Hallett Movers, having years of experience in Library moving and the specialized equipment for moving full ranges of books and a system of tagging to ensure maintenance of shelf order and proper relocation of materials, be accepted as the lowest, qualified bidder.

Hallett proposed that their cost could be reduced by 25%-50% with staff participation in the moving process.

After discussion Mr. Graham made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL OF HALLETT MOVERS AS THE LOWEST, QUALIFIED BIDDER, IN THE AMOUNT OF \$85,450. WITH AN ADJUSTMENT AS MAY BE ACCEPTED WITH STAFF ASSISTANCE.

The Board discussed the depth of staff involvement and liability.

Mr. Hallett said Library staff would be trained and supervised by Hallett personnel and that significant staff involvement (defined by Hallett as 10-12 or more staff) is necessary in order to reduce costs. Mrs. Anthony said assistance can be provided by pages, custodians, volunteer staff, and volunteers. Mr. Hallett indicated staff participation would primarily include unloading and reloading of shelves and packing and unpacking of boxes.

After further discussion Mr. Graham amended his motion with the approval of the second to read:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL OF HALLETT MOVERS AS THE LOWEST, QUALIFIED BIDDER, IN THE AMOUNT OF \$85,450. AND THAT HALLETT MOVERS UTILIZE STAFF TO THE EXTENT THAT THE DIRECTOR FEELS IT IS PRACTICAL AND SAFE.

The roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mrs. Schreck--yes; Mrs. Rich--yes; Mrs. Zatz--yes; Mr. Flintrup--abstain. The motion passed.

Mr. Hallett thanked the Board and left the Board Room at 8:55 p.m.

Proposed Lease Agreement for System Reference Services (SRS)

To protect the Board's investment in building improvements for System Reference Services, Mrs. Anthony recommended the adoption of a formal lease agreement with the North Suburban Library System regarding SRS.

The construction work, priced at \$19,870., consists of creating a plaster finish wall between Technical Services Department and SRS, walls to form a separate office for the Head of SRS, new carpeting and some additional electrical outlets. SRS will gain 400 square feet, from

950 to 1,350 square feet. The improvements were requested by NSLS and actually make the space less desirable for our use should they vacate.

North Suburban Library System Director Sarah Long at first expressed the opinion that a five year commitment would not be a problem. However, in January, Mrs. Long stated although they have no intention of moving elsewhere at the present time she could not tell what circumstances may be in the coming years.

Two major reasons are the uncertainty of System funding from the State and new planning initiatives which may physically consolidate System services. (The Board noted the NSLS Report of the Resource Services Task Force, dated January 8, 1992, which investigated and made recommendations for NSLS services: Interlibrary Loan, Central Serials Service and System Reference Service.)

The Board discussed the proposed lease agreement drafted by our attorneys which includes an increase in rent from \$600. to \$1,000. per month. The effective date of the increase would be July 1, 1992, by which time all NSLS construction work should be completed.

With regard to the suggestions put forth by the NSLS attorney it was the consensus of the Board that there is no reason the Library should pay liquidated damages should we elect to reclaim the space; and agreed that a longer notification lead time (six months) would be acceptable.

After discussion Mr. Graham made a motion seconded by Mrs. Schreck:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE LEASE AGREEMENT BETWEEN THE BOARD OF DIRECTORS OF THE NORTH SUBURBAN LIBRARY SYSTEM, WHEELING, ILLINOIS AND THE BOARD OF LIBRARY TRUSTEES OF SKOKIE PUBLIC LIBRARY IN CONCEPT AS WRITTEN BY OUR ATTORNEYS.

The roll was called. Mrs. Rich--yes; Mr. Graham--yes; Mrs. Schreck--yes; Mrs. Zatz--yes; Mrs. Weiner--abstain; Mr. Flintrup--no. The motion passed.

Mrs. Anthony said after these terms are discussed with Mrs. Long, the lease can be reworked by our attorneys for presentation at the February NSLS Board meeting and brought to the March meeting of the Skokie Public Library Board of Trustees for approval.

The trustees noted the fully executed b. Stromberg Change Order No. 1, with no adjustment in the contract sum.

ANNUAL REVIEW OF AVENUES TO EXCELLENCE II

The State Library requires all public libraries requesting a per capita grant to attest that the Board and Administrator have jointly reviewed the library's progress in meeting standards outlined in *Avenues to Excellence II* within the preceding year.

Although the Library meets or exceeds most standards, a systematic annual review of library policies is recommended under "Structure and Governance".

The Board concurred a review of our Personnel Code is overdue.

Mrs. Anthony suggested considering one section at each Board meeting throughout the coming year. Mr. Graham volunteered to assist with the review of the Skokie Public Library Personnel Code.

The Board asked Mrs. Anthony to obtain sample Personnel Codes of NSLS Libraries for the Board to review.

The section "Users and Usage" refers to Library Hours. The Library is open 72 hours per week which is more than adequate to meet the guidelines for a community of 60,000. Although we have talked about increasing Sunday hours, this does not seem advisable in the upcoming fiscal year.

Under "System and ILLINET Membership Responsibilities", the issue of participation in intersystem reciprocal borrowing continues to be problematic. This past year we increased staff hours for interlibrary loan and now have a senior clerical staff member devoting full-time to interlibrary loan. We have also automated the ILL function to enable us to keep up with the increasing volume of transactions.

AUTOMATION

The resignation letter of January 23, 1992 from Systems Librarian Joyce P. Mitchell was noted. A luncheon is being planned Monday, March 30.

The 1992-93 budget which was approved at the February 5 meeting of the JCPL Board was noted.

LIBRARY CABLE NETWORK

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

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the January meeting of the Board of Directors of the North Suburban Library System.

He noted concerns within the library community in providing service to the homeless and the problem in issuing library cards to individuals with no permanent address. He advised that a "Tax Cap" suit was filed in the Chancery Division of the Circuit Court of Cook County, January 29. Mr. Flintrup will have the NSLS memorandum regarding this suit photocopied and distributed to the Skokie Public Library Board of Trustees.

He noted that the Lincolnwood Public Library District has approved limiting the number of books borrowed by Chicago Public Library reciprocal borrowers to one book.

Mr. Flintrup will show a video at our March 11 Board meeting which illustrates the services provided by the North Suburban Library System.


COMMENTS FROM TRUSTEES

Trustees Weiner and Zatz reported on their participation at the American Library Association Midwinter Conference in San Antonio, Texas.

The annual American Library Association Conference will be in San Francisco, California, June 25 - July 2, 1992.

ADJOURNMENT

The meeting was adjourned at 9:45 p.m.


Norma Zatz, Secretary