

November 9, 2005

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 9, 2005.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:30 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Zelda Rich, Secretary; Eva Weiner; John M. Wozniak; Dayle Zelenka; and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

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

Guest present: Kate Mesch, 1929 Wesley Avenue, #1, Evanston, IL.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 11, 2005

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of October 11, 2005, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statement, Circulation Report, Library Use Statistics, Program Statistics 2nd Quarter FY 2005-2006, Report(s) from Department Heads, Gift, Correspondence)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS 2ND QUARTER FY 2005-2006
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. GIFT: \$100. FROM HEIDI KATZ FOR THE LIBRARY'S COLLECTION OF MATERIALS FOR CHILDREN WITH SPECIAL

NEEDS AND THEIR FAMILIES IN HONOR OF CAROLYN
ANTHONY'S 20TH ANNIVERSARY AS LIBRARY DIRECTOR

6. CORRESPONDENCE: LETTER FROM JAMES N. ZARTMAN,
BOARD OF DIRECTORS, CHICAGO SCHOOL OF VIOLIN
MAKING TO TRACY SHIELDS-O'REILLY DATED OCTOBER
18, 2005 RE THANK YOU; LETTER FROM JUDY BAAR
TOPINKA, ILLINOIS STATE TREASURER TO ILLINOIS FUNDS
PARTICIPANTS DATED OCTOBER, 2005 RE IMPROVEMENTS
TO THE ILLINOIS FUNDS.

The motion passed unanimously.

Regarding the Youth Services report, Mrs. Hunter commented that she was very impressed with the report on Hurricane Katrina "Reach Out and Read". Mrs. Hunter would like to see a final report on how much was collected and asked if this was publicized in the newspaper. Mrs. Anthony will ask Youth Services for a final report.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/05

The Balance Sheet for the Six Months Ending October 31, 2005 was noted. Mrs. Anthony reported the Library is in good shape financially.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted.

BILLS

A motion was made by Mrs. Rich, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

AUDIT

Mrs. Anthony reported that this was the Library's first year with the auditing firm of Miller, Cooper & Co., Ltd. The audit process went quite smoothly, without significant problem. The auditors agreed to show the construction debt in the Library's audit. The previous auditors refused to do so because of the lack of a formal agreement between the Library and the Village, acknowledging the debt as the Library's. This did not seem right

to Mrs. Anthony since the Library levies for the debt and makes semi-annual debt payments.

The management letter makes two suggestions re depreciation of assets and review of financial transactions. Their suggestion to begin depreciation after six months rather than one year accelerates depreciation and yields a more conservative statement of asset holdings. Depreciation works somewhat differently for the Library as a government entity than it does for a profit-making corporation. The Library does not weigh the depreciation of assets against earnings. And in fact, much of the Library's furniture (granite tables, leather chairs) have held their value (or even increased) according to the appraisers. Nevertheless, the Library can adopt their suggested approach to depreciation for audit purposes.

Their other suggestion concerns management review of journal entries, pay changes, etc. Although much of this review occurs on a regular basis, present procedures do not leave a clear audit trail. Therefore Mrs. Anthony will initial monthly statements from the Illinois Funds, changes in pay rate and other such documents which will then be kept in a notebook for audit review next year.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE AUDIT AS PRESENTED BY MILLER, COOPER & CO.
LTD, CERTIFIED PUBLIC ACCOUNTANTS.

The motion passed unanimously.

DIRECTOR'S REPORT

USAGE----Circulation in October was down less than one percent from last year, with increases in youth circulation both in the Library and on the Bookmobile. Lending through interlibrary loan was up almost 25%. Reciprocal borrowing seems to have leveled off at about 14%. There was an increase of more than 6% in the door count for a total of 69,383 people who visited the Library during the month. Three hundred fifty one people used licensed online databases during the month, an increase of eleven percent from the same time last year. Although there were more logged sessions and a forty percent increase in the use of guides to resources, there were fewer hits to specific databases in October when compared to the same month last year.

PROPERTY TAX REVENUE----The Library has begun to receive a steady stream of property tax revenue from the Fall collection. The Library borrowed \$1,000,000. of the

\$2,000,000. authorized by the Village and will begin to pay it back as soon as there is enough put aside for the December 1 bond payment and for pending payrolls. According to the terms of the loan, the Library has until February 28 to complete the repayment.

ILA CONFERENCE----It seemed to be a particularly lively session at ILA in October. A highlight was the observation of the 40th anniversary of Illinois Library Systems. Bob McClarren and other retired system directors came for some reminiscing and celebrating. Large display panels were produced with accomplishments of each of the systems. Mrs. Anthony attended programs on branding your library, confidentiality, change, displays, and library funding. Mrs. Anthony particularly enjoyed hearing Norman Sims of the Illinois Tax Increment Financing Association talk about trends. While many of the observations about the population getting older with a tremendous shift in wealth, etc. are well-known, other trends such as people's desire for engagement and interactivity, interest in customization and desire to stay in their own homes as long as possible have clear implications for library service. The ILA Past President's Breakfast offers an opportunity for exchange about the health and future of the Association.

DOMINICAN UNIVERSITY----Mrs. Anthony served as a panelist for the McCusker lecture at Dominican University. The keynote was given by Mary Minow who has both MLS and JD degrees. She talked about "our vanishing freedoms"—to read, to privacy and in the area of copyright. Other panelists were Bob Doyle of ILA and Emily Sheketoff of the ALA Washington Office. Mrs. Anthony also attended a meeting of the Dominican Advisory Board. The Graduate Library School has completed a three year plan which aims to distinguish the Dominican degree and to resecure full accreditation.

BARNES & NOBLE SHOP AND SHARE----Tracy Shields O'Reilly and Cathy Maassen have been partnering with Westfield Shopping Town Old Orchard, presenting children's crafts in the Food Court the first Saturday of each month as part of the shopping center's Kidoodles program. In turn, Barnes & Noble at Old Orchard has invited the Library to have a shop and share day December 3. The Library will receive 15% of sales that day when a coupon for the Library is submitted with a purchase. This is a great opportunity to encourage friends to do holiday shopping that will also benefit the Skokie Public Library.

WILMETTE VISITORS----Ellen Clark, the new Director of the Wilmette Public Library, came to visit and to tour in preparation for a visit to the Skokie Public Library by the Board of the Wilmette Public Library. The Wilmette Board is embarking on a planning process and wanted to visit three other libraries to see what is new and different. They will come on a Saturday morning in December.

WIRELESS INSTALLATION IN DOWNTOWN SKOKIE----Mrs. Anthony attended a meeting of the Skokie Cable Commission at which they entertained a proposal to make downtown Skokie a wireless hotspot for Internet use. A number of towns and cities as large as Philadelphia have undertaken such projects to accommodate widespread access to the Internet and to facilitate the provision of some public services by the municipality.

BANNER FOR THE LIBRARY----The Marketing Committee has come up with an idea for a large banner to be hung outside the Library with the word "Library" in many languages on it. The colorful banner would both call attention to the Library among those driving past on Oakton and also clearly welcome people of various ethnic backgrounds. The 16 foot, vertical banner would be affixed to a 25 ft. pole. We are checking with the Village regarding permission to erect such a sign.

PRESENTATION BY BARBARA A. KOZLOWSKI ON PATRON TRAINING FOR USE OF ELECTRONIC RESOURCES AND DISASTER PLANNING

Mrs. Kozlowski informed the Board of new ways patron training is being conducted on electronic resources. One way includes an open Youth Services lab for adults during the day when children are in school. Adults are able to use interactive application software (such as for Word or Excel). Mrs. Kozlowski demonstrated some parts of the Word software. Another new way is targeted to parents and caregivers who bring their children to storytimes. The parents/caregivers are invited to have coffee and cookies in an informal way and learn what electronic resources we have to offer while the child attends a Library program. Online guides to the Library databases are a third way in which people can learn about a particular database. Online guides are developed by Skokie Public Library librarians. Finally, in the Adult Services monthly report a chart has been developed giving a statistical account of how much work staff are doing related to training for electronic resources. Mrs. Kozlowski then read a few comments from patrons who had had one to one training or attended a computer class. Overall ratings reported are consistently "very good" and "excellent".

Regarding the disaster plan, Mrs. Kozlowski, Dave Runge (Head of Maintenance) and Tobi Oberman (Head of Circulation Services) are working on revising the Library's current Disaster Plan. At present, there is no Federal disaster assistance program to help with the updating of our Plan.

The Board thanked Mrs. Kozlowski for her presentation.

LEAVE POLICIES

Mrs. Anthony recently learned of legal requirements for staff leave policies regarding two specific circumstances, namely blood donation and leave associated with a family member in the military. While these circumstances could readily be covered by Personal Leave, the Library is required to have specific mention of these circumstances in our leave policies.

The proposed policies were obtained from our legal advisors at Robbins, Schwartz.

A motion was made by Dr. Wozniak, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE EMPLOYEE BLOOD DONATION LEAVE ACT AS
PRESENTED (COPY ATTACHED).

The motion passed unanimously.

A motion was made by Mrs. Rich, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE FAMILY MILITARY LEAVE ACT AS PRESENTED
(COPY ATTACHED).

The motion passed unanimously.

TUITION REIMBURSEMENT

Mrs. Anthony distributed the Library's policy for Tuition Reimbursement. This has been a significant benefit for a number of staff, helping them to complete their Masters degree in Library Science, furthering their personal careers and benefiting the Library. At the present time, the Library has two full-time staff who are pursuing graduate degrees with assistance from this program. (Two other staff who are taking classes toward an MLIS are part-time and therefore not eligible for the tuition benefit).

The Library has not increased the amount of the tuition benefit since February, 2000, when a maximum lifetime benefit of \$6,000. was set. The cost of higher education has been increasing more than the cost of living. The current cost per course at Dominican University is \$1,905. Since twelve courses are required for graduation, that would make the expense for the MLIS \$22,860.

Mrs. Anthony proposes an increase in the maximum tuition benefit to \$8,000., effective January, 2006.

A motion was made by Dr. Wozniak, seconded by Mrs. Rich:

Employee Blood Donation Leave Act

The *Employee Blood Donation Leave Act* entitles eligible employees to take up to one hour of paid, job protected leave during any every 56 day period to donate blood. To be eligible for leave to donate blood, The Library requires that the employee must show that he or she cannot donate blood during nonworking hours. Prior to taking leave to donate blood, The Library must consent to the employee's leave request.

FAMILY MILITARY LEAVE

The *Illinois Family Military Leave Act* entitles eligible employees, who are the spouses or parents of a person called to state or federal military service lasting longer than 30 days, to take up to 30 days of **unpaid**, job protected leave during any twelve (12) month period when the federal or state deployment orders are in effect.

To be eligible for Family Military Leave, employees must have been employed by The Library for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the leave. Employees are not entitled to Family Military Leave unless they have exhausted all accrued vacation leave, personal leave and any other leave to which they are entitled, except sick leave. In addition, The Library will require employees requesting Family Military Leave to provide certification by the proper military authority that verifies the employees' eligibility for Family Military Leave.

Employees must give 14 days' notice of the need for Family Military Leave if the leave will consist of 5 or more consecutive days' duration. Employees requesting Family Military Leave for less than 5 consecutive days must provide as much advance notice as is practicable. During any Family Military Leave, employees shall be eligible to continue their benefits at their own expense.

Upon an employee's return to work at The Library, he/she will be restored to his/her prior position or to an equivalent position with equivalent employment benefits and pay.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES INCREASE THE LIFETIME TUITION BENEFIT FROM \$6,000. TO \$8,000.

Discussion ensued. With the approval of the motion maker, the motion was amended by Mr. Zelenka, seconded by Mrs. Rich:

AMENDED MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES INCREASE THE LIFETIME TUITION BENEFIT FROM \$6,000. TO \$11,500.

The roll call vote for approval was unanimous.

The Board agreed that the budget line for Conference, Membership and Workshops could be increased if needed for continuing education as a result of this increase in the tuition benefit.

INSURANCE COVERAGES

Mrs. Anthony presented a proposal from Boyle, Flagg & Seaman for renewal of our insurance coverages for 2006.

Values, based on a recent appraisal, have increased 11.9% while the overall premium has increased 5.8%. There is no quote for Directors and Officers insurance yet as Boyle, Flagg & Seaman had not received the audit. Previously, this coverage was through St. Paul Insurance Company. St. Paul Insurance Company has discontinued this type of coverage so a quote will be sought from Great American Insurance Company.

Workers Compensation expense has been increasing with a larger payroll. The premium is expected to decrease 10.8% for the coming year. The grant for safety-related expense is a new feature from the Illinois Public Risk Fund. Mrs. Anthony will make an application receipt of safety grant funds.

A motion was made by Mrs. Hunter, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM TRAVELERS IN THE AMOUNT OF \$56,828., AND THE INSURANCE PROPOSAL FROM ILLINOIS PUBLIC RISK FUND FOR \$34,475.00, FOR THE SKOKIE PUBLIC LIBRARY FOR DECEMBER 15, 2005 THROUGH DECEMBER 15, 2006 AS PRESENTED BY BOYLE, FLAGG & SEAMAN, INC.

The roll call vote for approval was unanimous.

TELEPHONE SYSTEM

The Library has a sophisticated telephone system with integrated voice mail system, all of which has served the Library well. Mrs. Anthony has learned that the software will be considered end of life as of February, 2007 for voicemail and October, 2007 for the general system. This means that we would not be able to have a service maintenance agreement after 2006 although we could use a Purchase Order to request an individual service call. Mrs. Anthony distributed a letter and proposal from Nortech regarding this matter.

With a combined proposal cost of \$24,400. for replacement software, this is a major purchase requiring consideration and investigation. Associate Director Barbara Kozlowski will look into this matter and make a report to the Board in December, with the history of the present system, options regarding other software, life expectancy of the current hardware and other such considerations.

Please note that the Library can purchase a maintenance plan for 2006 so the Library could defer consideration of this matter until the middle of next year. It is not clear if any special pricing will be available at that time or if we could be looking at an expense of more than \$40,000. for a purchase in 2006.

Mr. Graham suggested we send a letter to Nortech explaining that the Library has every intention of investigating other options. Mrs. Kozlowski stated that Nortech is an outstanding vendor and it is Nortel, the manufacturer, setting the end of life limits. Mr. Graham would like more information before making a decision. Perhaps Nortech could extend their offer for 90 days. The Board asked for a report in December including options for replacement of the software, the status of the hardware, and a recommendation regarding system replacement.

The Board looks forward to Mrs. Kozlowski's report at the December meeting.

VILLAGE OF SKOKIE ANNUAL TIF REPORT

The Village of Skokie Annual TIF Report was noted.

REPORT FROM ART COMMITTEE RE POSSIBLE DONATION

Mr. Graham reported a patron, Inesse Alexandrov, wants to make a donation to the Library of a seascape. Ms. Alexandrov does not have an appraisal. Mr. Graham will make

contact again with Ms. Alexandrov to obtain a photo of the seascape for the Art Committee to review.

COMMENTS FROM TRUSTEES

Mrs. Hunter mentioned a positive article she read about the new Kohl Museum in the Glen and their landscape architect Peter Schaupt.

Mr. Zelenka attended the Illinois Library Association Conference last month.

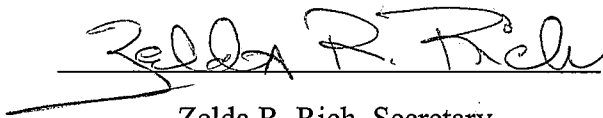
Dr. Wozniak asked if the tree had been planted on Park Avenue. Mrs. Anthony said the planting will occur sometime in November.

COMMENTS FROM VISITORS

There were no Comments from Visitors.

ADJOURNMENT

At 8:47 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.



Zelda R. Rich, Secretary