

January 12, 2000

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 12, 2000.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:34 p.m.

Members present: John J. Graham, President; Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Zelda Rich; Richard J. Witry; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

Also present: Barbara A. Kozlowski, Associate Director for Public Services; Skokie resident, Carole Riding.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 8, 1999

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of December 8, 1999, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

Mrs. Hunter made a motion, seconded by Zelda Rich:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF DECEMBER, 1999, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATEMENT BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 GIFTS
 CORRESPONDENCE (3)
PERSONNEL

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

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)
4. GIFTS
 - \$500 from Gloria Bloom for the purchase of books on tape or CD for people with impaired vision and captioned videotapes for deaf persons to view; \$100 from Tony Rashangar for the purchase of audiotapes that focus on peace and love; \$10 from Michael B. Miller in appreciation of reference assistance; \$25 from William H. Wehrmacher, MD, in appreciation of reference assistance; \$30 from Joel S. and Evelyn Marks Siegel in appreciation
6. CORRESPONDENCE – Letter from Lura Lynn Ryan, First Lady of Illinois re donation to the children’s collection at the Executive Mansion; letter from Maria Pappas, Cook County Treasurer re tax collection and distribution matters; note from Diana Hunter
7. PERSONNEL
 - Resignations: Barbara Davis, part-time Information Assistant, Youth Services Department, effective December 22, 1999; Regina R. Babayan, part-time Roving Technology Guide, Adult Services Department, effective January 23, 2000
 - Retirement: Katherine E. Kozak, Senior Administrative Secretary, Administrative Office, effective January 9, 2000.
 - Promotion: Susan Dickens, from Administrative Secretary, Administrative Office, to Administrative Assistant to the Director, effective January 9, 2000.

Mrs. Anthony commented on the letter from Maria Pappas. After pressure from the townships, the Cook County Treasurer sent an amount of \$79,279.15, received January 11. We are still about \$43,652. short of anticipated total collection for the levy.

Mr. Graham read aloud Mrs. Hunter's thank you note to the Board.

Mrs. Hunter commented on the decline in adult circulation. Mrs. Anthony mentioned that many other libraries are reporting the exact same trends. Mrs. Hunter also mentioned that once we have a Human Resources person in place we should conduct exit interviews.

The Board also mentioned doing something special for Kay Kozak on the occasion of her retirement after 25 years of service. Suggestions can be brought back at the next meeting.

The motion to place the Consent Agenda items on file was unanimously approved.

DIRECTOR'S REPORT

Usage—Circulation in December was virtually unchanged from a year ago. Patterns continue with a decrease in the circulation of books and periodicals (except on the Bookmobile) and an increase in audiovisual use. A recent survey on the NSLS Directors' list shows that most libraries are experiencing similar trends, though for some there are decreases in total circulation.

Y2K—All systems have been go with no Y2K related problems reported. Gail Shaw and Gail Muirhead deserve credit for readying the LAN and Dynix systems respectively. We have worked with the telephone company, HVAC and fire alarm vendors to ensure the continuance of other systems.

Administrative Office Staffing—Big changes are occurring in the staffing of the Administrative Office. Kay Kozak has retired after 25 years as Senior Administrative Secretary. At her request, this news was kept quiet until her last day, January 7. We will certainly miss her capable handling of so many of the affairs of the Administrative Office and her institutional memory. She is not sorry to depart before another building program gets underway. We wish her good health, fun times and happy gardening in her retirement. Allison Trimarco joined us this week as Manager

of Public Information and Programs. Susan Dickens will move up to Administrative Assistant and we will be looking to hire a new assistant for the office.

Board Retreat—Mr. Graham has proposed a Board retreat for Monday, March 6, (10 a.m. to 2 p.m.) to discuss issues regarding space needs and resource allocation. It is suggested that we hire a facilitator to work with the Board that day and invite some staff to get their reaction to a number of problems.

Skokie Creative Writers—The Library received two copies of Past, Present & Thereafter, a publication of the Skokie Creative Writers. Mrs. Anthony was pleased to see that the group is continuing to meet and publish after the death of Leo Friedman.

JCPL—Gail Muirhead has received templates for RFPs from our consultant and hopes to get an RFP out within the next month. The JCPL Board has approved an agreement for telecommunications consulting from BellCow, Inc. in the amount of \$8800. The goals are to reduce network delays during peak usage periods, to increase combined bandwidth capacity and to provide redundancy where possible and economically feasible.

Teleconference—Mrs. Anthony videotaped a segment today for a teleconference sponsored by the State Library on “Connecting Learning Communities: Opportunities for the Future.” The Teleconference will actually be held January 26 from 10 a.m. – Noon. Mrs. Anthony’s part was a commentary on continuing education opportunities provided by ILA.

ALA Midwinter—Mrs. Anthony will be in San Antonio from Friday, January 14 through Tuesday, January 18 for the Midwinter Meetings of ALA. At the present time, she is on an ALA Task Force on External Accreditation which is following up on recommendations from the Congress on Professional Education. She is also on the Urban Assets Work Group for the Urban

Libraries Council. She will be paying particular attention to the technology vendors since we are currently looking at systems.

Ongoing Projects—Mrs. Anthony continues to work with the Village and Historical Museum on the millennium project for development of historical books about Skokie for children. Mrs. Anthony is also participating in the Village Millennium Committee and in plans for the 10th Annual Festival of Cultures.

Fiction Book Sale—A reminder that the Fiction Book Sale starts Saturday from 9 a.m. – 6 p.m. with continuing sales through Thursday.

E-RATE—We have decided not to go for an E-rate this term. In order to file we would need a signed contract with a service provider and E-911 would need to be on our phone system. We have investigated the E-911 upgrade, but vendors cannot yet refer us to working installations. We have until June 30, 2000 to be E-911 compliant and would rather wait and shop this contract then rush into something for the sake of meeting E-rate requirements.

NSLS Legislative Breakfast—The NSLS Legislative Breakfast is Monday, February 14 from 8:30 to 11 a.m. at System Headquarters. If trustees would like to attend, please contact the Administrative Office.

COMPENSATION REVIEW

Mrs. Anthony said two major recommendations of the compensation review report were to equalize part-time and full-time pay and to boost the midpoint of the pay ranges in order to approach the Board's goal of paying in the top quartile of comparable libraries.

Mrs. Anthony explained at great length how this could be accomplished.

The Board decided the Compensation Review Subcommittee (Mr. Witry, Mr. Graham, Mrs. Anthony and Mrs. Kozlowski) should meet to simplify the format for Board members to easily understand; they would also go through Lynne Peter's (consultant) report.

Mrs. Hunter mentioned she needs another copy of the Compensation Report from the November 1999 Board meeting.

Carole Riding left the meeting at 8:54 p.m.

PRELIMINARY BUDGET

Mrs. Anthony said at the February Board meeting she will give more information on some of the lines. This is the first cut of the budget. Discussion ensued.

ARCHITECT SELECTION

The presentation by representatives of O'Donnell Wicklund Pigozzi and Peterson at the last Board meeting left Mrs. Anthony uncertain about the proposed role of each team member in the Library's project. Subsequent to the Board meeting, Bob Hunter, John Graham and Mrs. Anthony met to clarify project staffing. The meeting and a follow-up letter from Mr. Hunter satisfied Mrs. Anthony that Bob Hunter will take an active role in the project and will be on site and hands on, particularly during the feasibility study and design phases of the project.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR A FEASIBILITY STUDY FOR THE SKOKIE PUBLIC LIBRARY IN THE AMOUNT OF \$25,480 AND AN ADDITIONAL FEE OF \$8,500 FOR DEVELOPING A COMPUTERIZED DATABASE FOR THE EXISTING FACILITY (CADD).

Much discussion ensued. Mrs. Hunter voiced her concern that we're on a fast track. Mr. Graham reminded the Board that the feasibility study does not obligate us to conduct a building project or to work with a certain architect.

Dr. Wozniak called for the question: Mrs. Hunter—no; Mr. Witry—yes; Mrs. Rich—yes; Dr. Wozniak—yes; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

INTERGOVERNMENTAL AGREEMENT

Regarding the corporate appeals of the 1998 assessment, Mrs. Anthony reported that our counsel, Heidi Katz, has reviewed the proposed intergovernmental agreement and submitted suggested changes. Mrs. Katz attended the tax appeal meeting this morning and made valuable contributions to the discussion. Three levels of participation have been identified. One would be to participate in the request to intervene. Mrs. Katz has advised that the Library cannot really take that action since we do not levy our own taxes. Another possibility is to assist with funding the appeals. The Library would benefit from action taken by others whether or not we assist, but it would seem to be appropriate in the spirit of fairness that we consider contributing financially to the appeal process. A third level of participation would be to provide information.

Barbara A. Kozlowski left the meeting at 9:42 p.m.

Discussion ensued. Mr. Graham asked the Board their feelings. There were divided opinions with three Board members favoring the Library's participation at a pro rata percentage and three favoring participation with limited financial commitment. It was observed that the Library will benefit from any successful appeal, whether or not we participate.

The Board agreed this should be brought up again and put on the February agenda.

COMPUTER USE POLICY

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THAT USE OF ALL COMPUTERS BE OPEN, REGARDLESS OF RESIDENCY.

The motion was approved unanimously. This should be revisited very promptly if we hear from Skokie residents.

TUITION REIMBURSEMENT POLICY

Mr. Witry said this is a compensation issue. The following motion was made by Mr. Witry, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES TABLE THE TUITION REIMBURSEMENT POLICY IN CONJUNCTION WITH THE COMPENSATION ISSUE.

The motion passed unanimously. Mrs. Hunter would like to know how many people have utilized tuition reimbursement.

TELEPHONE MAINTENANCE AGREEMENT

Mrs. Anthony said we need to renew our agreement for maintenance of the Library's telephone system, including hardware and software for the telephone and voice mail systems. There is a proposed increase of 3% for the year and a small fee for the addition of two ports for a total of \$6,559.00.

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

MOTION: THAT THE SKOKIE PUBLIC BOARD OF TRUSTEES APPROVE THE RENEWAL OF THE LIBRARY'S TELEPHONE SYSTEM FOR \$6,559. AS PRESENTED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

After discussion, Dr. Wozniak made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INCREASING THE EXPENSE THRESHOLD OF THE DIRECTOR TO \$8,000.

The motion passed unanimously.

BRINGING BACK THOSE BOOKS

The Board noted the article “Bringing Back Those Books.” This article is about the collection agency we are currently using. Mrs. Anthony will have a report at the February Board meeting on the experience during a trial three month period.

COMMENTS FROM TRUSTEES

Mrs. Weiner is impressed with the detailed reports from Department Heads. Dr. Wozniak commends everyone concerned with the book sale. Mr. Witry reminded everyone that on February 6 at 2:15 before the Young Steinway Concert, there will be an unveiling of the Selma Regan Petty portrait. Her family will be notified and there will be a small reception. Mrs. Hunter complimented Cathy Maassen in Youth Services for her creativeness and initiative with the calendar for children. She also suggested that our new programming person aim at more variety with music—jazz, blues, gospel—not just classical; perhaps another tuba band.

ADJOURNMENT

At 10:19 p.m. Mrs. Hunter made a motion to adjourn, seconded by Mr. Witry.

The motion was unanimously approved.



Eva D. Weiner, Secretary