

October 14, 2009

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, October 14, 2009.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:30 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Susan Greer; Karen Parrilli; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff Present: Barbara A. Kozlowski, Associate Director for Public Services; Michael Buhmann, Reference Librarian.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF SEPTEMBER 9, 2009

Mr. Graham made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular and closed meetings of September 9, 2009, subject to additions and/or corrections.

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

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Correspondence; Personnel)

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

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

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: LETTER FROM PRISCILLA COATNEY, LIBRARY ADMINISTRATOR, WILLIAM LEONARD PUBLIC LIBRARY DISTRICT, TO CAROLYN ANTHONY, DATED SEPTEMBER 23, 2009 RE THANK YOU

5. PERSONNEL: TERMINATIONS: PHILIP DIZON, FULL-TIME ASSISTANT SHELVING SUPERVISOR, CIRCULATION DEPARTMENT, EFFECTIVE SEPTEMBER 9, 2009; BOB PALAS, PART-TIME INFORMATION ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE OCTOBER 21, 2009; HIRE: JESSICA GOODMAN, PART-TIME INFORMATION ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE OCTOBER 27, 2009.

The motion passed unanimously.

Mr. Graham asked how much money is being reserved by the health insurance coop. He would like assurance that there is no possibility of a change in benefits until an anniversary date.

BILLS

A motion was made by Mr. Graham, seconded by Mrs. Parrilli:

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

The roll call vote for approval was unanimous.

Mrs. Hunter asked the Board to move the regular order of business and go directly to the Business Portal Demonstration. The Board agreed.

BUSINESS PORTAL DEMONSTRATION BY MICHAEL BUHMANN, REFERENCE LIBRARIAN

Michael Buhmann demonstrated the recently launched online business portal, <http://business.skokieliibrary.info>, which is used to promote the Library's business resources. The portal was developed with the assistance of recently hired Library staff. It contains powerful resources such as SimplyMap. Tutorials for the databases will be added shortly. Mr. Buhmann's Chamber column is also featured on the front page of the website. Mr. Buhmann demonstrated the various tabs such as current books, quick guides to starting a business, forms for starting a business, etc.

The Board thought this is a wonderful project and asked Mr. Buhmann to report the number of hits to the portal. The Board suggested demonstrating the portal at the Festival of Cultures and also making it available on a PDA.

The Board thanked Mr. Buhmann for his presentation and Mr. Buhmann left the meeting at 8 p.m.

DIRECTOR'S REPORT

USAGE----Circulation in September was up a whopping 30% from the same month last year. The surge of more than 100% in check-out of adult DVD may have led the gain, but circulation of youth books shot up over 20%, with use of adult books not far behind at an increase of nearly 19%. Circulation on the Bookmobile was up 26%. There were also large gains in the Library's lending through interlibrary loan and LINKin. The gate count was also up more than 23% to well over 73,000 for the month. Use of online databases was up 15% for the month, with a 24% increase in remote access and an increase of 31% in the number of patrons logging in.

PARKING LOT----The final inspection of the parking lot by the Metropolitan Water Reclamation District has been officially requested in writing. With luck, the inspection will be completed within the next month and we can look forward to close-out of the parking lot project and a final payout request from Chicagoland Paving, to be brought to the Board in November.

SUMMIT ON THE FUTURE OF LIBRARY COOPERATION IN ILLINOIS----The Illinois Library Association and the Illinois State Library have called for a Summit on the Future of Library Cooperation in Illinois, to be held Monday, November 9. Mrs. Anthony has been invited to participate as one of 80 stakeholders and opinion leaders who will meet to consider new structures and approaches to library cooperation at a time of significantly reduced funding for library systems in Illinois. The session will be facilitated by Maureen Sullivan.

DEMCO PRESENTATION----Mrs. Anthony traveled to Madison, Wisconsin, in mid-September to spend a day with one of the Library's suppliers Demco, Inc. as part of their planning process. Demco also had a representative from the academic sector and one from school libraries to help their employees understand the issues and trends facing libraries currently. While members of the sales team who are in frequent contact with libraries do appreciate the environment in which libraries are now operating, many staff in offices in Madison commented that they were enlightened by what they heard. It's a good lesson for us in our own library planning process, to be sure that we hear directly from representatives of the Skokie community. Demco made a donation to the Skokie Public Library in appreciation for Mrs. Anthony's involvement.

Mrs. Hunter announced that Mr. Graham and Dr. Wozniak have been appointed to serve on the Library's Strategic Planning Committee.

LIBRARY ADVOCACY----The Board is aware that the State of Illinois is in a budget crisis that has resulted in funding cuts of 50% in most items funded through the General Revenue Fund. Although the Secretary of State had proposed an extra one million dollars to fulfill the state's statutory obligations for libraries this year, he was not able to prevent cuts that resulted from the final budget settlement. The Secretary did agree to use federal Library Services and Technology Act (LSTA) money to ameliorate the cuts to systems and the Public Library and School per capita program. We are advised that when the General Assembly returns to Springfield in the second week of October for the Veto Session we should let legislators know the impact of the cuts and push for additional dollars where possible. Governor Quinn has said that he will not seek a tax increase again until February 2010. The campaign is being spearheaded by Sarah Long, NSLS System Director, under a "Save Illinois Libraries" banner. Check out the website at <saveillinoislibraries.com> and register your concern with our legislators.

VISIT TO THE BODLEIAN LIBRARY----On Mrs. Anthony's recent visit to England, she was able to get an inside tour of the Bodleian Library at Oxford University. It was amazing to see the rare book rooms and historic reading rooms where so many great scholars have conducted research and sat to read over the centuries. It was also enlightening to get a glimpse into the challenges of bringing such an institution into the 21st century in terms of the application of technology and user orientation and to realize that there are more similarities than differences in the issues faced by that hallowed research library and the typical public library in the U.S.

COMMUNITY ACTIVITY----During the past month, Mrs. Anthony met with the Principal of the Elizabeth Meyer School regarding a possible preschool literacy cooperative project; met with the Director of a new "Center for Civic Engagement" at Northwestern University to discuss possible placement of students in internships at SPL; was interviewed by a consultant to the Village re their Chicago Community Trust grant for immigrant integration; met with Charles Benton of the Benton Foundation regarding community involvement, the Digital Media Lab and broadband deployment; met with administrators at District 219 and others re a one-book/one-community program this winter, to be called "Coming Together in Skokie" and to focus on the Indian community with the reading of Motherland; attended a meeting of the Skokie Health Advisory Committee; attended an organizing meeting of the Festival of Cultures Executive Committee to begin plans for the 20th Annual Festival in May, 2010; held a meeting of the North Suburban Business Development Foundation Board; attended meetings of the Chamber Executive Committee and the Chamber Board; and attended a meeting of the

Dominican University Advisory Board for the School of Library and Information Science.

ILLINOIS LIBRARY ASSOCIATION----Several staff and Mrs. Anthony attended sessions at the Illinois Library Association Annual Conference in Peoria this week. Mrs. Anthony spoke on a panel with two other library directors and three architects in a preconference on "The 21st Century Library." Mrs. Anthony also presented at a program on the newly ALA-approved Library Support Staff Certification Program, along with Jan Ison of the Lincoln Trail Library System which is one of five agencies field testing the program this fall. The Opening General Session on "Transformation: See Tomorrow Today!" featured Omar Wasow, an online entrepreneur who advised that libraries must both inform and transform by creating experiences for users. He spoke of his own development from a child playing video games to becoming a programmer, from consumer to creator, and urged libraries to facilitate that opportunity for people in our communities.

MUSEUMS, LIBRARIES AND 21st CENTURY SKILLS----The Institute of Museum and Library Services has published a new report *Museums, Libraries and 21st Century Skills* which prominently features the Skokie Public Library as a case study. Mrs. Anthony distributed the report to each trustee. A central feature is an assessment tool which will be useful in the Library's strategic planning process. The Library is written up in particular for the way we have extended service to the business community in response to changes in the business structure in Skokie and in the Skokie Chamber of Commerce.

SCULPTURE GIFT----The Library received a gift of a suite of three sculptures by LeRoy Neiman from Jay Levey, an area business man who has previously gifted art to the Library. The bronzes are on an equestrian theme. Mrs. Anthony is working with the Library's architectural consultant Paul Steinbrecher on a way to display the sculptures securely.

REVISED LIMRiCC BY-LAWS

Mrs. Anthony stated that the Library Insurance Management and Risk Control Combination (LIMRiCC) is a library cooperative, administered by the Metropolitan Library System, for the purpose of pooled purchase of various types of insurance with shared risk. Skokie Public Library has participated in the Unemployment Compensation Group Account (UCGA) for decades. Since July, the Library also joined the Purchase of Health Insurance Program (PHIP).

At the present time, there are a number of proposed substantive amendments to the LIMRiCC By-laws that require approval by participating members. They ask that this be done in October or November. The handout includes an itemization and explanation of the substantive amendments to the LIMRiCC By-laws. Skokie Public Library does not participate in the Joint Self-Insurance Program (JSIP) so would be unaffected by amendments pertaining to that program. Beth Dostert, Manager of Human Resources, was on the Review Committee for Revision of the LIMRiCC By-laws and had input into the proposed changes. Neither she nor Mrs. Anthony see any problem with the amendments as proposed. Beth also represents the Library at the Annual Meeting regarding the Purchase of Health Insurance Program, at which she has the opportunity to speak up regarding any proposed changes in coverage or terms.

Mrs. Anthony recommends approval of the revised LIMRiCC By-Laws as proposed.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE REVISED LIMRiCC BY-LAWS AS PRESENTED.**

The roll call vote for approval was unanimous.

PROPOSALS FOR SUPPLEMENTAL HEAT

Mrs. Anthony said that some areas of the first floor east building have been excessively cool in the winter months. This is probably because the Library lost some heating when the inefficient "heat with light" lighting fixtures were replaced in the last major building program. The Northeast area is a concern as this is the preschool children's area which has lots of young children playing and parents sitting and watching. The supplemental duct heaters should make this area more comfortable.

The other area in need of remediation is the Junior High zone (former Board Room) which has been so cool above the ceiling that the lights become dim in the winter. The proposal from NorthTown would provide extra heating in the ceiling plenum, adding warmth to the room and enabling the lights to operate fully. Mrs. Anthony distributed a copy of NorthTown's proposal.

Mrs. Anthony recommends approval of these two projects at costs of \$15,930. and \$2,985. respectively for a total cost of \$18,915. Mrs. Anthony also recommends deferring additional heating for the East Lobby.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE TWO QUOTES FROM NORTHTOWN MECHANICAL IN THE AMOUNT OF \$15,930 (FIRST FLOOR, NORTHEAST AREA IN PRESCHOOL CHILDREN'S SECTION) AND \$2,985. (JUNIOR HIGH ZONE) FOR ADDITIONAL HEAT WITH IMPLEMENTATION AFTER NOVEMBER 1, 2009.

The roll call vote for approval was unanimous.

NORTH SUBURBAN LIBRARY SYSTEM

Report from Mr. Basofin

Mr. Basofin was unable to attend the NSLS Board meeting.

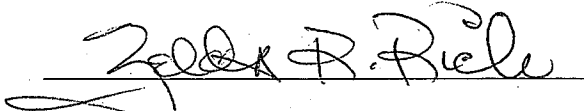
COMMENTS FROM TRUSTEES

Mr. Graham would like to know if the Library's bonds are callable. Mrs. Anthony will check on this.

Mrs. Hunter reminded the Board that if they should attend any candidates' meeting it's very important that the issue of the August 1st tax deadline be mentioned. It has not been followed for years.

ADJOURNMENT

At 8:28 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.


Zelda R. Rich, Secretary