

February 10, 1993

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, February 10, 1993.

CALL TO ORDER

The meeting was called to order at 7:33 p.m. by Dr. John M. Wozniak, Vice President.

Members present: Dr. John M. Wozniak, Vice President; Norma Zatz, Secretary; John J. Graham; Eva Weiner; and Carolyn A. Anthony, Director.

Members absent: Diana Hunter, President, and Zelda Rich.

Susan Brill Schreck arrived at 7:40 p.m.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; and Mike Isaacs, Skokie Review reporter.

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 13, 1993

Mr. Graham moved that the Board of Trustees approve the minutes of the meeting of January 13, 1993 as written, subject to additions and/or corrections. Mrs. Zatz seconded the motion.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LISTS OF BILLS

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

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, LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

Mrs. Anthony recommended the transfer of \$40,000. from the Reserve Fund for the Purchase of Sites and Buildings to the Library Project Fund.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$40,000. FROM THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS TO THE LIBRARY PROJECT FUND AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

### CONSENT AGENDA ITEMS

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

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

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. REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
4. CORRESPONDENCE (3)  
Letter from Richard J. Witry, President, Skokie Historical Society  
Letter from Geraldine B. Stutman  
Letter from Patrick Quinn, Treasurer of the State of Illinois  
4. PERSONNEL  
Appointment: Naomi Pruchnik, part-time Intermediate Clerk and Reception Desk, Adult Services, effective February 1, 1993

The motion to approve the Consent Agenda items passed unanimously.

Mrs. Schreck arrived at 7:40 p.m.

### PROJECTED BUDGET FOR FISCAL YEAR 1993-94

The projected budget was discussed.

Mrs. Anthony apprised the Board that the Per Capita Grant has not as yet been received from the State.

Mrs. Anthony suggested the Board may want to consider adding another line item to the budget to cover increasing expenses due to access and reciprocal borrowing fees.

Discussion ensued regarding the need to look at additional financing for the Library. Mrs. Anthony suggested the Board meet as a whole with focus on financing as the Long Range Plan Committee and its subcommittee meet this year to develop the new 1994-99 Long Range Plan.

Some ideas mentioned to generate additional income were selling T-shirts or other items with the Library logo, or other items that would be found in a "library shop."

The formation of a Friends Group or a Foundation was suggested.

### GIFTS

The gift of \$500. from Susan Brill Schreck for the purchase of books was noted, and the \$100. gift from the Woman's Club of Skokie for the purchase of large print books and tapes for the visually impaired was noted.

The Board thanked Mrs. Schreck for her generosity.

### DIRECTOR'S REPORT

Usage--Circulation in January set a record for the month at more than 82,000 as patrons returned after the two week closing at the end of December. The tremendous gain in circulation of youth periodicals and audiocassettes may be attributed to their increased visibility in the new departmental arrangement. Circulation of children's videocassettes has also been high, but cannot be broken out from the general videocassette figure listed under Adult. Circulation of materials for the blind and physically handicapped has plummeted with the State's implementation of a plan to serve BPH users directly from the regional BPH centers. Service has suffered during the transition to operation from the DuPage Library System headquarters.

Building--Numerous building issues surfaced in January in the wake of renovation work. The leaks, broken buzzer and other such concerns have been remedied. The parquet floor in the area of the former Board Room is being completed this week. Due to the subcontractor's error in calculation, we have no carpet overrun for attic stock. A number of punch list items have yet to be finished. The contractor has received a written report from the air balancer. After the architect

and engineer have also reviewed the report, all parties, including Johnson Controls, will meet to discuss building temperature, problems and possible solutions.

Fire Department Inspection--The Fire Department has advised that we need some additional exit signs and emergency lights. The architect and engineer are working out a plan for placement of the additional devices. The Fire Department also advised that we need to clear hallways and stair landings. Many things were stored in temporary locations and now need to be moved or eliminated.

Temporary Custodial Help--A custodian from Manpower started working with us January 19. He will work sixteen hours per week until Raymond is able to return to work.

TDD--A telephone device for the deaf, received as part of a grant to the Chicago Public Library, has been installed in the lower pay phone near the circulation desk. When connection with a remote TDD is made, the TDD at the pay phone will automatically open. The Library's TDD for use in serving hearing-impaired patrons has been installed on a dedicated line apart from the Library's main telephone number for improved service to users.

Workers Compensation--A representative of Alexis Risk Management came out to review our new coverage under the Illinois Public Risk Fund. He had some specific suggestions such as formation of a safety committee at the Library. They offer speakers and videotapes for safety training sessions.

American Library Association Midwinter Conference--Mrs. Anthony attended meetings of the ALTA Board, the ALTA/PLA Common Concerns Committee and the Metropolitan Libraries Section Executive Committee. She also spent time in the exhibits with automation vendors, looking at integrated systems for our catalog and circulation and also at CD Rom products for reference. At the Denver Public Library she saw the new self check-out system from 3M. The President's Program featured Paul Saffo, an information guru from Silicon Valley. From his talk and RMG's program featuring the CEO's of the major automation vendors, it is clear that technological applications in libraries are continuing to evolve. Connectivity among systems is important and therefore adherence to standards. There was much talk of the

library as a service rather than a place and of the virtual library as technology opens windows for the user to a multitude of information sources throughout the nation.

Long Range Plan--The Long Range Plan Committee met for the first time January 28. The Steering Committee will meet throughout the calendar year, assisted by four subcommittees on Public Services, Material Resources, Use of Technology and Information Gathering.

IPTIP Dividend--The Illinois Public Treasurer's Investment Pool declared a dividend in December, 1992. Our share for balances in the Project Fund and Reserve Fund was \$75.80.

Thermoscan--February 18, Thermoscan personnel will use infrared photography on each of our electrical boxes. This was recommended because some panels in the original building are quite old. The infrared photos will pinpoint any problem areas we might have.

#### CLOSING FOR JULY 4

Because Independence Day (July 4) falls on a Sunday this year and the Village Parade will be on that day, it is the Director's recommendation that the Library close Sunday, July 4, and be open on July 5, 1993, Monday.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR AND CLOSE THE LIBRARY SUNDAY, JULY 4, 1993 IN OBSERVANCE OF INDEPENDENCE DAY, AND HAVE THE LIBRARY OPEN ON MONDAY, JULY 5, 1993.

The roll call vote for approval was unanimous.

#### AMERICANS WITH DISABILITIES ACT (ADA) SELF STUDY

The completed Self-Evaluation Form was reviewed and accepted by the Board. It will be made available to the public.

#### LONG RANGE PLANNING PROCESS

A new planning process to develop a plan for the Library for the year 1994-1999 has begun. A Steering Committee and four subcommittees have been appointed to do the primary work of developing the plan.

Two Board members are on the LRP Steering Committee and two Board members will serve on subcommittees. The Board will receive a summary of progress on the planning process

at each Board meeting. The Board as a whole will be asked to review the Library's mission and roles. Mrs. Anthony would like the Board to consider development of a financial plan for the Library. This would involve strategies for assuring adequate revenue and policies for categories of expenditures.

Mrs. Schreck asked to serve on the Information Gathering Committee. This will be arranged.

Mrs. Schreck and Mr. Graham asked to observe some of the focus group sessions, if possible without disturbing participants.

### RENOVATION PROJECT

The renovation is completed. Mrs. Anthony will meet with the architect and the contractor next week to discuss punch list items.

### AUTOMATION

The Board reviewed the JCPL (Joint Computer Program for Libraries) 1993-94 Budget and the JCPL Growth Fund 1993-94 Budget.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE JCPL 1993-94 BUDGET AS PRESENTED IN THE AMOUNT OF \$574,325. WITH \$241,950.02 AS SKOKIE PUBLIC LIBRARY'S SHARE.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE JCPL GROWTH FUND 1993-94 BUDGET AS PRESENTED WITH AN ESTIMATED ENDING FUND BALANCE OF \$1,177,100.

The roll call vote for approval was unanimous.

### LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network February, 1993 Program Guide for Cable Channel 50.

Mr. Graham reported that he addressed the TCI Representative at the meeting January 26 of the Skokie Cablevision Board with the problems encountered by the Library. The meeting was well-attended and grievances were aired. TCI has 30 days to respond to the Village.

A channel change is expected in April, 1993 for the Library.

#### NORTH SUBURBAN LIBRARY SYSTEM

There was no report due to the absence of Mrs. Rich.

#### COMMENTS FROM TRUSTEES

Mr. Graham asked if there has been an increase in loans by Evanston Library card holders. Mrs. Anthony said there is no way to determine the number, but Adult Services has reported an increase in use by Evanston residents.

Mrs. Weiner distributed her report on attending the American Library Association Midwinter Conference in Denver.

Mrs. Zatz would like to attend Legislative Day in Springfield. She said it was decided during last years trip to invite all local legislators to the Library at one time, rather than try to meet with them in Springfield when time is short.

Dr. Wozniak called for a short recess at 8:50 p.m. before convening the Executive Session.

Mrs. Kozlowski and Mr. Isaacs left the Board Room.

#### EXECUTIVE SESSION

##### Land Acquisition

Executive Session was called at 9:00 p.m.

Land acquisition was discussed.


The Board returned to open session at 9:15 p.m.

A motion was made by Mr. Graham, seconded by Mrs. Zatz, to sign a contract for purchase of the property at 5237 Oakton Street for \$158,000., with a contingency regarding arrangement of financing.

The roll call vote for approval was unanimous.

ADJOURNMENT

The meeting was adjourned at 9:25 p.m.

  
Norma Zatz, Secretary