

March 13, 1996

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, March 13, 1996.

CALL TO ORDER

The meeting was called to order at 7:38 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; Marcy Goodman; John Graham; Susan Greer; and Carolyn A. Anthony, Director.

APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 14, 1996

Mr. Graham made a motion, seconded by Mr. Friedman, to approve the minutes of the February 14, 1996 meeting, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes as written was unanimously approved. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

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

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

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

PRELIMINARY BUDGET 1996-97

The preliminary budget was reviewed. Any adjustments will need to be made for the next meeting.

CONSENT AGENDA ITEMS

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

Mrs. Goodman made a motion, seconded by Mrs. Greer:

- 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) (1)
 4. GIFT: \$100. from Woman's Club of Skokie for the purchase of books by women authors or biographies of women
 5. CORRESPONDENCE (2)
 - Letter from Richard Shurman, Cooperative Computer Services (CCS)
 - Note from Felice Klapman
 6. PERSONNEL
 - Resignation: Ann Horan, part-time Reference Librarian, Adult Services Department, effective March 8, 1996
 - Promotions: John Vodopic, from part-time Page, Youth Services Department to part-time Computer Assistant, effective January 30, 1996; Susan Lee, from part-time Page, Adult Services Department to full-time Intermediate Clerk/Periodicals, effective March 18, 1996
 - Retirement: Coralie Ginsburg, full-time Information Assistant/Librarian, Adult Services Department, effective May 12, 1996 / returning as Substitute Librarian effective September, 1996

After discussion the motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation was up nearly eight percent in February over the same month last year although the Bookmobile was off the road ten days. Book circulation in Adult and Youth Services posted strong gains in addition to the usual increases in circulation of audiovisual formats.

Library of the Year--Skokie Public Library was recognized as one of four Libraries of the Year, along with other NorthStarNet libraries, at the NSLS Annual Banquet March 1. Gail Shaw, LAN Administrator, received special commendation as one of the developers of NorthStarNet. The Library was well represented by four Board members and six staff members. We heard a

provocative presentation by Alan November who reminded us that the library should be changing to keep pace with the needs brought on by societal and technological change.

National Library Week Grant--The Skokie Fine Arts Commission has awarded the Library a \$500. grant toward National Library Week programming. This sum is in addition to their annual allotment to the Library.

District 69 Advisory Committee--Mrs. Anthony has been asked to serve as a community representative on the District 69 Advisory Committee, formed by Superintendent Alan Maier to consider how schools will cope with restricted financial resources.

Metropolitan Fiber Systems (MFS)--We converted to MFS for local and long distance telephone service. The conversion promises significant cost savings, particularly in mid-range calls of over eight miles. Also, we will get one consolidated telephone bill.

Resurfacing of Village Lot--We have been advised that the Village parking lot will be resurfaced in May or June over a Friday/Saturday.

Internet Training at Oakton Community College--Bruce Brigell, Coordinator of Information Services, arranged for staff to use the computer labs at Oakton Community College for Internet training three afternoons in late February. This arrangement enabled twenty-four staff at a time to try various approaches to locating information on the Internet and share the results of their experiments.

Leo Ramirez Back--Leo Ramirez, Head Custodian, returned from sick leave March 4 after an absence of nearly three months. Richard Simon did a commendable job as Acting Department Head during the interim.

Joint Computer Program for Libraries (JCPL)--Skokie's share of JCPL expenses will increase again in FY '97, this time from 43.17% to 44.03% of consortium costs. The cost-sharing formula is based on circulation, registration and collection size.

Dedication to Skokie Public Library Reference Librarians--Evanston authors Dennis and Judy Fradin acknowledged the help of Skokie Public Library Reference Librarians in the dedication of their book on Nebraska, part of a state book series called *Sea to Shining Sea*, published by

Childrens Press. The dedication reads "For the reference librarians at the Skokie Public Library, Skokie, Illinois, with gratitude for their help over many years."

NSLS Board--At the February meeting of the NSLS Board, the Board approved a bylaws change, adopting Option 2. Briefly, this will allow the Board members from academic, school and special libraries to be library staff employed by a member organization. Additionally, one public library position may be filled by a member public library staff person. Eleven Directors will continue to be Representatives of the boards of member public libraries. No more than one person from a member organization of NSLS may serve on the NSLS Board at a time. It takes 10 votes (two thirds) to approve a bylaws change. The vote was 11 yes, 1 no, 1 abstention.

Automation Security--A story in this week's Library Hotline reports that twice in one month, a hacker caused complete crashes of the computer system at the King County Library System, serving suburban Seattle, Washington. The crashes caused combined downtime of seventeen days. Cost to the library in lost overdue fines, staff time and increased security is estimated at \$225,000. Adequate security for automated library systems is a significant concern. Mrs. Anthony will attend the Dynix users' group (CODI) meeting in Minneapolis, following the April Board meeting to learn more about what can be done to prevent such problems or to minimize their impact.

April and May Board Meeting Date Changes--The April meeting date is changed to Monday, April 8, and the May meeting date is changed to Wednesday, May 22, due to scheduling conflicts.

PAYMENT FOR REVISION OF VESTIBULE FLOORING

Work on the vestibule floor has finally been completed and b. Stromberg has submitted an invoice for \$14,292.00, the amount approved by the Board and included in our purchase order.

The floor is stable, level and solid. Should any loosening occur, the screws are readily accessible. Bernard Babka, Hammond, Beeby and Babka, Inc., John Kelly of b. Stromberg and Mrs. Anthony reviewed the reinstallation together and agreed that it was complete and satisfactory.

It is recommended that the invoice from b. Stromberg be approved for payment.

According to the terms of our agreement with Bernard Babka, Hammond, Beeby and Babka agreed to pay one-third of the cost of reinstallation. Therefore, their share would be

\$4,764. Mrs. Anthony suggests we pay the entire invoice to b. Stromberg and request reimbursement from Hammond, Beeby and Babka for the one-third share.

The Board noted the draft letter prepared by Mrs. Anthony requesting payment of \$4,764. to the Library.

After discussion, Mrs. Greer made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE REINSTALLATION OF THE VESTIBULE FLOORING AS COMPLETED SATISFACTORILY AND APPROVE THE LETTER, AS DRAFTED BY THE DIRECTOR, BE SENT TO BERNARD BABKA.

The roll call vote for approval was unanimous.

REVISION OF LIBRARY SERVICE POLICIES

The Board reviewed the information regarding four amendments to current Library service policies recommended by staff.

Renewals by Telephone

After testing the Dynix TeleCirc module we are prepared to open telephone renewals to the public. Therefore, the following revision of policy is requested: "The Library will renew eligible materials in person or by telephone if they have not been reserved by another patron."

In October, 1994, the Board approved a reduction in the number of permitted renewals from two to one at such time as we introduced telephone renewals.

Both these changes would be effective April 1.

After discussion Mrs. Greer made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE POLICY OF RENEWAL BY TELEPHONE AS PRESENTED, EFFECTIVE APRIL 1, 1996.

The roll call vote for approval was unanimous.

No Renewals on Children's Feature Film Videos

The Youth Services Department has requested that since children's feature film videos circulate for a one week period and are in high demand, more people will have an opportunity to select videos if no renewals are permitted.

At the present time, renewals are not permitted on adult feature videos, but are permitted on nonfiction videos. The policy would become uniform in denying renewals on adult and youth feature films while permitting renewal of nonfiction video titles.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE POLICY AMENDMENT AS PRESENTED REGARDING RENEWALS ON CHILDREN'S FEATURE FILM VIDEOS, EFFECTIVE MAY 1, 1996.

The roll call vote for approval was unanimous.

Allow Reciprocal Borrowing & ILL of Feature Films

Currently no feature films are eligible for reciprocal borrowing or ILL. According to the Illinois Interlibrary Loan Code, a library cannot borrow a type of material from another library if it does not loan that type of material to other libraries.

While the policy will open reciprocal borrowing and interlibrary loan of older features, new releases will be excluded.

After discussion Mr. Friedman made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDED AMENDMENT, AS PRESENTED, TO ALLOW RECIPROCAL BORROWING AND INTERLIBRARY LOAN OF FEATURE FILM VIDEOS, EXCLUDING NEW RELEASE TITLES.

The roll call vote for approval was unanimous.

Opening Listening/Viewing Area to NSLS Cardholders

When the area was opened, use was limited to Skokie Public Library cardholders. Experience has shown that it has not been a problem to accommodate interested persons and it is recommended that the use of the Listening/Viewing Area be extended to other NSLS cardholders.

During discussion it was the consensus of the Board that we need to actively promote the use of the Area to Skokie residents, that it be made more visible with signs and flyers. The Area could be highlighted by putting flyers at the check-out desks and/or bringing one of the information racks to the check-out area with information about the Listening/Viewing Area.

PURCHASE OF TWO NEW OCLC WORKSTATIONS

The two Technical Services computers presently used for cataloging were purchased in July, 1992. OCLC, the international bibliographic utility from which we obtain many of our cataloging records, is offering a trade-in of \$750. per unit for older computers through June 30. The total cost for two computers with 17" monitors would be \$4,924.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR FOR THE PURCHASE OF TWO M5133 OCLC WORKSTATIONS WITH 16MB RAM AND AN INTEL PENTIUM PROCESSOR IN THE AMOUNT OF \$4,924.

The roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mr. Friedman--abstain; Mrs. Greer--yes; Mrs. Rich--yes; Mrs. Goodman--yes; Mrs. Hunter--yes. The motion passed.

MICROFILM READER PRINTERS

At present, we have three microfilm reader printers that accept roll film only, two microfilm readers that accept cartridge film only and one that can be used only for microfiche.

There has been a marked increase in the use of microfilm reader/printers and patrons frequently experience long waits for equipment during weekend hours or busy evenings.

It is proposed that we purchase two additional reader/printers, equipped with a universal carrier to accept all microform products and additionally a universal carrier for the microfiche reader printer so that it can be more versatile. This would give us a total of eight microfilm reader/printers.

Staff have advised that a fully automated carrier would be easier for the public to use on these machines, especially with multiple microform formats. Funds are available for this purchase.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR FOR THE PURCHASE OF THREE FULLY AUTOMATED CARRIERS AND TWO FULLY EQUIPPED READER/PRINTERS AND ONE ADDITIONAL CARRIER, AS PRESENTED, NOT TO EXCEED \$20,300.00.

The roll call vote for approval was unanimous.

EXTENSION OF INTERNET SERVICES

Internet has been up and running in the Mosaic kiosk mode on four computers in the Reference Area for more than five months. It has been used by persons of all ages for a variety of purposes without incident.

We would like to offer Internet Service also on two stations in Youth Services and propose to do so on *Log On @ the Library Day* during National Library Week in April. To maximize the benefit of this online opportunity, we will seek out and highlight interesting sites for children and parents to visit on the Internet. Staff propose to develop a Youth Services Homepage and electronic bookmarks which guide the user instantly to preselected sites. We plan a program for families during National Library Week with speakers who are knowledgeable about use of the Internet by children.

To minimize the potential for any problems, the UseNet portion of the Internet (chat lines, etc.) will not be offered as a menu choice.

Mrs. Hunter indicated she still had concerns.

After discussion Mrs. Greer made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REQUEST OF THE DIRECTOR TO OFFER INTERNET SERVICE ON TWO STATIONS IN YOUTH SERVICES DEPARTMENT AS RECOMMENDED.

The roll call vote for approval was unanimous.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network February, 1996 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich urged Skokie Public Library Trustees to thoroughly review the NSLS Legislative Notes 96-10, dated March 6, 1996, which lists upcoming library legislation and suggested it would be beneficial for them to write legislators.

COMMENTS FROM TRUSTEES

Mrs. Goodman said it is appropriate to thank Director Anthony and all those involved in the Library being honored by NSLS as a Library of the Year. The Banquet and entire affair was lovely.

ADJOURNMENT

The meeting was adjourned at 8:48 p.m.


Zelda R. Rich, Secretary