

January 13, 1993

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, January 13, 1993.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Diana Hunter, President.

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

Susan Brill Schreck arrived at 8:15 p.m.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Susan Hagen Land, Head, Adult Services; and Tobi Oberman, Supervisor of Circulation Services.

Also present: Leo Friedman, Chairman, Skokie Creative Writers, who had requested to speak to the Board.

Mrs. Hunter asked Mr. Friedman to address the Board.

Mr. Friedman said that the Skokie Creative Writers have met in the Library the fourth Monday of each month for fifteen years in the former second floor lecture room and he hoped the group could again be scheduled on an ongoing basis in the new first floor meeting room now that the renovation is completed.

Mrs. Anthony stated that most groups have had a schedule change since the Library changed its film night from Thursday to Wednesday, as suggested by the Village to improve parking availability. The Library's increased programming schedule has necessitated other changes.

During discussion Mrs. Anthony pointed out that the first floor meeting room has already been scheduled for Library programs on some of the Mondays Mr. Friedman's group would want during 1993, therefore, they would not be able to meet in the same room all twelve months of the year. Because Library policy dictates that Library sponsored programs

take precedence in scheduling, Skokie Creative Writers would not be able to meet the fourth Monday in the first floor meeting room every month during 1993. Mrs. Anthony said that the fourth Wednesday would be available on a consistent basis throughout the year for use of the first floor meeting room.

Mrs. Hunter suggested Mr. Friedman meet with Mrs. Anthony to work out possible alternative dates for the Skokie Creative Writers meetings.

Mr. Friedman left the Board Room at 7:53 p.m.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 9, 1992

Mr. Graham moved that the Board of Trustees approve the minutes of the meeting of December 9, 1992 as written, subject to additions and/or corrections. Mrs. Rich 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 \$120,000. from the Reserve Fund for the Purchase of Sites and Buildings to the Library Project Fund.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$120,000. 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.

The Projected Budget for Fiscal Year 1993-94 was noted.

CONSENT AGENDA ITEMS

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

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

**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. PERSONNEL**

Status change of Chieh Ho, Circulation Services, effective January 10, 1993, from full-time Page to full-time Circulation Clerk; and Sheila Faut, from part-time Clerk-Typist, Technical Services to full-time Technical Services Clerk-Typist and Public Services Reception Desk, effective January 18, 1993

During discussion Mrs. Hunter asked for more information about the program which Steve Oserman presented in Evanston.

The motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation was down in December due to the Library closing for ten days when it ordinarily would have been open. Use of the Bookmobile in its location in front of the Library was light throughout the closed period.

Reopening of Library--The Library reopened as scheduled Saturday, January 2, with carpet laid and service desks installed. A number of staff and the General Contractor worked

hard December 31 to ensure that the Library would be both presentable and operational. Most comments from the public have been favorable.

The Young Steinway Alumni Concert January 3 was successful. Attendees enjoyed a reception sponsored by Savings of America following the concert.

Staff Day--Staff Day was held December 18, during the time the Library was closed for construction. Pat Groh was in charge of the program which was well received. The general theme was wellness with Kathleen Weibel, the keynote speaker, addressing working conditions in a public library. Other speakers addressed breakout sessions on the topics of stress, back care, arthritis, and safety on the job. All staff were able to attend the holiday luncheon together this year, rather than in the usual shifts.

Automation--Three different vendors have presented demonstrations of their online systems to well-attended meetings of staff from all the JCPL libraries. A fourth vendor is scheduled to present next week. Mrs. Anthony will spend time at automation vendor exhibits at the American Library Association Midwinter Conference in Denver later this month. According to the cost sharing formula for 1993-94, Skokie Public Library's share of JCPL costs will be 41.99%, up from 41.46% in the current year.

Improvements to HVAC System--Jim Nett, an engineer with the Skokie Building Department, reviewed our HVAC System and Johnson Controls' proposals for improvements. Mr. Nett's interpretation of the Clean Air Act is that there should be no "intentional" release of freon. Therefore freon should be recaptured during servicing. The Village is making no modification to existing equipment at this time.

Statewide Borrower's Card--The State Library has issued a plan for a statewide borrower's card. Essentially, it would grant children under the age of 18 in unserved areas the right to use libraries during a trial period from July 1993-June 1995. All public libraries will be required to issue a card free of charge to anyone under the age of 18, regardless of whether or not they hold a current library card. Participation in an adult statewide borrower's card program is voluntary. This is intended to be a demonstration program (like Project Plus) with local

referenda for library service to be held in Spring, 1995. Skokie Public Library should not be significantly impacted by the mandatory service to unserved youth requirement since we have no unserved areas in our boundaries. If we were to participate in the voluntary adult statewide borrower's card program, we would provide service to Chicago residents without charging them for cards. Mrs. Anthony does not recommend participation in that program.

Long Range Planning Process--The Long Range Planning Process, to develop a plan for the Library for 1994-1999, will begin later this month and continue throughout the calendar year. As before, the process will include a central planning committee and four subcommittees which will focus on Public Service, Resource Management, Use of Technology and Information Gathering. Members of the Board and staff will serve together on these committees. A new aspect of the planning process will be focus group interviews with representatives of targeted segments of the community. Broad input will be sought throughout the process from the Board and staff. The Board will receive monthly progress reports and a final report of recommendations for Board approval.

Chicago Tribune to Feature Skokie--Mrs. Anthony said a special section on Skokie will be published by the Chicago Tribune February 17, 1993.

Mrs. Schreck arrived at 8:15 p.m.

RENOVATION PROJECT

The Board noted the b Stromberg Construction Company, Inc. Payment Request No. 11 in the amount of \$141,583. approved for payment by Paul A. Steinbrecher of Hammond Beeby and Babka.

Mrs. Hunter called for a motion.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE FOR PAYMENT B STROMBERG PAYMENT REQUEST NO. 11 IN THE AMOUNT OF \$141,583.

The roll call vote for approval was unanimous.

AUTOMATION

Mrs. Anthony said the JCPL (Joint Computer Program for Libraries) Board and RMG consultants are working on specifications for the Request for Proposals and expect to be completed by February.

LIBRARY CABLE NETWORK

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

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported there was no meeting of the NSLS Board in December. The next meeting will be in January.

COMMENTS FROM TRUSTEES

Mrs. Weiner stated how pleased she is with the renovation. She suggested that the Board prepare a resolution, or some official statement, for staff in appreciation of their hard work throughout the project.

Mrs. Rich suggested that Mrs. Kozlowski be recognized also for her work in coordinating the move.

Mrs. Hunter said each staff member attending the holiday luncheon on staff day, December 18, was given a box of candy, with the Board's thanks, in recognition and appreciation of their hard work and patience during the renovation.

It was also suggested that a notice be sent to the local papers thanking our patrons for their patience throughout the project.

Mr. Graham said there is a meeting of the Skokie Cablevision Board at the Village on January 26. He asked that we document any problems we have had with cable. He will carry our concerns to the meeting of the Board.

Mrs. Zatz praised the Factfinder Map and Factfinder File developed by Felice Klapman, Youth Services Department Information Assistant, as an excellent learning tool.

Mrs. Hunter called for a short recess at 8:45 p.m. before convening the Executive Session.


EXECUTIVE SESSION

Land Acquisition

Land acquisition was discussed.

ADJOURNMENT

The meeting was adjourned at 9:00 p.m.


Norma Zatz, Secretary