

July 14, 2010

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, July 14, 2010.

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 (arrived at 7:32 p.m.); Richard Basofin; Susan Greer; Karen Parrilli; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 9, 2010

Dr. Wozniak made a motion, seconded by Mr. Basofin, to approve the minutes of the regular meeting of June 9, 2010, 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); Gifts; Personnel)

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

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. GIFTS: IN MEMORY OF MANDEL GOMBERG: \$100. FROM BOB AND CAROL WOOLDRIDGE; \$50. FROM JANICE AND IRWIN SALTZ; \$36. FROM CLARE B. NIMER; \$25. FROM ANNETTE AND SHELDON ENGELHARDT; \$10. FROM MARILYN SHOOLIN; \$10. FROM ILSE SIEGLER; \$10. FROM FRANCINE MOTENKO
5. PERSONNEL: PROMOTION: MICK JACOBSEN, FROM FULL-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT TO FULL-TIME SUPERVISOR OF COMPUTER

LAB ASSISTANTS, ADULT SERVICES DEPARTMENT,  
EFFECTIVE JUNE 28, 2010; STATUS CHANGE: CECILIA JUDD,  
FROM FULL-TIME DEPARTMENTAL SECRETARY, ADULT  
SERVICES DEPARTMENT, TO PART-TIME SALARIED  
DEPARTMENTAL SECRETARY, ADULT SERVICES  
DEPARTMENT, EFFECTIVE JULY 12, 2010.

Mrs. Rich arrived at 7:32 p.m.

Mrs. Hunter mentioned that when an invoice is paid for by a grant or donation it should be noted on the list of bills/financial statements.

The motion was approved unanimously.

### BILLS

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

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

The roll call vote for approval was unanimous.

### DIRECTOR'S REPORT

USAGE----Circulation in June was up more than 13% over the same month last year. The biggest increase was in the use of video formats, but youth book circulation was up more than 10%, as was adult circulation on the Bookmobile, while the circulation of adult books at the main Library was up a more modest 3.5%. Direct loans to our Innovative partners via LINKin posted strong gains and conventional Interlibrary Loan was up over 8%. Circulation of digital formats was also up sharply by over 57%, with audio formats outpacing the e-reader formats. The gate count was up only slightly from last June. Patron use of online databases was down 12%; however the number of people logging in to use online databases was up 26%.

VISITING CHINESE LIBRARIANS----Staff hosted three visiting librarians from China June 19-25. The representatives from the ShinZhen Library, the Fujian Provincial Library and the Guilin Library (all in southeast China) were part of a delegation of 21 librarians from China who came to attend the ALA Annual Conference in Washington, D.C. They were hosted by the Institute of Museum and Library Services (IMLS) and the Mortensen Center at the University of Illinois. They were impressed with Skokie Public Library's use of technology and management practices. They took lots of photos and notes. In turn,

they gave a presentation on their libraries for our staff. Each is an award-winning library in China, with collections of over 2,000,000 items in service to populations of multimillions. One of the libraries has 7 branches and 40 self-service kiosks that each contains about 400 books. It was evident that the scale of service to such large populations poses special problems for librarians in China. Nevertheless, they appear to be very up-to-date with technology and to be well used by their constituencies.

NILES TOWNSHIP PROPERTY TAX COALITION----The Niles Township Property Tax Coalition held their semiannual meeting June 17. Michael Hernandez from Franczek Radelet P.C. reported that, as the Coalition fights assessment appeals in the Tax Objection Complaint (TOC) hearings, some appellants are moving to Small Claims Court where they have more success, but with much smaller potential reductions. Franczek Radelet is choosing which cases to pursue, based on evidence presented as well as the potential refund to be gained. The Court has not opposed their interventions. Recently, they won estimated refunds of over \$100,000. from Rand McNally & Co. as well as Rauland-Borg Corporation. Eleven other petitions have been filed and are pending re TOC cases. Skokie Public Library participated in 22 cases (TOC and PTAB) for a cost of \$2,047.87 this past year.

DOWNTOWN TRAFFIC PROPOSAL----At the Village Board meeting June 21, a major topic of discussion was a proposal by Village staff to put Oakton Street on a "Road Diet", converting Oakton from a four or five lane road to a three-lane road from Park Avenue on the west to Skokie Boulevard on the east. There would be a 3-lane pavement width with one 12-foot wide through travel lane in each direction and a 10-foot wide continuous turn lane. Parking lanes will be maintained and enhanced on the north and south sides of Oakton Street and will have a width of eight feet. They suggest that the new configuration will have a number of benefits, including wider through lanes (from 10 ft. to 12 ft.), additional parking, a center lane for bypass and left turns, wider sidewalks and larger bump-outs at intersections. The Village decided to table the matter and take it up again at their meeting July 19, allowing people time to comment. The proposal would affect the street in front of the Library, but as there would still be a turn lane, Mrs. Anthony sees no problem with the proposal.

ILA TASK FORCES ON RESOURCE SHARING----Mrs. Anthony is co-chairing the ILA Task Force on Services as part of the Future of Library Cooperation in Illinois project. The Task Forces made preliminary reports to the ILA Board at their meeting June 18 and will present final reports and recommendations when the ILA Board meets in Peoria July 29. That meeting is followed by the ILA Orientation for Committees July 30

so Mrs. Anthony will be in Peoria overnight for the two sessions. Delivery is the number one concern for public and academic libraries. Shared catalogs that include local resources and availability, coordinated database licensing and acquisition of electronic content, ensuring availability and awareness of continuing education (and consulting services), advocacy and marketing, and serving the unserved are the other primary concerns being addressed.

STAFF COOKOUT----The staff enjoyed a cookout on the deck of the green roof (and in the Staff Room due to the heat) July 7. It was a great occasion for fellowship. Many expressed thanks to the Board for this annual treat.

ALA ANNUAL CONFERENCE----The heat in Washington made the Annual Conference a bit of a challenge, but fortunately all the venues had working air conditioning. Mrs. Anthony attended meetings of the ALA orientation for committee chairs, the PLA Leadership Development Task Force, the PLA Budget and Finance Committee, the ALA Public and Cultural Programs Advisory Committee, the Library Support Staff Certification Review Committee, and the new ALA Center for Public Life. Mrs. Anthony also attended new product demonstrations for Innovative Interfaces and Overdrive and a reception hosted by the Urban Libraries Council. It was fun to go (for the first time) to the Newbery/Caldecott Award dinner, to hear the acceptance speeches and to see our own youth staff members honored for their participation on the award committees. The Rally in support of libraries in the Upper Senate Park had about 1,600 attendees wearing red tee shirts and listening to mercifully brief speeches in 95 degree weather. We met with Congresswoman Schakowsky's aide Rebecca Mark who was gracious and advised that we relate all our requests to jobs as that is the primary concern of legislators. After the Conference, Mrs. Anthony took the train to Baltimore to see some long-time library friends and had a chance to visit Baltimore County's second Storyville, a preschool learning center connected to the library for promotion of reading readiness and caregiver/child interaction.

#### FINAL PAYOUT TO CHICAGOLAND PAVING

Mrs. Anthony stated that Chicagoland Paving is requesting final payout on the project for completion of the third phase of the Library parking lot in the amount of \$25,962.77. Documentation including waivers of lien as compiled by Dan Strahan of Gewalt Hamilton Associates were distributed. However, after Irene Tam, Administrative Assistant for Accounting, checked the figures against payments previously made to

Chicagoland, the total due Chicagoland Paving is \$25,037.77. The \$925.00 charge for wheelstops was previously paid to Chicagoland Paving.

The Library received the Sewer Permit from the Metropolitan Water Reclamation District June 8 and all items required to correct the violation have been completed. This payment does not include any charges for the corrective work, but represents the retainage from the original project (with change orders) in the amount of \$378,940.47.

There are two minor issues regarding correction of a small sinkhole and replacement of a stop sign. Full payment will not be made until these matters are corrected. Nevertheless, Chicagoland has completed the project and may rightly expect to receive payment due.

Mrs. Anthony submitted an application to the State Department of Commerce and Economic Opportunity (DCEO) in the amount of \$50,000. for Federal Stimulus Funds from the capital program to reimburse the Library for expense in the final phase of the parking lot project. The application was encouraged and she has reason to believe that it will be funded.

Board approval of the payment to Chicagoland Paving in the amount of \$25,037.77 is requested.

A motion was made by Mr. Graham seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT TO CHICAGOLAND PAVING IN THE AMOUNT OF \$25,037.77 PENDING THE COMPLETION OF ANY OUTSTANDING WORK.

The roll call vote for approval was unanimous.

#### WEBSITE PRIVACY POLICY STATEMENT

Mrs. Anthony said that it is advisable for agencies with websites to have a Website Privacy Policy explaining what type of information about users is collected and who has access to that information. It is our intent to give users control over how much information they provide to the Library and how they can request a change of information or “opt out” of previously requested electronic newsposts.

Until now, we have used the Library’s broader privacy policy statement and the Library Records Confidentiality Act as our statements on privacy, but a more explicit statement concerning electronic policy is important to maintaining individuals’ trust in use of the Library website.

Once approved, this Website Privacy Policy will be posted on the Library's website. Board approval of the policy is requested.

Brief discussion followed. A motion was made by Mrs. Greer, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE WEBSITE PRIVACY POLICY STATEMENT AS PRESENTED. (COPY ATTACHED)

The roll call vote for approval was unanimous.

#### SHELVING COMPONENTS FOR JUNIOR HIGH ZONE

Staff in Youth Services have been working for some months with Architect Paul Steinbrecher to reconfigure the Junior High Zone to make it more appealing to young people in that age bracket. Student input has also been solicited.

The Architect's plan for the area was distributed. Most of the furniture and shelving is reused. There will be three computers and a catalog station as well as additional seating options. One of the biggest changes involves moving the portion of the audiovisual collection that is opposite the AV wall and near the entrance to the Junior High Zone. Currently, there are AV items for young children in this area and the presence of young children has the effect of chasing the junior high students away.

The plan is to swap some collection areas so that audiovisual shelving continues along the windows on the north side while junior high print materials, arranged perpendicular to current shelving, lead junior high students into and out of the Junior High Zone. While most of the shelving is reused, some shifting and reconfiguration of shelving is needed. An itemization of additional shelves, components and six anigré end panels needed to complete the project was distributed. Expense for these components, inclusive of freight and installation, is \$15,578.

Mrs. Anthony knows that we are conserving spending until the fall tax bills are issued, but this is a significant project which will have a considerable impact on the use of the Junior High Zone this fall. With approximately \$6,300,000. cash balance at the end of June, the Library has enough funds to pay bond debt of \$1,435,000. due December 1, as well as 6.5 months of operating expense at \$750,000. per month, taking the Library into mid-January if needed. That is assuming no additional revenue this fall. At some point, the Library should receive the 2010 Per Capita Grant in the amount of \$64,680.00 as promised February 1, 2010. The Library can expect collections as usual for overdue fines, copier use, etc.

Mrs. Anthony requests Board approval of the purchase of these shelving components from Library Furniture International in the amount of \$15,578.

After brief comments, Mr. Graham made a motion to table this item until the December 8, 2010 Board meeting, seconded by Dr. Wozniak.

The roll was called: Mr. Basofin—abstain; Mrs. Rich—abstain; Mrs. Greer—yes; Mrs. Parrilli—yes; Mr. Graham—yes; Dr. Wozniak—yes; Mrs Hunter—yes. The motion passed.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Parrilli reported on the North Suburban Library System regular Board Meeting held June 21, 2010.

With an encouraging opening statement, President Kathy Caudill affirmed that the NSLS Board shall continue to meet to oversee the yearly audit; stay on top of future plans, obligations, and opportunities; watch over administrative functions and dissemination of information; manage the determination of assets, and follow through with the possible merger with other library systems.

Co-executive directors Jan Hayes and Mary Witt discussed the projected management budget for the delivery and administrative functions from June through November 2010. Under administration, there should be a cash balance of approximately \$24,000 at the end of June, which is a little better than anticipated. By the end of August the balance is projected at \$1,264, with no money remaining for administrative costs for September through November. Delivery expenses will be supported by the contributions of member libraries totaling \$223,065. With a bare-bones budget there will be a balance of \$28,225 by the end of November. Mary and Jan applied for a LSTA grant, which if received, can keep NSLS going through January 15, 2011. A PayPal account may be set up to accept donations, which was approved by the Illinois State Library. Jan asked the Board to pursue the selling of assets and land owned by NSLS. A committee was formed to oversee this. It was agreed to look into renting office space in the Wheeling location. The Board agreed it was important that the building not be empty.

Board approved three motions to proceed with the merger of the five interested library systems: 1. Approve the non-binding Letter of Intent with the Alliance Library System (ALS), the DuPage Library System (DLS), the Metropolitan Library System (MLS), the North Suburban Library System (NSLS), and the Prairie Area Library System (PALS); 2. Formally appoint representatives to a Design Team for strategic reorganization meetings;

and 3. Engage Jane Arsenault as a consultant. The cost of the contract (\$50,000 to be shared among the participating library systems) has been previously set aside.

NSLS received a letter from Anne Craig from the Illinois State Library supporting the merger.

The regular Board meeting was adjourned and a new meeting was convened for the swearing in of new Board members, approving key meeting dates, and election of officers. The new NSLS officers are: President – Kathy Caudill; Vice-President – Kathleen Pilat; Secretary – Leora Siegel; Treasurer – Stu Baker.

Mrs. Parrilli will attend the July 26 NSLS Board meeting.

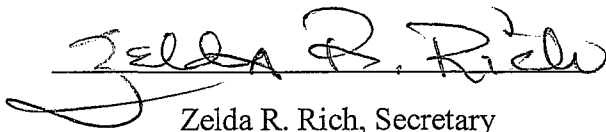
Discussion followed.

#### COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

#### ADJOURNMENT

At 8:05 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.

  
Zelda R. Rich, Secretary



# **Website Privacy Policy Statement**

## **Skokie Public Library**

### **Privacy Policy**

This policy statement discloses the specific privacy practices for Skokie Public Library's website.

### **Information Collection and Use**

Skokie Public Library is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. Skokie Public Library collects information from our users at several different points on our website.

### **Website Interactions**

In order to use some features of this site, users must enter contact information, including their name and email address. This information is used to contact users about the topics on our site for which they have expressed interest.

### **Cookies**

Skokie Public Library uses cookies to remember if users have logged in while on our site. This allows website users to avoid logging in more than once, thereby saving time. Users have the option of disabling or not accepting cookies by changing the preferences on their browsers\*. If users disable cookies, they will still be able to use our website. However, they will not be able to use all of the site's functions. No personally identifiable information (email address, name, etc.) is collected with the cookies that we set. Accepting cookies while on the Skokie Public Library site will not put the user at risk for marketing from other sites.

*\* Different browsers have different cookie settings. See the "Help" section of your particular browser for more information on working with cookies.*

### **Web Statistics**

We use IP addresses to analyze trends, administer the site, and gather broad demographic information for aggregate use for reporting purposes. IP addresses are not linked to personally identifiable information.

### **Links**

This website contains links to other sites. Please be aware that Skokie Public Library does not claim any responsibility for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

### **Security**

The Library takes every precaution to protect our user's information, and we have security measures in place in connection with the Library's website to protect against the loss, misuse, and alteration of the information under our control.

### **Surveys**

Occasionally, our site requests information from users via Web surveys. Participation in these surveys or contests is completely voluntary and the user therefore has a choice whether or not to disclose any information. Information requested may include name, contact information, and demographic data (such as ZIP Code and age) as well as information about library use or service preferences. Survey results are used for purposes of monitoring or improving the use and satisfaction of this site or other library services. While general survey findings may be reported, no personally identifiable information is published or disclosed. Personal and contact information may be used by Library staff to contact you for further information or clarification of policies and procedures.

### **Choice/Opt-in**

Our users are given the opportunity to "opt in" to newsletters and certain Library account functions. Users can "opt in" and "opt out" at their convenience.

### **Correction/Updating Personal Information**

If a user's personally identifiable information changes (such as ZIP Code or email address), or if a user no longer desires our service, it is the user's responsibility to provide the Library with updated information or to request the deletion of information from the Library's database. Contact the Library's Circulation Department to report any changes.