

October 9, 2002

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 9, 2002.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:30 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President; Zelda Rich, Secretary (arrived at 7:53 p.m.); John Graham, Diana Hunter, President Emerita; Eva Weiner; and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

Visitors present: Neil Codell, Superintendent, and Gary Yeggy, Business Manager, District 219; Murtz Quadri, 5228 West Fargo, Skokie (college student); Richard Spicer, Fred Berglund & Sons; and Barbara A. Kozlowski, Associate Director for Public Services.

PRESENTATION BY NEIL CODELL, SUPERINTENDENT, DISTRICT 219

Dr. Wozniak introduced Mr. Codell and Mr. Yeggy. Mr. Codell presented an informational powerpoint presentation on District 219's upcoming educational fund referendum that will appear on the November 5 ballot. District 219 is asking for a 10% increase in taxes for the next ten years. If the referendum passes District 219 would be able to balance their budget by 2006.

Mrs. Rich arrived at 7:53 p.m.

Dr. Wozniak thanked Mr. Codell and Mr. Yeggy for their presentation. Mr. Codell and Mr. Yeggy left the meeting at 7:55 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 11, 2002

Mrs. Hunter made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting of September 11, 2002, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

BUILDING PROJECT

Approval of Change Orders

Mrs. Anthony reported that there are four change orders this month for a total of \$124,365.70. Most of the amount is accounted for by the change order for leveling of the deck on the third floor. As Mr. Spicer indicated previously, the expense would be more than \$100,000. and Camosy is charging only their costs for performance of this work, without the customary overhead. The total for this change order is \$103,292.70.

Another change order due to unforeseen conditions is the one from Kerrigan Plumbing for \$17,476.00 for replacing the existing vacuum piping on the second floor and for some outlets, covers, and a 50-foot hose. As previously explained to the Board, the vacuum system had not operated properly on the second floor. As demolition on the second floor progressed, it became apparent that pipes of two different materials were used on the vacuum system and the seals where the two came together did not hold. Rather than replace portions of the pipe with the possibility of encountering a similar situation, it is deemed advisable to replace the piping throughout the second floor.

A third change order is for Connectivity Solutions in the amount of \$3,012.00 for additional light fixtures for the loading dock area and the south stairwell. The need for the additional lighting was apparent as construction in these areas progressed. Another change order from McDaniel Fire Systems is for \$585.00 for additional work beyond the scope of their contract.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR LEVELING OF THE DECK ON THE THIRD FLOOR IN THE AMOUNT OF \$103,292.70.

The roll call vote for approval was unanimous.

A motion was made by Mr. Witry, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM KERRIGAN PLUMBING FOR REPLACING THE EXISTING VACUUM PIPING ON THE SECOND FLOOR AND FOR SOME OUTLETS, COVERS AND A 50-FOOT HOSE IN THE AMOUNT OF \$17,476.00.

The roll call vote for approval was unanimous.

A motion was made by Mr. Witry, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CONNECTIVITY SOLUTIONS FOR ADDITIONAL LIGHT FIXTURES FOR THE LOADING DOCK AREA AND THE SOUTH STAIRWELL IN THE AMOUNT OF \$3,012.00.

The roll call vote for approval was unanimous.

Mr. Witry made a motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM McDANIEL FIRE SYSTEMS FOR ADDITIONAL WORK OUTSIDE THE SCOPE OF THEIR CONTRACT IN THE AMOUNT OF \$585.00.

The roll call vote for approval was unanimous.

Approval of Additional Site Work

Mrs. Anthony explained that additional work is needed on the Library site beyond the scope of the original construction contract. Proposed work includes repair of the retaining wall on the south side of the Library, replacement of the fencing, installation of a curb along the extended south property line and along the Library's property on Park Avenue, and the grading and filling of the lot on Park Avenue, next to the alley.

There have been some complaints about the retaining wall from nearby residents. The wall along the south property line of the Library is crumbling, particularly on the side facing the condominiums where it has undoubtedly been knocked by snowplows clearing the residents' parking lot. Repair of the wall was included as a condition of approval of the building project by the Village. The chain link fence along the wall is also quite rusty and worn.

Camosy, the general trades contractor for the project, has given quotations for this work. Although Camosy provided options for replacement and repair of the existing retaining wall, Mr. Peyron (of Camosy) is of the opinion that the wall can be satisfactorily repaired at a significantly lower cost than for replacement. Mrs. Anthony recommends acceptance of the quote for repair of the 380 linear foot wall for \$25,000.00. Camosy is also proposing to install a curb from the end of the retaining wall west to Park Avenue and

along Park for 45 feet, bounding the Library's property. The cost of this work would be \$14,600.00. Camosy further proposes to grade the 180'x45' lot and cover it with crushed stone so that it may be used for parking. These are necessary preliminary steps to eventually blacktopping this lot. The proposed work would cost \$10,000.00.

The Board had requested pricing for a more attractive fence along the property line. For installation of 650 linear feet of aluminum fencing from the Premier Fence Corporation, Camosy has quoted the sum of \$26,500.00, inclusive of the fence cost of \$19,500.00. The fence would be of industrial grade and five feet high.

To summarize, the recommended work would include:

Repair of retaining wall	\$25,000.00
Installation of curb	\$14,600.00
Grading and filling of lot	\$10,000.00
Installation of aluminum fence	<u>\$26,500.00</u>
Total expense	\$76,100.00

The project budget has allotted \$100,000. for the retaining wall work. David Runge, Head of Maintenance, obtained quotes for comparison purposes at \$30,000. for fencing and \$70,000. for retaining wall replacement. Because detailed specifications were not prepared, the quotations are not exactly comparable, but close enough to indicate that Camosy's pricing is reasonable.

Discussion ensued. The Board asked why aluminum fencing was chosen over steel fencing. Mrs. Anthony explained that the aluminum fencing has a lifetime warranty whereas a steel fence is guaranteed to rust. The Board asked Mrs. Anthony to approach the condominium owners about putting in wheel stops at least 2-1/2 feet from the fence.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADDITIONAL SITE WORK INCLUDING REPAIR OF THE RETAINING WALL ON THE SOUTH SIDE OF THE LIBRARY, REPLACEMENT OF THE FENCING (WITH ALUMINUM FENCING; STYLE TO BE CHOSEN BY THE DIRECTOR AND MR. SPICER), INSTALLATION OF A CURB ALONG THE EXTENDED SOUTH PROPERTY LINE AND ALONG THE LIBRARY'S PROPERTY ON PARK AVENUE; AND THE GRADING

AND FILLING OF THE LOT ON PARK AVENUE, NEXT TO THE
ALLEY IN AN AMOUNT NOT TO EXCEED \$76,100.00.

The roll was called: Mrs. Hunter—no; Mr. Witry—yes; Mr. Graham—yes; Mrs. Rich—yes; Mrs. Weiner—yes; Dr. Wozniak—yes. The motion passed.

Mr. Spicer informed the Board that there will be a change order for approximately \$12,000. from Camosy regarding the lot on the west side, widening of Oakton Street and curb spread out in the new west library drive. The asphalt plants are closing in November and there is some urgency to get this work done before the plants close. The Board Subcommittee would like more information on this. Mr. Spicer needs to hear from Mr. Lesniak, OWPP, and receive his feedback. This request comes from Gewalt-Hamilton and Mr. Spicer has not seen enough documentation to feel comfortable with approving this work.

Mrs. Hunter and Mr. Graham voiced their sense of discomfort with everything on the west side. Mr. Spicer explained that this would be a change order as this work is not in the contract or scope of work. Mr. Spicer says the patching should be done now; there is a lot of cleanup to be done; elevations need to be corrected; new plumbing pipe needs to be raised and this all ties in together. The Board could take it out of the Camosy's scope and get a credit and deal with someone else in the spring. Lengthy discussion followed.

The Board Subcommittee would like more information in the next four or five days. Mr. Spicer said on Tuesday the parking lot will be cleaned up and Wednesday it will be striped. No work will be done on the lanes.

Additional Shelving for Adult Non-Fiction

Mrs. Anthony explained that for the second floor, a significant quantity of shelving from downstairs is being reused, but some additional shelving will also need to be purchased. Existing shelving that is 12" deep per shelf or 24" for a double-sided section is being reused for reference and for areas with larger books such as the art section. In most areas of non-fiction, 10" deep shelves are sufficient. While a savings of 4" per double-sided range may not seem significant, in the course of a run of fourteen ranges, the savings is enough to allow for another double-sided range.

Library Furniture International has quoted \$47,245.24 for additional shelving for the second floor, including freight and installation. Because this order is resulting from some reconfiguration and recalculation of earlier shelving plans, it will be offset by a credit of approximately \$10,000. for shelving from Henricksen.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM LIBRARY FURNITURE INTERNATIONAL FOR ADDITIONAL SHELVING FOR THE SECOND FLOOR, INCLUDING FREIGHT AND INSTALLATION IN THE AMOUNT OF \$47,245.24.

The roll was called: Mrs. Hunter—yes; Mr. Witry—yes; Mr. Graham—yes; Mrs. Rich—yes; Mrs. Weiner—abstain; Dr. Wozniak—yes. The motion passed.

Move of Reference and Nonfiction to Second Floor

Mrs. Anthony presented a tentative schedule for the move of the reference and nonfiction collections to the second floor. It would start with closing the west building Sunday, December 8 to begin tagging the collection. Closing the west building makes the adult collection unavailable with the exception of materials in the lobby.

The possibility of moving new books and Most Wanted titles to the Lobby is being considered. Also under consideration is the opening of the Youth Computer Lab to adults during the day, while the children are in school. Other possibilities include having the Mobile Library in front of the building one or more days, offering electronic reference service, setting up the laptops with a wireless connection in the craft room for adult use afternoon and evenings, etc. These and other possibilities for making limited resources available to adults during the move will be explored.

BILLS (Items B2-14)

Mr. Spicer explained why the Board was given a corrected copy of Item B7. Mr. Spicer had a wrong calculation for Camosy; thus the amount to be paid to Camosy this month is \$223,006.00.

The Board questioned if Monaco Mechanical's check should again be held. Mr. Spicer replied yes because there are some issues which need to be resolved before their check should be released.

Mr. Graham made the following motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE: 2001 BUILDING EXPANSION PROJECT STATEMENT; INVOICE NO. 0058731 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON DATED SEPTEMBER 10, 2002; INVOICE NO.

0058990 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON DATED SEPTEMBER 30, 2002; INVOICE NO. 12596 FROM FRED BERGLUND & SONS, INC. FOR \$52,777.10 DATED OCTOBER 3, 2002; AND PAYMENT OF THE APPLICATIONS AND CERTIFICATES FOR PAYMENT FROM THE FOLLOWING:

CROUCH-WALKER CORP.	\$7,939.15
CAMOSY, INC.	\$223,006.00
RIDDIFORD ROOFING	\$49,870.09
McDANIEL FIRE SYSTEMS	\$9,790.00
F.J. KERRIGAN PLUMBING CO.	\$31,275.15
MONACO MECHANICAL INC.	\$29,906.74
COMMERICAL ELECTRICAL SOLUTIONS OF IL LLC	<u>\$155,914.65</u>
	\$507,701.78

The roll call vote for approval was unanimous.

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

Mrs. Hunter made the following motion, seconded by Mr. Witry:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF SEPTEMBER AND THE LIST OF BILLS, BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORTS FROM DEPARTMENT HEAD(S)
4. PERSONNEL: TERMINATIONS: ELLAN MILLER, PART-TIME INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE JULY 11, 2002; DINA KNORR, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE SEPTEMBER 13, 2002; LAUREN

ANTHONY, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE SEPTEMBER 19, 2002; LEAH LERNER, PART-TIME CLERK, ADMINISTRATIVE OFFICE, EFFECTIVE SEPTEMBER 19, 2002; TODD WELSTEIN, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE SEPTEMBER 21, 2002; ALI TANVEER, PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE OCTOBER 20, 2002.

5. CORRESPONDENCE: LETTER FROM BOB ROMO, PROGRAM OFFICER, ILLINOIS CLEAN ENERGY COMMUNITY FOUNDATION.

The roll call vote for approval was unanimous.

Mr. Spicer left the meeting at 8:47 p.m.

DIRECTOR'S REPORT

Usage-Circulation in September was up more than 3% from September last year in spite of the Bookmobile being off the road for five days. It was planned to have the Bookmobile off the week of Labor Day so that the Bookmobile staff could take some vacation. Circulation of materials, particularly audiovisual items, was up in Youth Services and a similar, though reduced, pattern was evident in Adult Services. The gate count was about the same as last year. Use of licensed databases jumped 62% from August to September as people headed back to school and work.

Building Project-Work is generally proceeding well. Construction on the second floor should be completed in late November, allowing us about two weeks to install shelving before moving reference and nonfiction the week of December 8. The timing of the move will be such that Staff Day, December 13, would be a closed day for the move any way. We are also working on completing work from earlier phases and finalizing plans for phase four. The Youth Services Department was closed for most of the day September 20 so that the range mover could be used to realign some of the stacks. Signs (except for stack ends) have been installed in Youth Services and on the third floor. It was planned that the HVAC systems would be turned over to the Library September 25, but Monaco did not come to the meeting. Berglund is working with Monaco on what needs to be done. The Library has not released Monaco's check for work completed in August.

Smarter Kids Foundation Grant-Following the September Board meeting, Mrs. Anthony completed an application for a grant from the SMARTer Kids Foundation for plasma screens. Schools and libraries were eligible to apply for the grants for a discount on NEC products. Mrs. Anthony was delighted to receive notice that the Library would receive a \$13,800. grant toward the purchase of five plasma screens. When staff met with MCSi to begin work on audiovisual installations after the awarding of the bid, they informed her that, due to the competitive bidding situation and the size of our project, the Library was already receiving slightly better pricing on the NEC products from MCSi.

Indian Trails to Leave LCN-Mrs. Anthony received notice in mid-September that the Indian Trails Public Library will be leaving the Library Cable Network mid-year. The decision by the Indian Trails Board apparently had more to do with tight revenues and competing priorities than with any particular dissatisfaction with the programming from LCN.

Proposed Special Board Meeting-The Board is asked to consider having a special Board meeting Thursday, December 12, for the purpose of meeting with library consultant and trainer Becky Schreiber. Ms. Schreiber has been selected to work with the staff the following day at Staff Day. She will conduct what she calls a "future search" process, a natural prologue to a planning process. Mrs. Anthony sees this as an opportunity to get most staff and Board involved in some preliminary thinking about services in our new building configuration. Two of our librarians, Laura McGrath and Linda Zeilstra, have experienced some of the "future search" activities as part of the Synergy program for library leadership, coordinated by the Illinois State Library and ILA. The Library staff worked previously with Ms. Schreiber on a Staff Day about ten years ago when she led the staff through use of the Myers Briggs tool.

The Board will call Mrs. Anthony with their availability for December 12.

Innovative Retreat for Public Library Directors-The Innovative retreat for public library directors September 22 and 23 was time well spent. CEO Jerry Kline spoke re direction for the company. Mr. Kline has bought out the other founding partner and talked about Innovative's commitment to the library market. It is their only market and one third of their employees have an MLS degree, enabling them to understand library issues. Library directors heard from the head of research that they will soon introduce a Linux platform as an option for those who want to be independent of Microsoft products. Mrs. Anthony met the product managers for circulation and acquisitions and was able to talk with them

about issues our staff is having with overdue collections and ordering. The director from the Bloomfield Hills Public Library in Michigan told Mrs. Anthony that they have implemented a radio frequency system from Checkpoint like the one we are installing and have found that about 97% of their circulation is now done directly by patrons through self-check.

Illinois Library Association-Mrs. Anthony attended several sessions at the recent ILA meeting at Navy Pier and found it to be one of the better conferences. Linda Zeilstra did a nice job of presenting Skokie Public Library's young authors program. She spoke together with author Esther Hershenhorn. Skokie Public Library sponsored Ms. Hershenhorn for the authors' luncheon so conference attendees had further opportunity to visit with her. Frances Roehm spoke enthusiastically about SkokieNet at another session and introduced one of our devoted volunteers, Barbara Goodfriend. Library Counsel Heidi Katz spoke about legal issues concerning meeting room use, privacy and confidentiality. Ms. Katz had an excellent handout which Mrs. Anthony brought back for department heads. We may work on a Library policy related to privacy and confidentiality since this has become a particularly sensitive issue with the USA Patriot Act. Another session dealt with the USA Patriot Act and other consequences of 9/11 as related to libraries. Sarah Long gave an inspiring opening session about why people become librarians. Mrs. Anthony went to an excellent meeting on building collections of foreign videos or, as the presenter Milos Stehlik of Facets Multimedia phrased it, "world collections". The exhibits were the largest ever for ILA and there was time to visit with some of the vendors.

Volunteer Luncheon-At Noon Sunday, October 13, the Library will have a luncheon in the new staff room to thank our Library volunteers. Mrs. Anthony hopes that most Board members will be able to attend. That same afternoon from 2-5 p.m. some staff will participate in the Village Open House at Village Hall.

Immigration Meeting-The Mayor, Congresswoman Jan Schakowsky and some representatives from the Immigration and Naturalization Service will host an open house on immigration at the Library Friday, October 18, from 9-11 am. Brian Perryman, District Director of INS, will discuss the changes in the regulations and the law that have been promulgated in response to 9/11 and Congresswoman Jan Schakowsky will give her perspective on future legislation on immigration.

Property Taxes-Cook County finally sent the property tax bills out for the second half of the 2001 collection. The Library's tax rate is up from 0.393 to 0.422, due to our levy

increase for repayment of the bond issue. For 2001, the Cook County equalization factor is 2.3098, the largest ever (2000 was 2.2235). Median levels of assessment for commercial and industrial properties are lower for 2001 than in previous years.

Mrs. Anthony attached notices in the Board packets from Franczek Sullivan, counsel to the Niles Township Property Tax Coalition, which has more detail on assessment levels and the upcoming court date for the Lurie Co. case re the appropriate level of assessment for PTAB appeals.

Skokie Health Advisory Committee-Mrs. Anthony attended a meeting of the Skokie Health Advisory Committee on October 8. Most of the discussion focused on coordinating disaster plans for community agencies.

APPROVAL OF REQUEST FROM OAKTON COMMUNITY COLLEGE

Mrs. Anthony had a request from Oakton Community College for assistance with accommodating two of their ongoing lecture series which would otherwise be interrupted by construction at the College. They need a room for 160-175 attendees. The times requested are available as they are not typical program slots for the Library.

A possible issue is that of fees. Oakton Community College has a subscription fee for both lecture series. They have also permitted attendance at single programs of Passages and Passport for \$5. and \$10. respectively. Mrs. Anthony has talked with Leona Hoelting about the Library's policy of no fees for programs. She would be willing to limit attendance to subscribers only if the Board wanted no "cash at the door."

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCOMMODATE THE REQUEST OF OAKTON COMMUNITY COLLEGE AS OUTLINED BY THE LIBRARY DIRECTOR, ALLOWING THEM TO COLLECT \$5. OR \$10. FOR THEIR PROGRAMS. THE LIBRARY IS NOT CO-SPONSORING THESE PROGRAMS.

The motion passed unanimously.

Mrs. Kozlowski and Mr. Quadri left the meeting at 8:58 p.m.

LIBRARY CABLE NETWORK CHANNEL 24

The October 2002 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

There were no comments from Trustees.

ADJOURNMENT

The regular meeting was adjourned at 8:59 p.m. The Board took a short recess and went into closed session at 9:10 p.m. to discuss property purchase and the evaluation of the library director.

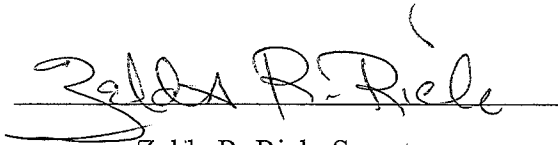
Pursuant to the closed meeting, Dr. Wozniak, President, called the meeting to order in open session at 9:45 p.m. The Board unanimously agreed there would be no decision on property purchase at this time.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
AWARD LIBRARY DIRECTOR, MRS. CAROLYN ANTHONY, THE
SALARY OF \$120,000.00 RETROACTIVE TO MRS. ANTHONY'S
ANNIVERSARY DATE OF SEPTEMBER 19.

The motion passed unanimously.

The meeting was adjourned at 9:50 p.m.


Zelda R. Rich, Secretary