

April 8, 1998

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, April 8, 1998.

CALL TO ORDER

Diana Hunter, President, called the meeting to order at 7:35 p.m.

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

Members absent: Zelda Rich, Secretary and Susan Greer.

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 18, 1998

Mr. Friedman made a motion, seconded by Mr. Graham to approve the minutes of the meeting of March 18, 1998, subject to additions and/or corrections.

Mrs. Anthony said that after careful consideration it is her recommendation that the final motion on Page 10 be deleted from the March 18 minutes. It was not an action that required Board approval.

After brief discussion Mr. Graham made a motion, seconded by Mrs. Weiner that the motion be deleted.

Mrs. Hunter asked Mrs. Weiner to act as Secretary in the absence of Mrs. Rich.

The roll call vote for approval was unanimous.

There being no further additions or corrections the minutes were unanimously approved as corrected and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF MARCH, 1998, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

BUDGET FOR FY 1998-99

Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE 1998-99 BUDGET IN THE AMOUNT OF \$6,222,000. AS PRESENTED.

The roll call vote for approval was unanimous.

TRANSFER OF FUNDS TO RESERVE FUND

It is the recommendation of the Director that at this time the Board transfer \$300,000. from the General Operating Fund to the Reserve Fund for the Purchase of Sites and Buildings.

Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$300,000. AT THIS TIME FROM THE GENERAL OPERATING FUND TO THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

Further, Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE ANY REMAINING CASH BALANCE IN THE GENERAL OPERATING FUND AT THE END OF THE FISCAL YEAR BE ALLOCATED TO THE WORKING CASH FUND AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

COST-OF-LIVING ADJUSTMENT

The increase in the Consumer Price Index nationally for all urban workers in 1997 was 1.7%. Therefore, the Director recommends a 2% COLA for staff, effective April 27, 1998. The percentage of the COLA is also used to revise the pay ranges for both entry level and top of scale.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 2% COST-OF-LIVING ADJUSTMENT (COLA) FOR STAFF AS RECOMMENDED BY THE DIRECTOR, EFFECTIVE APRIL 27, 1998.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

- CIRCULATION REPORT
- LIBRARY USE STATISTICS
- REPORT(S) FROM DEPARTMENT HEAD(S) (1)
- GIFTS
- CORRESPONDENCE (3)
- PERSONNEL

Mr. Graham made a motion, seconded by Mr. Friedman:

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)
4. GIFTS – in honor of Diana Hunter - \$5. from Sharon C. Kreiter and \$25. from Laury Isenberg; \$50. from Woman’s Club of Skokie/Lincolnwood to purchase books for the Parent/Teacher Collection; and \$210. from Amateur Radio Operators for the purchase of ham radio books

5. CORRESPONDENCE - Letter from United States Senator Richard J. Durbin; note from Corie Ginsburg; and letter from Dr. Eli Maor

6. PERSONNEL

Appointment: Mary Corbett, part-time Information Assistant, Readers Services, effective April 7, 1998

Status Change: Susan Teller from hourly to part-time salaried Circulation Clerk, Circulation Department, effective March 30, 1998

Promotion: George Anastasiadis from Page to Circulation Clerk, Circulation Department, effective March 30, 1998

Termination: Sharon Glassman, part-time Clerk-Typist, Youth Services Department, effective April 7, 1998

The Board commented on the decrease in video circulation and of the legal requirement to list on the Agenda, for the record, the amount of monetary donations made to the Library, and if a specific request was made for its use.

The Consent Agenda items were unanimously approved and placed on file.

DIRECTOR'S REPORT

Usage--Circulation was down six percent in March, due in part to the Library being closed for weather March 9. The gate count was off just three percent. Not surprisingly, renewals via TeleCirc were up sharply. There were also gains in Bookmobile circulation and interlibrary loan activity.

National Library Week Sponsor--Edwardo's has agreed to be the Library's National Library Week sponsor this year. They will have a banner in the vestibule and box-topper notices regarding National Library Week activities. Edwardo's will also throw a pizza party for the young participants in the annual residency program, with family members and other program attendees invited.

Tax Rate Objections--We received notice of an official hearing June 9 regarding tax rate objections for 1993 and 1994, citing the JCPL budget line. Material has been sent on to

our attorneys along with information about the JCPL budget. It was apparent from the list of named governments that most suburban taxing bodies have also been notified.

SkokieNet Meeting--We invited a number of agencies to a meeting March 19 to see if they would be interested in becoming SkokieNet information providers. Attendees left impressed with the possibilities and potential of SkokieNet. Slowly, but surely, with the efforts of Gail Shaw, LAN Administrator, Reference Librarian Frances Roehm and several other staff members, the SkokieNet site is growing.

Ameritech Network Visit--Lana Porter, President of Ameritech Library Services, invited the JCPL Board and Gail Muirhead to tour Ameritech's Integrated Services Center in Arlington Heights. She had been in charge of the Center before heading up the Library Services division and wanted us to see the advanced state of technology and customer services in the unit that monitors business networks for customers such as United Airlines, Motorola and First Chicago. Many of the same techniques will be put to use in Ameritech's Library Services unit.

Reminder to Vote--Remember to vote in the ALA election (ballots due April 24). Sarah Long, Director of the North Suburban Library System, is one of the candidates for president. You should also soon receive a ballot for the Illinois Library Association. Mrs. Anthony is running for president of ILA and, if elected, will serve 1999-2000.

Participation in IMLS (Institute of Museum & Library Services) Grant--The Skokie Public Library, along with several other libraries, has submitted a grant application to participate in a training program to help staff develop basic computer skills through the purchase of computerized, self-paced modules.

RENEWAL OF CUSTOM MAINTENANCE AGREEMENT

The Board reviewed the proposal from John Domenz of North Town Mechanical for renewal of the Custom Maintenance Agreement at a cost of \$36,732. for the Fiscal Year 1998-99. This represents a 7% increase over this year's cost of \$34,320.

Mrs. Anthony said we have been quite satisfied with the service from North Town Mechanical and recommends approval of a renewed HVAC agreement at \$36,732. for 1998-99.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE NORTH TOWN MECHANICAL HVAC MAINTENANCE CONTRACT RENEWAL AS PROPOSED FOR THE FISCAL YEAR 1998-99 IN THE AMOUNT OF \$36,732.

The roll call vote for approval was unanimous.

INSURANCE QUOTE FOR LIBRARY MATERIALS

The Board discussed the increase of valuable papers coverage to the appraised value of \$12,201,200. with Travelers Insurance Company for the additional premium of \$275.

Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES INCREASE VALUABLE PAPERS COVERAGE TO \$12,201,200. AS QUOTED, FOR THE ADDITIONAL COST OF \$275.

The roll call vote for approval was unanimous.

REVISED MEETING ROOM POLICY

The Board reviewed the Meeting Room Policy which was last revised December 1985.

Our legal counsel has reviewed the proposed changes and are concerned only with the second paragraph which creates a limited public forum and which "the courts would, in the event of legal

challenge, judge to be viewpoint-neutral.” They suggest some additional refinement of wording to achieve this goal.

The Board reviewed the rewording suggested by counsel for the second paragraph of the Meeting Room Policy.

Skokie Public Library meeting rooms are available (1) for Library activities and functions and (2) for meetings and programs conducted for nonprofit purposes on subjects of educational, civic or cultural interest by not-for-profit Skokie-based groups. All meetings must be open to the public.

Legal counsel further suggested that “If the Library board deems it necessary to rule out use of meetings rooms for workshop services or partisan politics, we would suggest inserting the following provision, as the next-to-last sentence in the above paragraph(s).”

Meeting rooms are not available for the purpose of conducting religious services or partisan political meetings.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF LEGAL COUNSEL TO REWORD THE SECOND PARAGRAPH OF THE PROPOSED REVISED MEETING ROOM POLICY. ALSO, TO INCREASE THE DEPOSIT FEE TO \$100. FOR GROUPS SERVING REFRESHMENTS OR USING AV EQUIPMENT, TO BE REFUNDED IF THE ROOM AND/OR AV EQUIPMNET IS LEFT IN GOOD CONDITION. (Meeting Room Policy attached hereto.)

The motion was unanimously approved.

COMPUTER USE AT THE LIBRARY - REVISED POLICY

The Board reviewed the revised Computer Use at the Library policy.

Mr. Friedman made a motion, seconded by Mr. Graham to accept the revised Computer Use Policy. (Copy attached hereto.)

The motion was unanimously approved.

POLICY STATEMENT REGARDING THE SKOKIE PUBLIC LIBRARY'S MEETING ROOMS

The policies governing use of the Skokie Public Library meeting rooms are in accordance with Article Five (5) of the Library Bill of Rights: As an institution of education for democratic living, the Library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members.

The Skokie Public Library meeting rooms are available (1) for Library activities and functions and (2) for meetings and programs conducted for nonprofit purposes on subjects of educational, civic or cultural interest by not-for-profit Skokie-based groups. Meeting rooms are not available for the purpose of conducting religious services or partisan political meetings. All meetings must be open to the public.

The scheduling of a meeting in the Library does not constitute in any way an endorsement by the Library of the organization nor its activities.

Use of the Library for Library-sponsored programs shall have priority over all other requests. Reservations are made when rooms are available. Applications for room use should be made as much in advance as possible, but cannot be accepted more than one (1) year in advance. Application for use of the facilities does not guarantee approval of its use. The agent signing the application must be responsible to the Library for facilities.

Meetings which would interfere with the functions of the Library and its patrons because of noise or other factors will not be permitted. Classes involving the use of hazardous materials such as chemicals are not permitted. The name, address, or telephone number of the Skokie Public Library may not be used as the address or headquarters for any group using the Library for meeting purposes. Publicity for events is the responsibility of the group or its agent. Groups using the Library for meeting room purposes shall not post signs. Announcements of meetings may be posted only on the Library Bulletin Board by and with the approval of the Library. Printed material, if approved by the Library, may be set out for optional pick up, but may not be distributed. In introducing a speaker, the speaker's corporate affiliation may be mentioned to help establish credibility, but the business or service may not be promoted in the presentation itself.

No admission fee may be charged or donations collected for programs. Solicitation of funds, whether implied or expressed through direct appeal, is prohibited. Advance reserve seating is prohibited.

Petty Auditorium (First Floor) and Mary Radmacher Meeting Room (First Floor) are available 9 a.m. to 9 p.m. Monday through Friday, 9 a.m. to 5 p.m. Saturday, and 1 to 5 p.m. Sunday. The entrance will be locked at the regular Library closing time (9 p.m. Monday through Friday, 5 p.m. Saturday and Sunday). The Library cannot provide personnel to admit anyone to the Library before opening or after closing time.

Requests regarding room arrangement or audiovisual equipment must be made at the time of application. The Library can provide a slide projector, overhead projector, TV/VCR and microphones. The Library cannot provide porter service to carry supplies to the meeting rooms and custodial help is not available for other than normal maintenance of the rooms. The Library does not have personnel to assist with meetings or programs, to run the projectors or other audiovisual equipment. The Library will not provide storage for property of organizations meeting in the Library building and assumes no responsibility for property before or after the program.

Groups wishing to serve food may offer nonalcoholic beverages and dessert-type refreshments only. Groups serving refreshments or using AV equipment are required to leave a \$100. deposit which will be refunded if the room and/or AV equipment is left in good condition.

By Village Ordinance, smoking is not permitted.

The Library reserves the right to rescind an organization's privilege of future use of meeting rooms if privileges are abused.

Adopted February 13, 1974
Revised: 1/10/79; 4/8/81; 12/11/85; 4/8/98

SKOKIE PUBLIC LIBRARY
5215 OAKTON STREET
SKOKIE, IL 60077

847/673-7774
847/673-7797 FAX

end of that time, a patron may stay longer at the discretion of the staff.

6. Patrons must turn in their Skokie Public Library card to a staff member before being allowed to use the computer. The card will be returned after the room and the computer have been checked.
7. No more than two people may use a computer at the same time, except for a parent with more than one child.
8. The Library will supply reasonable amounts of paper for the printers. Patrons must supply their own blank disks, if they wish to save files.
9. Any equipment failure or malfunction must be reported to a staff member. If a computer is down for any reason, the staff will attempt to reschedule the user's lost time.

Skokie Public Library

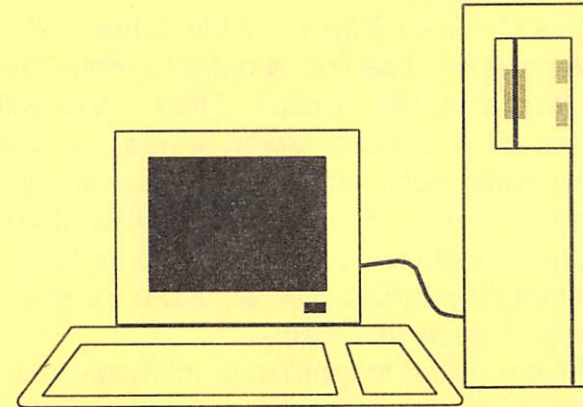
5215 Oakton Street
Skokie, Illinois 60077
(847) 673-7774

Trustees: Diana Hunter, President; Eva Weiner, Vice President;
Zelda Rich, Secretary; Leo Friedman, Marcy Goodman, John J.
Graham, Susan Schreck Greer

Director: Carolyn A. Anthony

9/82; Rev. 3/92; 4/98
M498

Computer Use at the Library



Skokie Public Library

5215 Oakton Street
Skokie, IL 60077
(847) 673-7774

Rules for Computer Use

The following rules apply to computers for word processing, multimedia and literacy applications.

1. Anyone who has a valid Skokie Public Library card may use a computer.
2. Copies of rules will be available at the desk. These rules must be observed in order to retain the right to use the computers. A copy of these rules will be posted in the computer room or near the computers.
3. In the Youth Services Department, users in second grade or higher may use the computer alone. A parent or responsible adult (age 18 and over) must accompany younger children and must stay in the computer room with them.
4. Users are asked to familiarize themselves with the hardware and software they are using. Tutorials and guides are available for this purpose. Staff is available for limited help with technical problems; they cannot instruct individuals in use of the computer or work through specific applications with a patron.
5. Patrons may not use their own programs on Library computers. Patrons may use only pre-installed applications on Library computers.
6. The Library is not responsible for damage done to a patron's disk or for lost data resulting from the use of Library hardware or software.
7. Copying of any software which is not in the public domain is prohibited.

8. The user will be held responsible for any damage to Library hardware or software resulting from misuse.
9. Staff members may cancel or interrupt any patron's use of the computer at any time, if their actions are in violation to the posted Computer Usage Rules.
10. Users may not attach their own peripherals or alter the Library hardware configuration in any way.

To Use a Computer

1. Advance reservations for the computers are suggested. Only students through 8th grade (or parents on behalf of children pre-school – 8th grade) may reserve computer time in Youth Services. Only high school students and adults may reserve computer time in the Adult Services Department. Reservations may be made up to one week in advance. Up to three reservations may be scheduled at a time, but only one per day.
2. Appointments are scheduled from the time the library opens until 30 minutes before closing, at which time the computers are turned off and the room closed.
3. Patrons may reserve only one appointment per day, but if a computer is free it may be used on a walk-in basis.
4. Reservations will be held for 10 minutes only.
5. Each computer may be reserved for 30 minutes or a maximum of one hour. If no one is signed up at the

FOOD FOR FINES

Niles Township has requested our assistance with collecting canned goods for the Niles Township Food Pantry due to the fact that donations are fairly strong in the fall and throughout the winter months, but drop off sharply in the spring.

Tobi Oberman, Head of Circulation, is agreeable to handling the drive in the Circulation Department. We can develop a flyer to advertise the campaign and send a notice to local papers. If approved, we propose to have a "Food for Fines" drive Tuesday-Saturday, May 5-9 as a way of collecting canned goods for the Niles Township Food Pantry in Skokie. Typically, canned goods would be accepted for current overdue Skokie materials only, not for accrued fines or interlibrary loan materials. One can would be accepted for fines up to \$.99, two cans for \$1 to \$2 fines and three cans for fines over \$2. "Food for Fines" would apply to current overdue Skokie Public Library materials that were due after April 1, 1998. Fees for lost, damaged or previously returned items are ineligible.

Mr. Friedman made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A "FOOD FOR FINES" DRIVE BE CONDUCTED BY THE CIRCULATION DEPARTMENT AS PROPOSED MAY 5-9, 1998.

The motion was unanimously approved.

During discussion Mr. Graham suggested the Library accept donations from those in the community wishing to contribute during that time who do not owe fines. This idea will be included in our publicity which Mrs. Hunter requested include extensive PR.

LIBRARY CABLE NETWORK

The Board noted the March 1998 Library Cable Network Cable Guide.

Dave Evans, Library Cable Network Coordinator, is resigning from his position to accept a new job in Colorado.

NORTH SUBURBAN LIBRARY SYSTEM

The Board reviewed the memorandum from NSLS Assistant Director Miriam Pollack listing public library statistics compiled by the System from the annual reports submitted to the Illinois State Library. The System has set up a database with some of the annual report and per capita grant information in order to distribute statistics in the fall of each year.

COMMENTS FROM TRUSTEES

Mrs. Hunter reminded the Board to vote in both the American Library Association and Illinois Library Association elections.

Mrs. Weiner asked that the Board share recommendations if they know a particular candidate, other than Sarah Long or Carolyn Anthony.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m.



Eva Weiner, Acting Secretary