

June 9, 1993

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, June 9, 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 J. Graham, Vice President; Norma Zatz, Secretary; Leo Friedman; Zelda Rich; Susan Brill Schreck; and Carolyn A. Anthony, Director.

Member absent: Eva Weiner.

APPROVAL OF THE MINUTES OF THE MEETING OF MAY 12, 1993

Mr. Graham moved that the Board of Trustees approve the minutes of the meeting of May 12, 1993 as written, subject to additions and/or corrections. Mrs. Zatz 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

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

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; THAT 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.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (5)
PERSONNEL

Mrs. Zatz made a motion, seconded by Mrs. Rich:

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. CORRESPONDENCE (5)

Letter to Governor Jim Edgar re Live and Learn
Memorandum from James M. O'Brien, Executive Director,
Library Management and Risk Control Combination
(LIMRiCC)

Letter to Trustees from Marie Pikul, President, ILA Trustee
Forum

Memorandum from Marilyn Miller, American Library
Association

5. PERSONNEL

Appointment: Judy Rinkor, Interlibrary Loan Assistant,
Adult Services Department, effective June 1, 1993

Resignation: Karolyn Fukuda, Clerk/Typist, Youth
Services Department, effective June 29, 1993

Status Change: Kay Kim, Clerk/Typist, Technical
Services Department, from part-time to full-time,
effective May 17, 1993

Leave-of-Absence:

Judy Zartman, Information Assistant, Youth
Services Department, effective May 3-June 30, 1993
inclusive

During discussion of statistics, Mrs. Hunter said the continuing decrease in the number of information and reference questions is of great concern.

Mrs. Anthony said this has been discussed with staff.

The motion to approve the Consent Agenda items passed unanimously.

ANNUAL REPORTS

GENERAL OPERATING FUND
 RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS
 REPORT ON FINE ARTS ACQUISITION FUND
 1991 LIBRARY PROJECT FUND
 LIBRARY NOTE FUND
 STATISTICAL SUMMARY FY 1992-93
 PROGRAM STATISTICS FY 1992-93
GOALS AND OBJECTIVES - FINAL REPORT FY 1992-93

After discussion and review the annual reports were placed on file.

DIRECTOR'S REPORT

Usage Indicators--Circulation was up by 5.7% in May over May last year. The big gains were in circulation of audiovisual materials. Circulation of large type books was up over 9%, probably due to the relocation of these books to the front of the Readers Service Room (from behind the water court). Reference and information requests are down as they have been each month since the desks were relocated. One explanation from staff is that users can be helped fully at one desk without making several stops as was common in the past. We will continue to monitor usage patterns.

Election to NSLS Board--Zelda Rich was elected to the System Board at the May meeting of the North Suburban Library System and is eligible to serve for up to six years.

Congratulations are also due Norma Zatz on her appointment to a committee in the American Library Association, Young Adult Library Services Association (YALSA).

Visiting Librarian--Uri Bloch, a professor at the School for Library and Information Studies of the Haifa University in Israel, will arrive sometime this month to spend 4-6 weeks at the Skokie Public Library. He is spending his sabbatical visiting several American public libraries, gathering information on reference service and library management. He has particular expertise in automation and is interested in participating in our review of vendor proposals for a new automation system.

Festival of Cultures--Skokie's third annual Festival of Cultures May 22-23 was a great success in spite of occasional rain and cool weather. Thirteen nationalities participated in the

Festival. Mrs. Zatz represented the Board at the opening ceremonies and Mrs. Anthony spoke on behalf of the Board. The Library staffed a table in the USA tent throughout the two day period. The popular Passport in the Festival program book was compiled by the Library.

Asian American Film Festival--Following the Festival of Cultures, the Library hosted the Asian American Film Festival Monday evening, May 24. The Library was a sponsor of the event, along with the Office of the Governor, National Association of Asian American Professionals and Kraft General Foods. The event opened with a catered reception, followed by opening comments, three films and a discussion led by two Asian American academics. Lydia Stux, Manager, Public Information and Programs, arranged for the event to be held at the Skokie Public Library.

Aquarium--The aquarium has finally been installed in Youth Services, much to the delight of the children (and staff). Jerry Levin of the Suburban Aquarist Society made all arrangements and donated much of the equipment. He views the aquarium as the center piece of an educational program. The aquarium will evolve over time from the current period which is establishment of the ecosystem. Various fish will be introduced and programs offered.

System Long Range Planning--The North Suburban Library System is underway with a long range planning process. A meeting was held May 19 for input from public libraries. Mrs. Anthony attended the session as did Bruce Brigell, Coordinator of Information Services, who served as the official representative of the Reference Librarians Association.

NLS Visit--System Director Sarah Long and staff consultant Miriam Pollack will tour Skokie Public Library June 7 to see our renovations.

Blind and Physically Handicapped Service--Mrs. Anthony attended a meeting at NLS regarding service to the blind and physically handicapped since this service has been taken over by Voices of Vision, a regional center headquartered in the DuPage Library System. While distribution of talking books is more efficient with the new regional service, local libraries are losing touch with some longtime users and don't know who may be enrolling for new service. Staff of Voices of Vision feel that, due to privacy concerns, they should not give local libraries

the names of new borrowers or other information. Since many BPH patrons use other library materials including books on tape and music and attend library programs (including SPL's book discussion for Library of Congress BPH participants), this potential lack of contact with the patrons is a concern we will continue to address.

OCLC Users Group--Mrs. Anthony and Camille Cleland, Assistant Director for Technical Services and Automation Coordinator, attended the annual meeting of the Illinet OCLC Users Group. OCLC is an international bibliographic utility which started out sharing cataloging data, but has evolved to providing holdings information, interlibrary loan functions and reference databases.

Online Periodical Indexes--A representative from Information Access, supplier of our periodical indexes on CD ROM, came to talk with the JCPL Board about pricing and logistics for tapeloading these files in with the libraries' book catalogs so that they would be available through a menu on the online public access catalog. The interrelation of various automated data files is being explored.

Document Delivery--We conducted a study of document delivery in April to determine how long it takes to provide materials which are not immediately available. The materials might be reserved, purchased, or obtained from another library. The study showed that the Library is able to provide 43% of requested materials within a week and 74% within 30 days. This information is more meaningful when compared with results of the same study in 1988 when only 20% of requests were filled in seven days and 54% in thirty days. While we have improved the speed of filling reserves and purchase requests, the greatest gains have been made in shortening the length of time to obtain materials from other libraries. This is directly attributable to the ability to consult online catalogs of holdings.

Library Cable Network--Dave Evans, formerly the assistant at the Library Cable Network, has been selected as the new Coordinator of LCN. Dave assumes his new responsibilities as we plan for LCN's tenth anniversary in September.

Illinois Arts Council--Our request for funds for National Library Week 1994 has been denied. It appears that the number of people served by our artist-in-residence program is considered small when compared with the entire student body of a school with which we are competing for limited funds. We will look for an alternate source of funding for next year's program and for a way to demonstrate impact on a larger number of people.

Illinois Documents Meeting--Reference Librarian Jane Hagedorn attended a meeting in Springfield May 14 for representatives of Depository Libraries for Illinois Documents. New guidelines for maintaining collections were issued and discussed.

American Book Sellers Association--Young Adult Librarian Maryann Mondrus attended the annual conference of the American Booksellers Association in Miami Beach June 1-3. The conference featured numerous well-known author speakers. Maryann was able to pick up a number of autographed books to be used as prizes for the Adult Summer Reading Club. We have sent one librarian each year to the ABA for several years.

Illinois State Library Advisory Committee--Mrs. Anthony chaired the semiannual meeting of the Illinois State Library Advisory Council in Springfield June 1-2. Recommendations were made on funding of LSCA grant proposals. Spirits were high following Live and Learn's successful passage through the House and Senate. The legislation awaits the Governor's signature. Other issues discussed include the statewide library card, the Linked Systems Program, reciprocal borrowing, tax caps and a new collection development plan for the Illinois State Library. The number of systems in Illinois is down from 18 to 15 as of July 1, 1993, and is expected to reach 12 by July, 1994.

LONG RANGE PLANNING PROCESS

The Long Range Plan Steering Committee met May 27. Trudy Bers, Director of Research, and Gary Newhouse, Director of Library and Television Services at Oakton Community College met with the Committee.

Over the next two years, Oakton will spend about \$30,000,000. for new and remodelled facilities of which \$20,000,000. will be spent on the Hartstein campus.

Remodelling of the Hartstein Campus in Skokie will include enlarging the library. The Des Plaines campus library will be expanded by 50%.

The next meeting is scheduled June 23, with Carolyn Anderson, District 219 Assistant Superintendent, in attendance.

A user survey was conducted during sample time periods in May. More than 1,000 people completed surveys in the Library. The results are being tabulated and will be compiled into a report.

PROPOSED GOALS AND OBJECTIVES FOR FY 1994

The trustees reviewed and discussed the draft "Skokie Public Library Goals and Objectives FY 1994".

In the fifth and final year of the current planning cycle we continue with the six broad goals we have addressed since 1988. Departments have developed new or, in some cases, renewed objectives within these goal areas.

Mr. Graham suggested we discuss long range plans with the Skokie Historical Society, Skokie Fine Arts Commission, and Village Trustees in terms of what their expectations are of the Library.

Mrs. Hunter suggested that dialogue with Village Trustees might be best achieved at a breakfast meeting similar to the Legislative Breakfast held in the Library June 6, which was beneficial and productive for all participants.

RENOVATION PROJECT

Carpet

The letter from Doug Hess, Bentley Mills, Inc., which confirms their order of 1,130 square yards of carpet was noted. Eight hundred seventy square yards will be used to replace the lobby carpet and the Library will purchase the remaining 260 square yards for attic stock.

Fire Alarm System

In April, 1992, Continental Construction Company received the bid for installation of a new fire alarm system at a cost of \$52,458. Subsequent changes requested by the Skokie Fire

Department, including a voice alarm, relocation of central control panel and change in number of smoke detectors has resulted in increased costs to Continental. Still to be completed are a tie-in with the public address system and installation of smoke detectors in three elevator shafts, leading to a change order request of \$12,386.76. An attempt to negotiate reduced fees for certain items may eliminate a few hundred dollars.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE PROPOSAL FOR THE ADDITIONAL WORK, AS REQUESTED BY THE SKOKIE FIRE DEPARTMENT, TO BE COMPLETED BY CONTINENTAL CONSTRUCTION COMPANY, IN THE AMOUNT OF \$12,000.+.

The roll call vote for approval was unanimous. It was noted that total expense for life safety features mandated by the Fire Department in connection with renovation has been \$156,335.

Emergency Lights

The installation of additional battery operated emergency lights was also requested by the Skokie Fire Department in areas not previously requiring emergency lighting. The proposal from Mau Electric Company in the amount of \$4,820. for additional emergency lights was reviewed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSTALLATION OF BATTERY OPERATED EMERGENCY LIGHTS AS PROPOSED BY MAU ELECTRIC COMPANY IN THE AMOUNT OF \$4,820.00.

The roll call vote for approval was unanimous.

Marble Tables and Bases

To allow for increased seating the purchase of seven additional marble tables are recommended. This includes one-six person table, four-four person tables and two-two person tables. One existing six person table is broken beyond repair and needs to be replaced. Two quotes were obtained per specifications from Hammond Beeby and Babka.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE LOW BID OF MILWAUKEE MARBLE AND GRANITE COMPANY AS PROPOSED IN THE AMOUNT OF \$13,281.00 AS RECOMMENDED BY THE DIRECTOR.

It was suggested that the motion include approval of the bid for the twelve custom fabricated bases needed for the table tops.

Mr. Graham amended his motion, seconded by Mr. Friedman to:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE LOW BID OF MILWAUKEE MARBLE AND GRANITE COMPANY AS PROPOSED, IN THE AMOUNT OF \$13,281.00; AND ACCEPT THE BID FROM DAN BLUE, INC. AS PROPOSED, IN THE AMOUNT OF \$8,850.00 AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

Audiovisual Shelving

The quotation from BCI (BC Inventar, Inc.) for illuminated audiovisual shelving was noted.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BCI QUOTATION FOR AUDIOVISUAL SHELVING IN THE AMOUNT OF \$24,989.15, AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

AUTOMATION

Mrs. Anthony reported the JCPL Board met with Rob McGee this afternoon and that proposals have been received from four vendors and will need to be reviewed. Due to the volume of material contained in the proposals it may be August before a recommendation is made.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network June, 1993 Program Guide for Cable Channel 15.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the meeting of the NSLS Board of Directors.

The North Suburban Library System Long Range Plan was the main topic of discussion.

COMMENTS FROM TRUSTEES

Comments from Mrs. Weiner in absentia were distributed.

Mrs. Zatz commended staff who volunteered for the annual Book Sale held June 4 and 5.

Mr. Graham made a motion to go into executive session, seconded by Mrs. Zatz.

Mrs. Hunter said by law the purpose of calling an executive session must be stated at this time.

Mr. Graham said to discuss the ethical reasons for calling executive sessions.

The motion was unanimously approved.

Mrs. Anthony and Ms. Kozak, recorder of the minutes, left the Board Room at 8:15 p.m.

Mrs. Anthony and Ms. Kozak were called back into the Board Room at 8:30 p.m.

Mr. Graham made a motion to return to the regular order of business, seconded by Mrs. Rich.

The motion was unanimously approved.

Mrs. Rich made a motion to go into executive session for the purpose of discussion of land acquisition, seconded by Mrs. Schreck.

The motion was unanimously approved.

EXECUTIVE SESSION

After discussion of land acquisition the executive session adjourned at 8:59 p.m. and the meeting was returned to open session.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE MRS. HUNTER AND MRS. ANTHONY TO EXPLORE POSSIBLE FINANCING AND/OR ACQUISITION OF ADDITIONAL PROPERTY.

The roll was called. Mrs. Schreck--yes; Mrs. Rich--yes; Mr. Friedman--yes; Mr. Graham--yes; Mrs. Hunter--yes; Mrs. Zatz said she had no vote. The motion passed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE MRS. HUNTER AND MRS. ANTHONY IF NECESSARY TO MAKE A SECURITY DEPOSIT UNTIL THE BOARD CAN TAKE FURTHER ACTION.

The roll was called. Mrs. Schreck--yes; Mrs. Rich--yes; Mr. Friedman--yes; Mr. Graham--yes; Mrs. Hunter--yes; Mrs. Zatz said she had no vote, it was taken away. The motion passed.

The Board discussed the importance of Library security and the benefit of an on grounds custodian. It was the consensus of the Board that this arrangement be retained and the Village be made aware of our intention to keep a custodian in the 5219 Oakton building the Library has owned for many years.

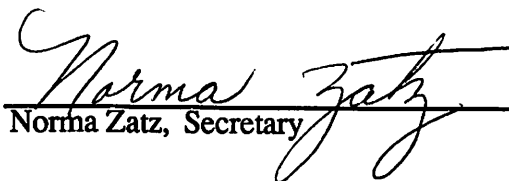
Mrs. Zatz made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RETAIN THE PROPERTY AT 5219 OAKTON STREET AS THE RESIDENCE FOR AN ON GROUNDS CUSTODIAN FOR SECURITY OF THE LIBRARY AND GROUNDS.

The roll call vote for approval was unanimous.

ADJOURNMENT

The meeting was adjourned at 9:10 p.m.


Norma Zatz, Secretary