

March 12, 1986

-CORRECTED-

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, March 12, 1986.

CALL TO ORDER

The meeting was called to order at 7:38 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter Flintrup; Eva Weiner; Norma L. Zatz; and Carolyn A. Anthony, Director.

APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 19, 1986

Mr. Flintrup made a motion to accept the minutes as written subject to corrections. Mrs. Zatz seconded the motion.

There were no corrections. The motion passed unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS & LISTS OF BILLS

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

MOTION: That the Skokie Public Library Board of Trustees approves the Financial Statements and Lists of Bills on the Consent Agenda, subject to audit.

A roll call vote for approval was unanimous.

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORTS FROM DEPARTMENT HEADS
CORRESPONDENCE

Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library place on file the following items on the Consent Agenda:

1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads
4. Correspondence

The motion passed unanimously.

PRELIMINARY BUDGET

The trustees reviewed the Preliminary 1986-87 Budget prepared by Mrs. Anthony.

Because the Village is ready to publish their budget and would like to include ours, they asked that the Library submit proposed budget figures to the Manager's Office this week.

Lengthy discussion followed with regard to actual collections; amount of assessment; sources of revenue open to the Library and their impact on our budget.

It was suggested that we begin plans to inform the public of our three new line items on the budget: Cable; Computer (JCPL); and Capital Improvements, so that when the Library is listed separately on the August tax bill the taxpayers will have had some prior knowledge of our position.

After further discussion a motion was made by Dr. Bloch, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees tentatively accept the Preliminary 1986-87 Budget in the amount of \$2,800,950.

A roll call vote for tentative approval was unanimous.

DIRECTOR'S REPORT

Mrs. Anthony read the letter from Robert McClarren, Director, North Suburban Library System (NSLS), thanking the Skokie Public Library Board of Trustees for their decision to continue the monthly rental of the space occupied by the System Reference Service (SRS) at the present rate.

Niles Township Revenue Sharing Funds--Mrs. Anthony advised the Board of the Hearing on Funding Requests scheduled for Saturday, March 15, in the Administration Building--the Library is slated at 8:30 a.m.

Village of Skokie Revenue Sharing Funds--The Village has denied our request for Revenue Sharing Funds.

National Library Week, April 6-12, 1986--plans continue to progress. Conroy Erickson, Public Relations Manager, Rand McNally and Company, will look over the exhibit space this week; the Skokie Park District has consented to promote National Library Week activities on their ~~marquis~~ ^{MARQUEE}; and Mrs. Anthony has obtained better cost figures for the reception.

Library Vehicle--we can expect it soon.

Library Tours--the March 1 Library Tour consisted of four people. (Tours are the first Saturday of each month, beginning at 11 a.m.). John Tieberg-Bailie, Head of the Circulation Department, spent approximately one hour introducing the visitors to the Library.

Young People and Children's Department (YP&CD) Birthday Party Programs Report by Miss Burmeister in response to the questions raised at the February 19, 1986 Board meeting--Mrs. Anthony reported the highlights of the report. Approximately 20 children and four adults attend each program. One staff member is involved for approximately half an hour. Each year there are 10 to 20 such programs conducted by the YP&CD public service staff members for Skokie children ages 3-9, in the Library's second floor lecture room on Tuesdays and Thursdays, from 3 to 5 o'clock.

AUTOMATION

The Board noted the bookmark which was produced in preparation of patron re-registration. As the time nears for this phase of our computerization, these bookmarks will be inserted in books being checked out in order to apprise the public of the changeover process.

Mrs. Anthony reported on the JCPL (Joint Computer Program for Libraries) Governing Board meeting March 5, at which time it was decided that due to the many problems with the disk drives, a telegram be sent to GEAC representatives informing them of our complete dissatisfaction with the Tecstor disk drives.

The following weekend, the Tecstor disk drives were removed and Control Data disk drives were installed. The system will be down the rest of the week for cleanup time, and to complete the various procedures necessary to get the system in operation again. Mrs. Anthony stated that she expects the system to run more reliably with the Control Data disk drives.

Dr. Bloch asked if the current regulator had been installed--it has.

Mrs. Anthony suggested that the Board of Library Trustees consider a different sharing formula arrangement with JCPL next year when we are on-line. She reported that thusfar six terminals have been installed and public service personnel are using them.

Discussion followed with regard to projected completion date--Mrs. Anthony said that with the current set back due to problems with the disk drives it is difficult to project exactly when we will be on-line.

PUBLIC ACCESS CABLE

The Board reviewed the report prepared by Gary Newhouse "Cable Television and the Skokie Public Library" complimenting his thoroughness, good ideas, and research in the development of the report.

Mrs. Anthony recommended the Skokie Public Library become an affiliate member of the Library Cable Network, as outlined in the report-- a cooperative video venture, established jointly by the Arlington Heights, Indian Trails, and Schaumburg Township Public Libraries.

This consortium produces programs, represents member libraries in the cable industry, shares equipment and handles all of the daily programming and program running chores for the libraries involved--all of them on the same cable system.

As an affiliate member, preliminary figures indicate that the Skokie Public Library's share of the budget for the 1986-87 fiscal year beginning in May would be \$7,935.00 (payable in equal quarterly installments).

After discussion Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees accepts the recommendation of the Director to become an affiliate member of Library Cable Network for one year, at a cost of \$7,935.00.

A roll call vote for approval was unanimous.

DANIEL D. BROWN, SKOKIE PARK DISTRICT/SPL COOPERATION

Mrs. Anthony reported to the Board on the recent meeting which she and Mrs. Hunter had with Daniel Brown, Director, Skokie Park District, and Shirley Shevick, President of the Park Board of Commissioners, at which time ideas for a variety of Library and Park District cooperative projects were discussed. Mrs. Anthony stated the meeting was quite productive and she anticipates this gesture of good will ^{SHOULD BE} a positive step towards governmental agencies working together in other areas.

JOHNSON CONTROLS

Mrs. Anthony reported on the major problems with the Carrier chiller located in the second floor mechanical room and Johnson Controls' proposal to repair the various leaks and to perform a major overhaul of the chiller at a cost of \$4,950. In addition, the proposal for the Alliance III Custom Programmed Maintenance Agreement, due for renewal for one year,

beginning May 1, 1986, presents an increase in price reflecting total coverage of parts and labor on the chiller. The increases will not be carried over to next year's base contract price, if the additional coverage is not retained.

The monthly cost of the new maintenance agreement is \$2,369.00 for a total annual payment of \$28,428.00.

Lengthy discussion followed.

Mrs. Zatz left the meeting at 9:30 p.m.

It was the consensus of the Board that consideration should be given to inviting other vendors to look at the heating/ventilating/air-conditioning monitoring and maintenance systems next year.

After further discussion, Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees accepts: the proposal by Johnson Controls, Inc. for the repair and overhaul of the Carrier chiller at a cost of \$4,950.00; and the Alliance III Custom Programmed Maintenance Agreement, beginning May 1, 1986, at an annual cost of \$28,428.00 (\$2,369.00 monthly).

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Merritt--no. The motion passed.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The Board reviewed the Summary of the Grant Proposal for second year funding of the SALS project.

Discussion ensued regarding the accomplishments and goals, as outlined in the grant proposal; and the Project Budget, which has been cut from \$90,000 to less than \$50,000.

Mrs. Anthony recommended the Board approve the Grant Proposal as presented for submission to the Illinois State Library.

Dr. Wozniak made a motion, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library submit the Grant Proposal for second year funding of the SALS project as presented.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Merritt--abstain. The motion passed.

PERSONNEL CLASSIFICATIONS/SALARY SCALES

The Board elected to meet in executive session prior to the April regular Board meeting to discuss further the classification and salary scale materials prepared by Mrs. Anthony.

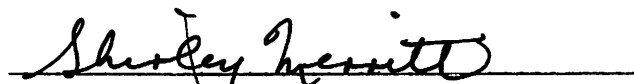
COMMENTS FROM TRUSTEES

Mrs. Hunter reported on the Illinois Coalition on the Insurance Crisis.

Mrs. Merritt requested information on the energy audit improvements instituted in the Library; and figures on the use of the computer in Young People and Children's Department. She suggested consideration be given to a deposit system for the use of the computer whereby a fee is charged at the time of scheduling, and the money refunded if the appointment is kept--and forfeited if the time booked is not used.

ADJOURNMENT

The meeting adjourned at 10:50 p.m.


Shirley Merritt, Secretary