

December 8, 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, December 8, 2010.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:33 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Susan Greer; Karen Parrilli; and Carolyn A. Anthony, Director.

Member absent: Dr. John M. Wozniak.

Staff Present: Barbara A. Kozlowski, Associate Director for Public Services.

Guest Present: Ron Friedman, 36411 N. Hutchins, Gurnee, IL.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 10, 2010

Mr. Graham made a motion, seconded by Mrs. Rich to approve the minutes of the regular meeting of November 10, 2010, subject to additions and/or corrections.

There being no additions or corrections, the minutes were approved and placed on file.

Review of Closed Session Minutes

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY STILL EXISTS FOR THE JULY 11, 2007, AUGUST 15, 2007, SEPTEMBER 9, 2009, AND SEPTEMBER 15, 2010 MINUTES AND THEY SHALL REMAIN CLOSED FOR ANOTHER YEAR.

The motion was approved unanimously.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Program Statistics Second Quarter F.Y. 2010-2011; Report(s) from Department Head(s); Gift; Personnel)

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

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. PROGRAM STATISTICS SECOND QUARTER F.Y. 2010-2011
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. GIFT: \$50. FROM GAIL AND MADELYN SULLIVAN FOR PURCHASE OF A BOOK ON IRELAND IN MEMORY OF COLM AND MARY COONEY CONNEELY
6. PERSONNEL: TERMINATIONS: JOHN KIM, PART-TIME TECHNOLOGY ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 6, 2010; LEE MYERS-HICKEY, PART-TIME AUTHORITIES LIBRARIAN, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 17, 2010.

The motion passed unanimously.

BILLS

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

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 November was relatively flat overall, with a slight decrease in Adult use and a small increase in use by Youth. Bookmobile circulation was up nearly 19%, a significant gain. The trend for greater use of LINKin borrowing and less use of conventional Interlibrary Loan continued. Profits from the sale of used books are up substantially from November last year. The Gate Count was up a modest 3% for a total of nearly 70,000 in-person visitors to the Library in November. External access to library online databases was up 11% from November last year and the number of people accessing databases was up 19%.

2010 TAX LEVY ORDINANCE----Mrs. Anthony distributed the Memorandum from the Village Finance Department regarding the 2010 Tax Levy Ordinance. She will attend the

Village Board meetings December 6 and 20 for the presentation and consideration of the Ordinance. Mrs. Anthony had no questions from the community in regard to the tax bills sent out in November.

ONLINE COURSES----The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) is offering a series of online courses for library trustees, a cost-effective alternative to conference sessions. The five courses covering trustee basics (two parts), advocacy, budget, and working with the director, can be completed anytime at www.ala.org/altaff

LEGAL UPDATE----A bulletin from Robbins, Schwartz announced that the Illinois General Assembly voted to override the Governor's amendatory veto so that HB5154, as originally passed, will be signed into law. As passed, performance reviews will not be subject to FOIA and a "public body **must** deny any request under FOIA to inspect or copy the performance evaluation of a current or former employee, regardless of the position held." The Governor's amendatory veto would have limited the prohibition on disclosure of performance reviews to the evaluations of local and State peace officers.

NEWS FROM OTHER AREA LIBRARIES----The Evanston Public Library Board has been successful in establishing its right to autonomy in deciding how the general appropriation for the Library is to be spent. The Village of Glenview has agreed to pay three quarters of the Library's building debt for 2010 from the Village's "permanent fund" and may also pick up a portion of the 2011 debt payment on behalf of the Library.

COMMUNITY AND PROFESSIONAL ACTIVITY----Mrs. Anthony participated in a small tour of the new Police Station given to a few representatives of the Library and the Park District. It is impressive to see the added capability made possible by the new facility and technology. Mrs. Anthony also attended a meeting of the Chamber Board, the annual meeting of the Skokie Hospital Women's Board, retirement events for Alice Calabrese as Director of Metropolitan Library System and Randy Vlcek as Director of the Algonquin Public Library, and a meeting of the Niles Township Property Tax Appeals Cooperative.

STAFF DAY----As approved by the Board, the Library will be closed all day Friday, December 10, for Staff Day. The focus this year will be "An Update on Skokie" and we will have speakers from the Village, the Skokie Chamber of Commerce and the ELL Center for Niles Township Schools in the morning.

NILES TOWNSHIP PROPERTY TAX APPEALS COOPERATIVE----News from the Niles Township Property Tax Appeals Cooperative is that there has been an average

savings of 90% on TOC Interventions. They will meet with the new Assessor Berrios who is known to favor more automation and the opening of community assessment offices. The Library's expense for 2010 for legal services and appraisals was \$1,765.63 for eighteen cases. Total savings to the PTAB cooperative were \$4.7 million.

PURCHASE OF AEROHIVE WIRELESS SOLUTION

Board approval is sought for the purchase, from the Library's 2010-2011 technology budget line, of a replacement wireless solution. Mark Kadzie, Network Manager, recommends the purchase of an Aerohive wireless solution for a total of \$17,585.94.

Wireless access at the Library is a very popular service. It is not unusual to see 20 to 30 users, on average, using Library wireless. At peak times staff have witnessed more than 50 wireless users throughout the Library.

As wireless access becomes more popular and essential it has become necessary to address the current limitations of the Library's wireless network:

1. Wireless is currently only available in limited areas; staff want to make it available Library-wide.
2. Poor accommodation of large user clusters - wireless users tend to congregate in certain areas, like the north end of the second floor, for example, and that stresses the wireless access in those areas.
3. The Library's current access points don't function dynamically, changing power output or channel frequency as needed for optimal coverage and performance.
4. Lack of support for current wireless standards.

The proposed Aerohive solution addresses all these limitations. In addition to Aerohive staff looked at a few different wireless vendors: Cisco, Rukus, Bluesocket, etc. What makes the Aerohive solution stand out from all the others is that it is the only one not based on a centralized controller. Besides a cost savings with this architecture, there is no single point of failure or performance bottleneck. In addition, this controller-less architecture maximizes flexibility and ease of expansion. Mr. Kadzie believes this new wireless infrastructure will serve the Library well for years to come.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM SYNAPSE NETWORKS, INC.

FOR THE PURCHASE OF TWENTY-ONE (21) AEROHIVE
AP120 ACCESS POINTS AND TWO AP340 ACCESS POINTS
WITH ONSITE SUPPORT IN THE AMOUNT OF \$17,585.94.

The roll was called: Mr. Basofin—yes; Mrs. Rich—yes; Mrs. Greer—no; Mrs. Parrilli—yes; Mr. Graham—yes; Mrs. Hunter—yes. The motion passed.

LIBRARY INVESTMENTS

Mrs. Anthony stated that the Library has been participating in the TAG (Transaction Account Guarantee) program with Cole Taylor Bank that enabled the Library to receive a small rate of interest on funds in the checking account while maintaining FDIC insurance for balances in excess of \$250,000. This unlimited insurance coverage is temporary and will cease December 31, 2010.

Mrs. Anthony distributed a memo from Elizabeth Riesche, the Library's Cole Taylor representative, in which she explains that unlimited FDIC insurance coverage will be continued only on non-interest bearing checking accounts through December 12, 2012.

Ms. Riesche recommends participation in the CDARS program as a way of continuing to receive some interest on FDIC insured deposits committed for a length of time. In February 2009 the Board considered the CDARS program and decided not to participate. Should the Board feel differently at this time, the complete CDARS application form and Custodial Agreement would need to be approved (distributed).

If the Board chooses not to participate in the CDARS program, the Library may continue to participate in the Illinois Funds and IMET as vehicles for the safe-keeping of property tax revenue that still earn some interest.

Over the next couple months, the Library will be taking in several million dollars in property tax revenue. Mrs. Anthony asked for the Board's direction regarding the investment and safeguarding of the funds.

Discussion followed. The Board asked that this item be placed on the January 2011 agenda.

DIRECTORS AND OFFICERS LIABILITY COVERAGE

Boyle, Flagg & Seaman has sent a quotation for Directors and Officers Liability Coverage for 2011-2012 at \$7,235., representing no increase over the current year. There are no changes in liability limits and the coverage continues to be with Great American Insurance Company.

Mrs. Anthony recommends Board approval of the D&O coverage as quoted at \$7,235.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM GREAT AMERICAN INSURANCE COMPANY FOR DIRECTORS AND OFFICERS LIABILITY COVERAGE FOR 2011 IN THE AMOUNT OF \$7,235.00.

The roll call vote for approval was unanimous.

INTERIM REPORT ON GOALS AND OBJECTIVES

This Interim Report on Goals and Objectives reflects the first six months work on the new Goals for the current strategic plan which will run through 2013. Some of the objectives represent first steps toward more sustained efforts such as revamping the book discussion program, developing services to small business, meeting the needs of local immigrants and reallocating staff time. Staff in Youth aims to work more closely with the schools and to be more responsive to parents. Staff are looking to integrate technology offerings such as the Library Web presence (website, catalog, SkokieNet) to make it easier for people to find various tools and to navigate through them. A single search box for a user request, regardless of material type or format, remains an elusive goal at this point, although critical to users' plumbing the resources of online databases.

Staff also picked up on opportunities for greater penetration of some market segments as identified in our study with CIVICTechnologies. Securing a Bookmobile stop at Optima Old Orchard Woods is a great first step in better serving the growing northwest corner of Skokie. Work with school districts on registering children for library cards helps us reach some children who may have been underserved, expands the use of online databases appropriate for young people and helps the schools avoid duplicate spending on expensive resources.

Improvements in the handling of holds, billing procedures and collection processes will make the Library that much easier and convenient for patrons to use.

We have also invested in capacity-building with the completion of objectives such as training staff in the use of Microsoft Office 2010, engaging staff in use of the Digital Media Lab, taking advantage of Webinar offerings for continuing education, restructuring work patterns, and completing a new technology plan.

With well-coordinated effort of staff from all departments, we are well on our way to addressing goals in our new strategic plan.

Discussion followed re book discussion groups, the modular system that can create study rooms without constructed walls, and the use of the Boardmaker computer in Youth Services

“ULC REPORT ON THE FUTURE OF LIBRARIES”, SEAN O’CONNOR, CHICAGO LIBRARIES EXAMINER, DATED NOVEMBER 11, 2010

The article was noted.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Parrilli reported on the North Suburban Library System Regular Board Meeting held November 22, 2010.

Public Q & A About State of Systems and Merger Process:

The meeting began with a public question and answer session, prompted by an email from Bob Sanfilippo, Winnetka-Northfield Public Library Board President. Present was a Winnetka resident, who reiterated the questions from Mr. Sanfilippo’s email: 1) Who is NSLS constituency? 2) Is the fiduciary responsibility of NSLS to the State of Illinois or the library members? 3) Can five systems merging into one organization cover a larger geographical area and provide a more efficient interlibrary loan service? 4) Before the five library systems decided to merge into one, why wasn’t an analysis done beforehand to see if services provided would save a considerable amount of money? President Kathy Caudill responded that the library systems began discussing their future about 8 months ago when it was apparent State funding was in jeopardy. “The engine driving” the NSLS Board these past few months was that it “did not want to hand over the deed for the property to the State, discontinue delivery services, and shut its doors.”

Treasurer’s Report:

The last of the State funding was appropriated, but yet not received. (A Chicago Tribune article appeared Friday, November 26, 2010, stating the last of the library systems’ funding was distributed.)

Illinois State Library Director Anne Craig sent NSLS Board a request to refund the balance of the donations made by its library members. Board President Kathy Caudill stated this issue will be addressed at the December’s Board meeting.

There were some errors with the new budget reporting system, QuickBooks, that was voted on at last month’s meeting. Using the new system did not work as well as expected. Staff will return to the MIP system and will not pay for technology support.

Co-Directors Report:

As part of the merging process, the directors from the five library systems decided to meet twice monthly. Their task is to gather and prepare the needed documents for the State. President Caudill described the process of due diligence required by the State. It was moved and approved that the Acting Co-Directors Jan Hayes and Mary Witt be appointed to the Merge Design Team. Library members can attend the Merge Design Team meetings electronically and view updates on the entire process through www.systemsmember.info. Also, it was moved and approved to allow the Acting Co-Directors to work additional hours, not to exceed a total of 40 hours per week, on the due diligence process.

Don Johnson reported on the van delivery service, stating that there was a 40% drop in items delivered from 2.6 million items last year to 1.6 million items.

Real Estate Committee Report:

The "For Sale" sign has been installed in the front of the NSLS building. As of today, the realtor has not given NSLS any updates. A Board member will follow up with the realtor.

November 13 "Garage Sale" was successful. In one day, \$2,329 was collected.

Approximately 70 items are up for auction. The auction will run through December 13.

Whatever items are left over will be made available to the public. (A flyer on the auction was distributed.)

Report from Gwen Harrison, Illinois State Library:

The Illinois State Legislature passed the State Finance Act stipulating that no general revenue money be spent for promotional items, effective August 2010 through August 2012. This law affects all Illinois agencies as well as state grant agencies. Live and Learn grant applications are available. The Per Capita funding should be received soon, but Ms. Harrison could not give a specific date.

New Business:

Jan Hayes, Mary Witt, and two Board members were appointed to the Due Diligence Team. The prepared NSLS documents will be on a CD and sent to the State as required for the library systems merger.

A resolution thanking the 47 library members who made a donation to keep NSLS in operation was approved.

Discussion followed.

COMMENTS FROM TRUSTEES

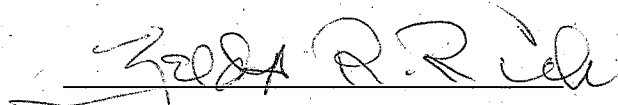
There were no Comments from Trustees.

COMMENTS FROM VISITOR

Mr. Friedman is a trustee of Warren-Newport Library in Gurnee. He is chair of the Trustee Development Committee and brought in Skokie Public Library Virtual Services Librarian Toby Greenwalt to talk to the committee. Toby gave the committee a good overview of the virtual environment as well as insightful information for staying ahead of the curve. He was an excellent speaker.

ADJOURNMENT

At 8:44 p.m. a motion was made by Mr. Graham, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.


Zelda Rich, Secretary