

June 8, 2011

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, June 8, 2011.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:36 p.m.

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

Member absent: Susan Greer.

Staff present: Teri Room, Coordinator of Collection Development, and Lynnanne Pearson, Manager of Adult Popular Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 11, 2011

Dr. Wozniak made a motion, seconded by Mr. Basofin to approve the minutes of the regular meeting of May 11, 2011, subject to additions and/or corrections.

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

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Annual Reports F.Y. 2010-11; Report(s) from Department Head(s); Program Statistics Fourth Quarter F.Y. 2010-11; Correspondence; Gift; Personnel)

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

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. ANNUAL REPORTS F.Y. 2010-11
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. PROGRAM STATISTICS FOURTH QUARTER F.Y. 2010-11

6. CORRESPONDENCE: LETTER FROM YUSUKE KIHARA, SENIOR ADVISER, KIHARA CORPORATION TO CAROLYN A. ANTHONY, DATED MAY 12, 2011 RE THANK YOU
7. GIFT: \$68. FROM THE TEACHERS AT THOMAS A. EDISON SCHOOL IN APPRECIATION
8. PERSONNEL: PROMOTION: ERIKA KALLMAN, FROM FULL-TIME BOOKMOBILE ASSISTANT AND TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, TO FULL-TIME COORDINATOR OF COMPUTER LABS, ADULT SERVICES DEPARTMENT, EFFECTIVE MAY 16, 2011; HIRE: DANIELLE ZIELINKSI, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE JUNE 1, 2011.

The roll call vote for approval was unanimous.

Mr. Graham commended Cathy Maassen and her husband, Gary, for building some of youth summer reading club items.

Discussion followed regarding Interlibrary Loan borrowing, the cost of a non-resident card, and the percentage of Skokie residents who have a library card.

### 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 May was up 2.4% over the same month last year. An increase in Youth book circulation led the gain, supported by increased circulation of Adult and Youth DVDs. Self-check is down because fewer units are operational during the conversion to a new RFID system. Use of e-commerce is up sharply, both remotely and within the Library. The Gate Count is virtually flat, with an increase of less than 1%.

ROAD DIET----The Village experiment with the Road Diet on Oakton Street is due to end later this month. During morning and evening rush hour periods, traffic on Oakton is backed up past the Library and drivers exiting the Library parking lot must depend on the kindness of strangers to enter the flow of traffic. Mrs. Anthony attended a meeting earlier

this week with the Village Traffic Engineer, Community Development and engineers from Gewalt Hamilton and she expressed her concerns. Public comment has also been largely negative. Also discussed was some relief of the congestion in entering the parking lot with a left-hand turn from Oakton. Several options were proposed, including blocking off the option to turn right immediately after entering the lot. Plantings would continue across the current opening. A couple new spaces would be made, but a couple would be lost, for about an even trade. Another option would be to allow egress only from the Oakton Street drive, directing all incoming traffic to Park Avenue. Mrs. Anthony thinks this would be less popular with the public (not to mention residents on Park). It also seems to work better for traffic turning left onto Oakton to do so from the intersection at Park so only right-turn traffic would exit directly onto Oakton.

The Board discussed Oakton Street's Road Diet and the left turn into the Library parking when approaching the Library from the east.

**PENNY SEVERNS' LITERACY GRANT----**The Library has received word that it is the recipient of another Penny Severns' Literacy Grant in the amount of \$4,800. for this summer. Kate Belogorsky prepared the successful grant proposal for a program to be conducted together with Oakton Community College and the ELL Parent Center. This program successfully helped 20 immigrant families last year.

**LIBRARY PRODUCTION STUDIO REFUND----**The Library received a refund of \$2,239.84 from the Library Production Studio. LPS ceased operation in 2009, but funds were retained to pay unemployment for the staff who were laid off. This is now a final closing of the books.

**ULC/IMLS BENCHMARKS INITIATIVE----**Mick Jacobsen will represent the Library on a Task Force that will work on developing benchmarks for technology skills. This is a major national project with several cooperating entities including the Urban Libraries Council and the Institute of Museum and Library Services. Gates Foundation money is funding the initiative.

**FESTIVAL OF CULTURES----**The Library was a visible presence at the Skokie Festival of Cultures May 21-22, with the Bookmobile there throughout, a table in front of the Bookmobile staffed by Library employees, and the Children's Tent featuring activities coordinated by Cathy Maassen of Youth Services. With two days of rain forecast, the weather turned out quite well. There was light rain through some of the opening ceremonies, but many dignitaries and community representatives were present. The Library was represented by Board member Karen Parrilli and Mrs. Anthony. Sunday was

sunny and warm, interrupted by a late afternoon thunder shower. Still, the event attracted a large crowd. Staff brought a completed puzzle of national flags for display in the Library.

NILES TOWNSHIP PROPERTY TAX COALITION----Mrs. Anthony attended the semi-annual meeting of the Niles Township Property Tax Coalition earlier this week. The Coalition approved intervention in six proposed cases for the Tax Objection Complaint proceedings. Commercial property values, like residential, are dropping as of the 2009 tax year. The attorneys asked if the Coalition would like to proactively identify some commercial taxpayers that may be undervalued. This would be for the 2011 tax year. The Library owes \$2,359.15 for legal work and appraisals conducted this past year. This continues to be a very worthwhile endeavor.

ALA ANNUAL CONFERENCE----Mrs. Anthony will be out of town June 23–June 28 for the ALA Annual Conference in New Orleans. Six staff will also attend the meeting. This will be Mrs. Anthony's last meeting chairing the ALA Public and Cultural Advisory Committee. Mrs. Anthony continues to serve on the PLA Leadership Task Force.

### eBOOKS

So much is being written about the growing popularity of eBooks in the general press that Mrs. Anthony thought it would be useful for the Board to hear how the trends are affecting the Library and how we are responding.

Teri Room, Coordinator of Collection Development, and Lynnanne Pearson, Manager of Adult Popular Services, have come to the Board meeting to speak with the Board and to answer any questions. Mrs. Room prepared a handout to give the Board some numbers regarding eBooks in the collection and their use. Mrs. Room explained that things are changing very quickly with eBooks. The Library has been with OverDrive since 2005 which is our way to download books. She explained how the books are downloaded, various eReaders, TumbleBooks, Safari books, Gale Virtual Reference Library, publishers, and increased budgeting for eBooks.

Ms. Pearson talked about the use of Sony eReaders and what is being done to train staff and the public, adult and youth, in use of the variety of devices being used to read eBooks.

The Board thanked Mrs. Room and Ms. Pearson for their informative presentation. Mrs. Room and Ms. Pearson left the meeting at 8:21p.m.

### APPROVAL OF CONSIDERATION OF FEES FOR SOME LIBRARY PROGRAMS

Mrs. Anthony distributed the Library's Rationale for Fees as adopted by the Board in 1993 and last reviewed in 2009. In the rationale, program events are included among basic library services that are offered as a public good. It seems right that storytimes, lectures, book discussions and many performance programs would continue to be covered by this rationale.

However, there may be some new opportunities such the type of theatre described in the article from the Chicago Tribune that Diana Hunter brought to Mrs. Anthony's attention. The Board was asked to consider whether the Library should experiment with some new offerings that might be made possible if a fee were charged. Mrs. Hunter offered that programs for a fee would require more publicity, but might attract a different audience.

There are acknowledged logistical issues in implementing such a change. Some staff would be needed to accept payment at the door. We would need provision for processing credit cards on site and a method for online payment in advance of the program. There would be a risk of greater-than-expected cost if an insufficient audience were attracted to offset costs. Increased marketing would be required. There would undoubtedly be complaints from some patrons and appeals for special consideration. There may be other concerns.

Lengthy discussion ensued regarding pros and cons of charging an admission fee for some programs.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CHARGING AN ADMISSION FEE FOR SHATTERED GLOBE THEATRE'S PERFORMANCE OF 'DOWN AND DIRTY ROMEO AND JULIET' AT SKOKIE PUBLIC LIBRARY.

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

#### APPROVAL OF NON-RESIDENT SERVICES

Mrs. Anthony stated that public library Boards must annually decide and take action on whether to participate in or opt-out of the non-resident reciprocal borrowing program. This law pertains only to the possibility of providing service to persons "residing outside of a public library service area" and does not affect practice regarding the sale of cards to non-residents of areas already served by a public library. Therefore it would not affect the sale of cards to Chicago residents.

The Board first discussed this in 2004 due to a revision of the Illinois compiled statutes Chapter 75 Act 5, Section 4-7, Paragraph 12 in January, 2002. The effective change was as follows:

A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The non-resident cards shall allow for borrowing privileges at all participating libraries in the regional library system ~~only at the library where the card was issued.~~ (New text is underlined. Expired text is lined through.)

Since Skokie does not have a significant neighboring unserved population, Mrs. Anthony has recommended that the Board approve participation in the program. Since the "closest public library" is determined by school district and the close-by area of Golf does not have public library service, there is a small number (estimated at 50) of students from Golf who attend Niles North and might want to purchase a Skokie Public Library card. In fact, we sold twenty-seven (27) non-resident borrowers' cards in 2010, thirty (30) non-resident borrowers' cards in 2009, and thirty-nine (39) non-resident borrowers' cards in 2008. Typically, not more than one or two of these cards are sold to Golf residents each year, a volume which does not present a problem. At the present time, there are no Golf residents holding fee cards for the Skokie Public Library, but three Golf residents registered as reciprocal borrowers from Glenview.

Mrs. Anthony recommends that Board renew approval of participation in the Non-resident Services program for the year from July 1, 2011-June 30, 2012.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
RENEW PARTICIPATION IN THE NON-RESIDENT SERVICES  
PROGRAM FOR THE YEAR FROM JULY 1, 2011-JUNE 20, 2012.

The roll call vote for approval was unanimous.

#### APPROVAL OF FINAL REPORT ON GOALS & OBJECTIVES FY 2010-2011

In this first year of the Library's new Strategic Plan, staff made excellent progress in addressing the Library's Goals. The Goal of providing services in ways that are integral to users' lives, keeping in mind convenience and ease of use for the user is particularly timely with competing demands on users' time and the high cost of gas. People have responded favorably to the offering of eReaders, loaded with multiple current titles. The Library's increased visibility in northwest Skokie, including a new Bookmobile stop at

the Optima condo complex as well as a programming presence, has resulted in new Library users. The Library card project with the schools has significant potential for increasing the number of Skokie school children who have library cards, increasing students' use of online databases and cost savings for school libraries. The new Travel collection area is attractive and convenient, pulling print, AV, map and computer resources together for people making travel plans.

In a time of tight finances, staff have maximized their effectiveness through expanded partnerships with other community agencies. Spring Greening was a new initiative, undertaken with the Village, Park District, United Way and other community partners. Coming Together in Skokie was successful in engaging large numbers of people, promoting cultural understanding and increasing Library visibility. It also strengthened ties with community partners as did continuing participation in the Skokie Festival of Cultures and the Backlot Bash. More staff are participating in community outreach, giving them the chance to see first-hand local needs and opportunities for library involvement.

It is apparent in reading through the objectives that many people look to the Library, not just for library materials, but for staff expertise. Staff have assisted people with selecting and using new eReaders, with producing their own media in the Digital Media Lab, with applying for jobs online and with learning skills that will help them be preschool literacy instructors for their young children.

Because staff are building on a strong service base, some of the targeted objectives are quite narrowly focused. Not everyone puts holds on titles, but for those who do, the ability to control their own holds (making changes due to vacation, etc.) and the new printed spine labels are significant improvements.

Some of the completed objectives such as the selection of a new RFID system and Automated Materials Handling system and the selection of Encore Synergy for integrated discovery of articles and other eContent, along with a catalog search, will yield benefit in the years ahead.

Altogether, these completed objectives represent continuing library service improvements, through coordinated work both within the Library and within the community of Skokie.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
ACCEPT THE FINAL REPORT ON GOALS & OBJECTIVES FOR  
FISCAL YEAR 2010-2011.

The motion passed unanimously. The Board praised the number of objectives completed.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Parrilli attended the May 23, 2011, North Suburban Library System Board meeting. Her report follows.

#### *Acting Executive Directors Report:*

**Merger Update:** The Secretary of State's office and the Illinois State Library officially approved the merger of the five northern library systems. Plan of Service and Bylaws will be approved at a later date as part of the Area and Per Capita Grant application.

Illinois State Library notified RAILS that no official action can be taken by the Merger Transition Board (MTB) before July 1, which means no hiring of staff, no signing of contracts unless they go out to bid, and no instituting insurance policies. Salary ranges have also come in question by ISL. Tom Sloan resigned as the interim Executive Director. It is understood that funding the new library systems with State money, State guidelines prevail.

The election for the RAILS Board of Directors will begin Friday, May 27, 2011, via the systems merger website. Each library member has one vote to cast on the ballot. (With President Hunter's approval, Director Anthony will cast Skokie Public Library's vote.) President Caudill recommended voting for three NSLS Board members: Paul Kaplan, Jan Polep, and Penny Sympson.

**Delivery Update:** A past NSLS employee returned to fill an empty part-time position.

**June Receptions:** Dates were announced for receptions to coincide with NSLS final meetings: All library members are invited to attend the final merger update meeting on June 17 with Jan and Mary, followed by a social reception featuring light snacks. Preceding the last NSLS Board regular meeting on June 20, dinner will be served.

**RAILS' Use of NSLS Personal Property:** Staff at the Burr Ridge office, the new interim headquarters for RAILS, will take some of the left-over office furniture from the NSLS building. NSLS staff are looking into disposing and recycling where they can the remainder of assets, especially old and useless technology, e.g., software, computer



hardware. More useful items will be displayed on June 17 during the members' meeting and reception.

**NSLS Contracts:** Almost all of the contracts have run out, except for AT&T, which NSLS needs in order to have access to V-tel communications.

*Real Estate Committee Report:*

President Caudill stated that there is no progress to report in selling the NSLS building. Problems continue with lack of communication from the real estate agent.

*Purchase or Lease of New Delivery Van:* After lengthy discussion, the Board of Directors voted in favor of purchasing a 2011 box truck valued at approximately \$28,000 to replace its oldest vehicle, a 1998 Chevy van with over 175,000 miles. The purchase will be made if there are no objections from the Merger Transition Board.

*Resource Sharing Policy:* A draft copy of the RAILS Resource Sharing Policy (reciprocal borrowing), dated May 16, 2011 was distributed. The Merger website reported that the Resource Sharing Policy was adopted without change on May 18, 2011.

Mrs. Anthony and Mrs. Parrilli will attend the final merger update meeting on June 17.

Discussion followed regarding participation in RAILS. The Board asked Mrs. Anthony to discuss the RAILS Resource Sharing Policy with other directors in NSLS. The Board deferred further discussion of the RAILS Resource Sharing until the July Board meeting.

COMMENTS FROM TRUSTEES

Mrs. Rich commended Youth Services staff for their innovative Busytown program on April 30 bringing together young children with a variety of community workers (baker, postman, banker, mayor).

Mr. Graham mentioned the passing of author Lillian Jackson Braun.

Mr. Graham spoke to Village Manager Al Rigoni about the discrepancy between the Library's levy and collection. The Library's shortfall in collection shortfall was not as much as previously estimated.

Mrs. Anthony mentioned Mr. Kihara's very gracious response to her recent letter.

ADJOURNMENT

At 9:08 p.m. a motion was made by Mrs. Parrilli, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Zelda R. Rich", written over a horizontal line.

Zelda Rich, Secretary