

September 13, 1994

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, September 13, 1994.

CALL TO ORDER

The meeting was called to order at 7:37 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; Susan Brill Schreck; Norma Zatz; and Carolyn A. Anthony, Director.

Mr. John J. Graham arrived at 8:25 p.m.

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 10, 1994

Mrs. Zatz made a motion, seconded by Mrs. Schreck, to approve the minutes of August 10, 1994 as written, subject to additions and/or corrections.

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

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

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, LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED; AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval of the Consent Agenda financial statements and lists of bills was unanimous.

CONSENT AGENDA ITEMS

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

Mrs. Zatz 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 REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFT (\$30. from Mrs. R. S. Jensen)
5. PERSONNEL

Promotion: Orlando Carnate from part-time Page/Projectionist to part-time Microcomputer Assistant, Youth Services Department, effective September 4, 1994

Resignation: Sheila Faut, Clerk-Typist, Technical Services Department and Receptionist, Community Services Department, effective September 2, 1994

Transfer: Richard Trauth, Assistant to Automation Coordinator, from Adult Services Department to Technical Services Department, effective September 6, 1994

After discussion the motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation for August was up almost 16% at 90,791. August was the third month this year (in addition to March and July) that circulation has exceeded 90,000. While percentage increases continue to be greatest in audiovisual materials, adult book circulation was up 8.6% and youth books up 12%. The gate count for August was 53,137, compared to 40,598 in August, 1992. We did not have a gate count for August, 1993, due to malfunction of the gate.

Tax Exempt Status--We received notice of approval for tax exempt status for 66% of the 1993 tax year for 5237 Oakton Street (since purchase of the property was in May).

Library attorney Irv Funk has notified Mrs. Anthony that the closing on 5241 Oakton Street will be October 4.

Degree of Success--SPL's newest MLS is John Kadus who recently completed his library degree at Rosary College. John started work with the Skokie Public Library as a page in 1975 and, with minor interruptions, has worked his way up through numerous positions. We congratulate John on his achievement.

New Phone System--October 11 has been set as the cutover date for the new telephone system. Ameritech is also making an upgrade. We received notice that phone service will be out

several hours after midnight September 18 when Ameritech switches its frame relay lines from copper to fiber optic.

Automation--Computer View has been here over the past two weeks installing hardware and software for the Library's Local Area Network. The present schedule for Dynix installation calls for moving Circulation onto an interim mini circ system September 30 and going live with Dynix by mid October. The conversion process to date has not been without frustrations. Dynix appears to be handling many more installations and conversions than last year. While they have hired a number of new staff to cope with the increased volume, all are not fully up to speed. Similarly, completion of the Library's INTERNET connection through NSLS has been slow because both NSLS staff and their vendor have been overwhelmed by the number of libraries participating in the project.

Canvas Boot--We have been engaged in a discussion with Johnson Controls over responsibility for a torn canvas seal on one of our air handlers. Johnson installed new canvas in May, 1993 and replaced it again after it ripped in late summer, 1993. When it ripped again this summer, they claimed it was no longer under warranty. Paul Gilson has investigated and found that the installation did not allow for a variance in dimensions from the top of the air handler to the bottom. Mr. Gilson has been a real asset in assessing problems with the HVAC system.

Oakton Discovery Center--Mrs. Kozlowski and Mrs. Anthony attended a program sponsored by the Governor and held at Oakton on the use of new technology by small and midsize businesses. Several skits pointed out how dramatically technology is changing the way business is done. It was reassuring to us to visit the sponsors' booths and see our new phone system, compaq computers, and Ameritech.

State Task Force on the Unserved--Mrs. Anthony chaired a half day meeting in Springfield August 31 of a Task Force on serving the unserved in Illinois. Data compiled by the State Library showed that of twenty-five states which have unserved populations, Illinois has the largest number of unserved at 1.3 million. At issue is what tax might be acceptable for a basic level of service.

Book Sale Leftovers--We have had difficulty this year finding an agency to accept books left over from the Library's book sale in June. Remaining fiction will be available for free at the flea market in the Park District's Fall Fest.

New Residents' Coffee--The Library will have a table at the New Residents' Coffee at Village Hall September 29. A new brochure with information on services of the Village, Library, Park District and schools will be available for new residents. Sponsored by VOICES and underwritten by several local businesses, the brochure will be printed in English, Korean and Russian editions.

Public Hearing on Cable--The Village will hold a public hearing Tuesday evening, September 27, to solicit comment on TCI and services desired in a new cable franchise. The Village is beginning a three year period of negotiation for a new cable franchise agreement.

NON-RESIDENT FEE CARD

Mrs. Anthony requested current information on non-resident fees in NSLS libraries from the North Suburban Library System. Based on documentation received, the average System fee is now \$138.66.

The Library's current non-resident fee of \$120. has been in effect since January 2, 1993. (The Board adopted the option of following the average non-resident fee for the System area rather than the option of adoption of the average cost of library service to a local household or computation of a fee based on the Library's tax rate and property value as given on actual tax bill.)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE AN INCREASE IN THE COST OF THE SKOKIE PUBLIC LIBRARY NON-RESIDENT FEE CARD TO \$150. EFFECTIVE JANUARY 2, 1995, WITH A REVIEW OF FEE CARD COSTS TO BE MADE TWO YEARS AFTER THAT DATE.

The roll call vote for approval was unanimous.

EMPLOYEE ASSISTANCE PROGRAM

Mrs. Anthony reported she reviewed information regarding costs and services provided by an employee assistance program through Employee Resource Systems, but disqualified them because costs were more than twice the amount of ComPsych.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE ENTERING INTO A CONTRACT WITH THE EMPLOYEE ASSISTANCE PROGRAM OFFERED BY NSLS TO NSLS MEMBER LIBRARIES, COMPSYCH, AS PROPOSED, FOR A PERIOD OF TWO YEARS.

The roll was called. Mrs. Hunter--yes; Mrs. Zatz--yes; Mr. Friedman--yes; Mrs. Weiner--no; Mrs. Schreck--yes; Mrs. Rich--yes. The motion passed.

Mrs. Hunter suggested this new employee benefit begin with the new calendar year.

Mrs. Anthony will contact NSLS regarding effective date and/or if there is an enrollment period.

MILLWORK PROPOSAL

In areas used more for computer work than conventional desk work, we have found that custom millwork at computer work height with openings for cables is the best solution.

Continental Woodworking has proposed millwork for the new Local Area Network (LAN) Administrator's Office; the Youth Services Computer Room; and the self-check-out area counter in the amount of \$7,725.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE EXPENDITURE OF \$7,725. TO CONTINENTAL WOODWORKING FOR MILLWORK AS PROPOSED.

The roll call vote for approval was unanimous.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network September 1994 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

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

COMMENTS FROM TRUSTEES


Mrs. Zatz suggested a policy be developed to discourage parents from leaving young children unattended by a parent or guardian at programs held in the Library.

After discussion it was the consensus of the Board that Library Administration could handle this problem by indicating which programs are not appropriate for children, or by

noting on program flyers that children under a certain age must be accompanied by an adult.
The Board indicated the need for enforcement of the guidelines by staff.

ADJOURNMENT

The meeting adjourned at 8:32 p.m.



Zelda R. Rich, Secretary