

May 14, 2003

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, May 14, 2003.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:31 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President (arrived at 7:32 p.m.); Zelda Rich, Secretary; John Graham, Susan Greer (arrived at 7:50 p.m.); Diana Hunter, President Emerita (arrived at 7:38 p.m.) Eva Weiner and Carolyn A. Anthony, Director.

Visitors present: Richard Spicer, Jim Dyer, Mike Gerrish, Fred Berglund & Sons, Inc.; Jamie Weiner (son of Eva Weiner); and Barbara A. Kozlowski, Associate Director for Public Services.

SWEARING IN OF EVA WEINER

Mr. Witry arrived at 7:32 p.m.

Dr. Wozniak swore in Eva Weiner as library trustee for her new six-year term since Marlene Williams (Village of Skokie, Village Clerk) had another commitment.

Mr. Weiner left the meeting at 7:33 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETING OF APRIL 9, 2003

Mr. Witry made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting of April 9, 2003, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

BUILDING PROJECT

Mr. Spicer announced that he is leaving Fred Berglund & Sons at the end of May and has taken a position on the east coast. Mike Gerrish, who will take over for Mr. Spicer, was introduced to the Board and will close out the project. Jim Dyer will continue to be involved.

Change Orders

Mrs. Anthony reported on the first nineteen proposed change orders this month for a total expense of \$102,538.40. We are nearly at project end and should also be close to being through with such changes.

Seven of the change orders are for adjustments to conditions in the field for Camosy, the general trades contractor. These change orders may be summarized as follows:

Access openings in west vestibule ceiling	\$2,525.00
Staff kitchen adjustments for stove	\$934.00
Laminate drywall by basement elevator	\$1,381.00
Floor patch and prep in west building	\$4,500.00
Deletion of ceramic floor in custodial bathroom	(\$1,035.00)
Additional drywall on first floor	\$5,201.00
Coat racks for YS story room	<u>\$1,373.00</u>
	\$14,879.00

Four of the change orders are for adjustments in the field for Monaco Mechanical, Inc. These changes may be summarized as follows:

Reinstallation of slot diffusers	\$1,526.12
Secure linear floor grilles	\$1,526.12
Rework exhaust ductwork restrooms 104 & 105	\$861.10
Ductwork modifications as needed	<u>\$7,404.34</u>
	\$11,317.68

Two of the change orders are for changes required in the field for Connectivity Solutions as follows:

“Hogan” ground riser as required by Village	\$1,177.00
Move of F-28 light fixtures from YS to Teen Corner	<u>\$1,175.72</u>
	\$2,352.72

Six of the change orders are for additions to the scope of work and may be summarized as follows:

Elevator cab(s) ceiling and guardrails	\$10,686.00
Replace east aluminum entrance doors	\$11,574.00
Steel bridge for Bookmobile	\$5,377.00
Widening of parking lot entrance	\$11,138.00
Roof garden guardrail	\$32,879.00
Bumper guards for cart storage room	<u>\$2,325.00</u>
	\$73,989.00

The Board previously approved expense for refurbishing the interiors of the two public elevators to the second floor at \$44,149.00. This quotation did not include replacement of the elevator ceiling or a protective railing so that carts will not bump and scratch the elevator walls. The cost of these additional improvements, together with the earlier quotation would result in total expense of \$54,835. for the two elevator interiors. This is still considerably less than estimates provided early on by Schindler.

It is proposed to replace the exterior doors in the east entry to the Library as they are worn after thirty years and not only look worn, but have been difficult to lock and secure at times. The new doors will match those in the west entry.

The proposed bridge for the Bookmobile will attach to the wall in the garage and extend across the Bookmobile steps, allowing staff to push a cart from the walkway in the garage directly onto the vehicle. This will eliminate the need to transfer materials to bags for carrying down the garage steps and up the vehicle steps.

The widening of the parking lot entrance was approved by the Board in concept, not to exceed \$12,000. The work has been done at \$11,138.00. Because there was not a motion and vote on this matter previously, we would like to secure that specific approval for the record.

Initially, Bob Hunter had not planned a guard rail for the roof garden. The concrete benches around the staff area were designed to serve as a barrier. However, OSHA requires a guard rail of certain specification if staff are to be out on the roof. Fabrication and installation of the railing will cost \$32,879.00.

The cart storage room off the south first floor corridor will be used by Circulation to sort returns from the outside book drops as well as to handle returns in the east entry. The bumper guards will protect the walls from damage by the carts.

In the Budgetary Status prepared for the Board in March, the construction contingency was down to \$60,000. and owner's contingency to \$100,000. If we charge the field adjustments to the construction contingency, that will be reduced to \$31,450.00, while the owner's contingency, with the elective changes, will be \$26,000.

Mr. Spicer explained the remaining allowances and said there are still some pending change orders to come before the Board.

Mrs. Hunter arrived at 7:38 p.m.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FOLLOWING CHANGE ORDERS FROM CAMOSY, INC.:

ACCESS OPENINGS IN WEST VESITUBLE CEILING	\$2,525.00
STAFF KITCHEN ADJUSTMENTS FOR STOVE	\$934.00
LAMINATE DRYWALL BY BASEMENT ELEVATOR	\$1,381.00
FLOOR PATCH AND PREP IN WEST BUILDING	\$4,500.00
DELETION OF CERAMIC FLOOR IN CUSTODIAL BATHROOM(\$1,035.00)	
ADDITIONAL DRYWALL ON FIRST FLOOR	\$5,201.00
COAT RACKS FOR YS STORY ROOM	<u>\$1,373.00</u>
	\$14,879.00

The roll call vote for approval was unanimous.

Mr. Witry made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FOLLOWING CHANGE ORDERS FROM MONACO MECHANICAL, INC.:

REINSTALLATION OF SLOT DIFFUSERS	\$1,526.12
SECURE LINEAR FLOOR GRILLES	\$1,526.12
REWORK EXHAUST DUCTWORK RESTROOMS 104&105	\$861.10
DUCTWORK MODIFICATIONS AS NEEDED	<u>\$7,404.34</u>
	\$11,317.68

The roll call vote for approval was unanimous.

Mr. Witry made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE FOLLOWING CHANGE ORDERS FROM
CONNECTIVITY SOLUTIONS, INC.:

'HOGAN' GROUND RISER AS REQUIRED BY VILLAGE	\$1,177.00
MOVE OF F-28 LIGHT FIXTURES FROM YS TO TEEN CORNER	<u>\$1,175.72</u>
	\$2,352.72

The roll call vote for approval was unanimous.

Mr. Witry made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE FOLLOWING CHANGE ORDERS:

ELEVATOR CAB(S) CEILING AND GUARDRAILS	\$10,686.00
REPLACE EAST ALUMINUM ENTRANCE DOORS	\$11,574.00
STEEL BRIDGE FOR BOOKMOBILE	\$5,377.00
WIDENING OF PARKING LOT ENTRANCE	\$11,138.00
ROOF GARDEN GUARDRAIL	\$32,879.00
BUMPER GUARDS FOR CART STORAGE ROOM	<u>\$2,325.00</u>
	\$73,989.00

The roll call vote for approval was unanimous.

Mrs. Greer arrived at 7:50 p.m.

Additional Change Orders

Mrs. Anthony reported that there are three additional change orders for review. The first is for an aluminum picture rail system that will be used in several areas of the first floor and around the stair landing on the second floor to enable the hanging of art exhibits without continued spackling and repainting of the walls. The cost of this system, with installation, is \$4,747.00.

The second change order is for one OPAC station and one self-check station for the east lobby. Although these have been planned from the initial design drawings, they were

inadvertently omitted from previous specifications. The cost of the millwork for these two stations is \$6,013.00.

The third change order is for an adjustment to the previous order for laminated end panels and slatwall for the bookstacks. The cost of these additions is \$6,604.00.

The total additional cost of these proposed changes is \$17,364.00.

Mr. Witry made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE THREE ADDITIONAL CHANGE ORDERS FROM CAMOSY, INC. AS FOLLOWS:

ALUMINUM PICTURE RAIL SYSTEM	\$4,747.00
ONE OPAC STATION & ONE SELF-CHECK STATION	\$6,013.00
LAMINATED END PANELS AND SLATWALL	<u>\$6,604.00</u>
	\$17,364.00

The roll call vote for approval was unanimous.

Budgetary Status of Construction Project

Mrs. Anthony presented the bimonthly report of the status of the building project fund showing total projected expense of \$19,468,018. including contractual commitments and other budget considerations.

These expenses may be more than covered by Project revenues to date of:

Bond Proceeds	\$17,500,000.00
Reserve Fund	\$1,927,212.00
Interest on Bond Fund	<u>\$340,487.00</u>
	\$19,767,699.00

Balance in the Bond Fund as of April 30, 2003 was \$2,742,605.10.

Update on Construction Project Issues

Mrs. Anthony reported that to construct a parking lot in the area where two houses have been torn down on Park Avenue, we need to go before the Village Plan Commission to consolidate the parcels, vacate the alley behind the parcels, have the area rezoned from R-2 to R-4 and obtain a Special Use Permit to develop parking in an R-4 zone. We have

assembled all the necessary documents for these petitions and delivered them to the Plan Commission so that our case may be heard at the Plan Commission Meeting Thursday, June 5. Mike Lukich, a civil engineer with Gewalt-Hamilton and Keith May, an attorney with Robbins, Schwartz, Nicholas, Lifton & Taylor, will attend the Plan Commission Hearing as will Mrs. Anthony.

Regarding Connectivity Solutions, the electrical contractor, Mrs. Anthony understands that Guy Willis will be in town next week to check on the status of the project. We were able to make arrangements with Advance Electric for payment of \$59,598.18 towards the balance due for materials ordered and received by Connectivity for the Library project. This amount has been deducted from the balance due to Connectivity from the Library. With the receipt of this payment, Advance Electric released additional product needed to complete the Library job. It is Mrs. Anthony's understanding that there is still a balance of over \$90,000. owed to Advance by Connectivity in connection with the Library job and also an amount of \$82,817.44 owing to Mercommbe, Inc. The Board will recall that Mercommbe placed a lien on the Library for the outstanding debt. Electricians and low-voltage workers have continued on the job and progress is being made toward project completion later this month.

The Grand Opening is planned for Sunday, June 29. Details of events will be forthcoming, but a basic schedule calls for performances by Hubbard Street 2 at 1:00 and 3:00 p.m., with dedication ceremonies at 2:00.

Mr. Spicer reported on the situation with the electrical contractor. The Board may want to pay supply debts mentioned above as we did the previous payment to Advance, in lieu of making payments directly to Connectivity. After discussion, Mr. Graham asked Mrs. Anthony to contact Library legal counsel Loren Slutzky to find out if legally we could retain \$10,000-\$15,000 after Connectivity has finished 100 percent of their work in case other suppliers surface that have not been paid.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE PAYMENT OF \$82,817.44 TO MERCOMMBE, INC. AND \$46,070.86 TO ADVANCE ELECTRICAL SUPPLY DIRECTLY AND DEDUCT THIS AMOUNT FROM CONNECTIVITY SOLUTIONS' CONTRACT AFTER THE WAIVERS HAVE BEEN RECEIVED BY THE LIBRARY.

The roll call vote for approval was unanimous.

LIST OF BILLS FOR PAYMENT APPROVAL

A motion was made by Mr. Witry, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIST OF BILLS FOR PAYMENT APPROVAL FOR \$169,027.02, AS PRESENTED, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

INVOICE NO. 0060961 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$7,468.49 DATED APRIL 10, 2003

Mr. Graham made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INVOICE NO. 0060961 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$7,468.49 DATED APRIL 10, 2002 FOR PAYMENT.

The roll call vote for approval was unanimous.

INVOICE NO. 13083 FROM FRED BERGLUND & SONS, INC. FOR \$45,941.31 DATED MAY 7, 2003

Mr. Witry made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INVOICE NO. 13083 FROM FRED BERGLUND & SONS, INC. FOR \$45,941.31 DATED MAY 7, 2003.

The roll call vote for approval was unanimous.

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$88,734.00 DATED APRIL 30, 2003 AND PAYMENT APPLICATION FROM F.J. KERRIGAN PLUMBING CO. FOR \$18,050.00 DATED MAY 6, 2003

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$88,734.00 DATED APRIL 30, 2003 AND PAYMENT APPLICATION FROM F.J. KERRIGAN PLUMBING CO. FOR \$18,050.00 DATED MAY 6, 2003.

The roll call vote for approval was unanimous.

Mr. Witry asked when the project completion date would be. Mr. Spicer said as of May 23 construction will be substantially completed. Youth Services will be closed May 27 from 9 a.m. to 3 p.m. for the move into the east lobby and the east entry would open May 28. Punchlist items will be worked on in June.

The Board wished Mr. Spicer well in his new endeavors.

Mr. Spicer, Mr. Dyer and Mr. Gerrish left the meeting at 8:33 p.m.

CONSENT AGENDA (Financial Statement; Bills; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Program Statistics 4th Quarter F.Y. 2002-03; Correspondence; Personnel; Gift)

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

MOTION: THAT THE FINANCIAL STATEMENT AND THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. PROGRAM STATISTICS 4TH QUARTER F.Y. 2002-03
5. CORRESPONDENCE: ILLINOIS FUNDS-MONEY MARKET, MONEY MARKET FUND PROFILE, DATED DECEMBER 27, 2002 AND ILLINOIS FUNDS-PRIME FUND, MONEY MARKET FUND PROFILE, DATED DECEMBER 27, 2002; LETTER FROM BERT A. LUMETTA, CUSTOMER SERVICE SPECIALIST, UNIQUE MANAGEMENT SERVICES, INC. TO CAROLYN A. ANTHONY DATED APRIL 24, 2003.
6. PERSONNEL: HIRES: LUCRETIA MARRIOTT, PART-TIME INFORMATION ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE MAY 1, 2003; CECILIA R. CYGNAR, PART-TIME INFORMATION ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE MAY 2, 2003; TERRY RATOFF, PART-TIME INFORMATION ASSISTANT, ADULT

SERVICES DEPARTMENT, EFFECTIVE MAY 5, 2003; CALEB D. NOLAN, PART-TIME INFORMATION ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE MAY 8, 2003; AND MICHAELA HABERKERN, FULL-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE MAY 19, 2003; RESIGNATION: JANELLE SILVA-WILSON, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE MAY 18, 2003; STATUS CHANGES: RUTH SINKER, FROM PART-TIME TECHNOLOGY COORDINATOR, YOUTH SERVICES DEPARTMENT, TO FULL-TIME TECHNOLOGY COORDINATOR, YOUTH SERVICES DEPARTMENT, EFFECTIVE MAY 1, 2003; MARY TONG, FROM PART-TIME CLERK, TECHNICAL SERVICES DEPARTMENT, TO FULL-TIME CLERK, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE MAY 1, 2003; AND JAIME TREJO, FROM PART-TIME CUSTODIAN, MAINTENANCE DEPARTMENT,, TO FULL-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE MAY 1, 2003; PROMOTIONS: JULIE MARKS, FROM PART-TIME SHELVER, CIRCULATION DEPARTMENT, TO PART-TIME INFORMATION ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE MAY 1, 2003; ALMIR SELIMAGIC, FROM PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, TO FULL-TIME TECHNOLOGY SPECIALIST III, ADULT SERVICES DEPARTMENT, EFFECTIVE MAY 1, 2003; LARISSA VASSILIEVA, FROM PART-TIME TEMPORARY INVENTORY TAGGER, TO FULL-TIME CIRCULATION/ACQUISITIONS CLERK, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE MAY 5, 2003; MEGAN HALL, FROM PART-TIME CIRCULATION ASSISTANT, CIRCULATION DEPARTMENT, TO PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE MAY 5, 2003; MARLENE MARK, FROM PART-TIME CIRCULATION ASSISTANT, CIRCULATION DEPARTMENT, TO PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE MAY 5, 2003; BILL TZIAVARAS, FROM PART-TIME CIRCULATION ASSISTANT,

CIRCULATION DEPARTMENT, TO PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE MAY 5, 2003; AND RAPHAEL TARELO, FROM FULL-TIME CIRCULATION ASSISTANT/PROJECTIONIST, CIRCULATION DEPARTMENT, TO FULL-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE MAY 5, 2003.

7. GIFT: \$25. FROM THE FRIENDS OF BRENDA B. WEISS IN MEMORY OF BRENDA B. WEISS FOR THE PURCHASE OF A FICTION BOOK ON CD.

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE YEAR-TO-DATE BUDGETARY STATUS REPORT AS PRESENTED.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE-Circulation in April was up 13% to 117,400, bringing total circulation for the Fiscal Year up to 1,343,707. Increases were strongest in the areas of video and audio resources, with circulation of those formats to adults leaping 66% and 50% respectively. This response to the opening of the new AV Department confirms the appropriateness of the decision to expand these collections. Circulation of all formats to youth continues to increase although that department has been open nine months now. Interlibrary Loan was off more than 10% for the month while Reciprocal Borrowing was up 23% from the same month last year.

CONTINUOUS BOOK SALE-April 8, we started a continuous book sale in the new Readers Service area on the first floor. Ricki Nordmeyer coordinated the arrangement of books on the shelves. The sale is on the honor system, with people taking their selections to the Circulation Desk for payment. Proceeds the first month were \$489.50. If this system continues to work well, it will replace the annual book sale as a means of divesting ourselves of items weeded from the collection and gifts that we cannot use.

USA PATRIOT ACT-It seems that when the media is interested in what you are doing, they beat a path to your door. After the New York Times picked up on the fact that the Board had decided to post signs in the Library, advising users that their privacy in the use of library resources might be compromised due to the PATRIOT Act, Mrs. Anthony had interviews this past month with WBEZ, WLZR, Metro News, the Osgood File, Illinois Radio Network, CLTV, Channel 5, Fox News, WGN, Chicago Tonight, CNN, the Sun Times, Chicago Tribune's Red Eye, the Guardian (London) and Time Magazine. With secondary coverage, the story has been reported many more places. Mrs. Anthony is pleased that the issue is receiving so much attention as she believes that growing awareness will increase scrutiny of the proposed PATRIOT Act II. Mrs. Anthony read in the Tribune this morning that the attempt to remove the sunset provision (2005) in the USA PATRIOT Act has been dropped.

ULC CONFERENCE-Mrs. Anthony attended a meeting of the Urban Libraries Council in Washington, DC last weekend on the subject of Leadership in Service to Diverse Communities. The session was excellent as she heard from a number of people external to libraries, including some immigrants, about the way libraries are perceived and the opportunities for libraries to serve immigrant populations. She took a field trip to two community service agencies in Washington and listened to speakers from Partnerships for Free Choice Learning, the Urban Institute and Harvard University. There were about 50 persons in attendance, primarily public library directors, but also several vendor CEOs, the Head of the Institute of Museum and Library Services and the Executive Editor of Governing Magazine. The mix made for lively exchange during discussion sessions.

PFIZER MOVE FROM SKOKIE-Pfizer's decision to close the research park and administrative offices in Skokie will result in the loss of 1100 jobs in the Village. It is too soon to say how the move over the next eighteen months will affect the Library, but it clearly is a factor to be considered in the next planning process. Skokie's corporate sector is shrinking and seems to be replaced by retail and condominiums. Undoubtedly, there will be a shift of tax burden to residential owners.

COMMUNITY SERVICE-This past month, Mrs. Anthony participated in two planning process sessions for the Skokie Chamber of Commerce, attended a meeting of the District 219 Technology Planning Committee, a meeting of the Rush North Shore Women's Board, and several planning meetings for the Skokie Festival of Cultures. The Festival will be held Saturday and Sunday, May 17 and 18. The Bookmobile will be on hand once again with staff volunteers. Board President Dr. John Wozniak will greet attendees at the

opening session Saturday. Mrs. Anthony hopes that other Board members will have an opportunity to drop by at some point during the weekend.

PROFESSIONAL SERVICE-Mrs. Anthony attended a meeting of the Advisory Board for the Graduate Library School at Dominican May 1. She is currently serving on an evaluation committee for the State Library's zILLANE project which is looking at promoting better access to library materials and resources throughout the State. The meetings are by conference call or V-Tel so require a minimum of travel. May 16 and 17, Mrs. Anthony will serve as a delegate to ALA's third Council on Professional Education, this one to focus on pre-professionals and support staff. It will be held nearby at the College of DuPage.

ALA ANNUAL CONFERENCE-After much debate and consideration due to the health advisories about travel to Toronto, ALA has decided to hold their annual conference as scheduled in Toronto June 19-24. The Urban Libraries Council will not hold meetings in conjunction with ALA this year after learning that attendance will be down due more to economic restrictions on international travel than to the SARS epidemic. At least one of our staff members has decided not to attend.

POLICY RE RETENTION OF RECORDS

As requested by the Board, staff have been reviewing our practice regarding the retention of patron-associated records, with the intent of devising a policy statement.

A record of items borrowed by user is eliminated as soon as those items are returned and checked in unless there are overdue fines. It has been the practice to keep records of overdues and "lost and paid" items for six months, primarily so that records could be checked in the event that a lost item is later found. We have discussed this and agreed that we will instead advise patrons to keep their receipt which will be required to claim a refund on a "lost and paid" item.

Computer lab sign-up records are thrown away the next day, after the computers have been booted up and it has been determined that hardware and software is operational.

Lists of patrons, sometimes with addresses or email addresses are kept for various other purposes, but generally not in association with particular materials or information. For example, there is a list of book discussion participants because they receive periodic mailings. Similarly, we have a list of persons who are maintaining pages on SkokieNet, participating in the Russian Club or interested in the TAG Team for teens.

The longest term records are kept for Interlibrary Loan and for Homebound Services. In the case of Interlibrary Loans, on a monthly basis records are downloaded into an Excel spreadsheet that lists the book titles that had been borrowed and about 50% of the time the record lists the patron's name as well. If the ILL is generated directly by the patron, it does include the patron's name; if by staff, just the patron barcode number is included. The State recommends keeping ILL records for five years although we keep them just three years because other libraries sometimes claim that a book was not returned or was returned with damage.

In the case of homebound patrons, Community Services keeps records going back years in some instances. Since librarians select books for delivery to homebound patrons, it is helpful to have lists of what has been sent previously so that the same titles are not offered. We see no alternative for service to this target population.

A possible policy statement, reflecting concerns and needs with regard to retention of patron records would be:

All patron records and their associations with particular Library materials and services should be treated as confidential information. Records should be kept only as long as necessary for service delivery to the patron and to ensure that Library materials and equipment are restored to the Library in good condition. Files of patron records should be reviewed on a regular basis and deleted as soon as they are no longer needed.

The Board approved the statement regarding retention of records as presented.

GOALS AND OBJECTIVES 2003-2004

Goals and Objectives 2003-2004 will be placed on the June Board Meeting agenda.

LIBRARY CABLE NETWORK CHANNEL 24

The May 2003 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

Mrs. Hunter would like to know Phil Carlsen's (Bookmobile Librarian) thoughts as to why the bookmobile circulation declined 17 percent in April. Mrs. Anthony will check with Mr. Carlsen.

Dr. Wozniak reminded trustees that the Festival of Cultures will be May 17 and 18.

Mrs. Greer questioned why a staff member was reading a newspaper at the west Circulation Desk. Mrs. Anthony will investigate.

Mrs. Hunter reported on her trip to Washington, D.C. for National Library Legislative Day.

CLOSED SESSION

At 9:03 p.m. a motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS LAND ACQUISITION.

The motion passed unanimously.

Adjournment

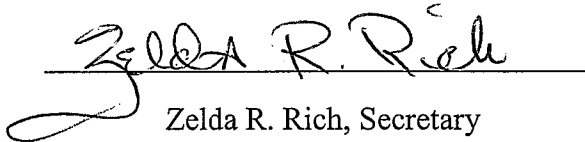
At 9:11 p.m. a motion was made by Mr. Witry, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION.

The motion passed unanimously.

ADJOURNMENT

At 9:12 p.m. a motion was made by Mrs. Rich, seconded by Mr. Graham to adjourn the regular meeting. The motion passed unanimously.


Zelda R. Rich, Secretary