

January 11, 1995

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, January 11, 1995.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

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

Susan Schreck Greer arrived at 8:15 p.m.

Observer present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 14, 1994

Mr. Friedman made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of December 14, 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
LIST OF BILLS

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

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 LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and the list of bills was unanimous.

CONSENT AGENDA ITEMS

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

Mrs. Rich 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 REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFT: \$25. from Evelyn Siegel in appreciation
5. CORRESPONDENCE

Letter from James M. O'Brien, Executive Director, Library Insurance Management and Risk Control Combination (LIMRiCC)

Letter from Patrick Quinn, Treasurer of the State of Illinois, (re IPTIP)

Letter from June Korey

Note from Susan Dickens

6. PERSONNEL

Status Change: Deborah Grodinsky, part-time to full-time Reference Librarian, Adult Services, effective January 1, 1995; and Judith Zartman, part-time to full-time Information Assistant, Adult Services, effective January 1, 1995

Termination: Samuel Robinson, Custodian, Custodial Services, effective January 2, 1995

The motion to approve the Consent Agenda items passed unanimously.

PROJECTED PRELIMINARY BUDGET 1995-96

The Board discussed various lines of the preliminary projected 1995-96 budget.

Mrs. Anthony noted that money needs to be put aside for the new chiller and for boiler replacement and other capital expenses. Funds are also needed in the capital expense line for development of the parking lot.

The increase in postal rates is reflected in the postage line. "Library Rate" has almost doubled - from 65¢ to \$1.12 for the first pound.

DIRECTOR'S REPORT

Usage--Circulation in December was up slightly from totals for the same month last year. Reciprocal borrowing is probably down because of interest in the new Evanston Library. Youth Services circulation continues to climb and to gain as a proportion of total Library circulation.

Parking Lot--Village engineers have been working on the plan for the expanded parking lot, west of the Library. The plan as drafted will yield 38 additional spaces, of which 31 will be for the public, with the remaining seven for staff. Preliminary plans call for demolition in March, with construction to begin in May. Details regarding disruption of sewer lines and sprinkler system need to be worked out. The plan calls for construction of a new sidewalk the length of the parking lot, parallel to the building. The parking lot will not be resurfaced except as needed to blend with new construction. The Village will bid the work, with contracts to be presented to the Library Board for approval.

National Library Week Grant--Fel Pro has awarded a \$500. grant for the National Library Week performance by Gaia Theatre.

Investment--IPTIP (Illinois Public Treasurer's Investment Pool) made some long term investments at a relatively low rate, causing them to fall behind in interest paid on investments. We have moved some of the Library's investments to Certificates of Deposit with NBD Bank, Skokie. The investments are fully collateralized with securities pledged to Skokie Public Library.

LSCA Grant Applications--The Library is preparing an LSCA grant application for a cooperative collection development grant, together with the public libraries in Evanston and Morton Grove. The grant would strengthen foreign language collections, including audiovisual materials, in Russian for Skokie Public Library, Korean for Morton Grove and Spanish for Evanston. We have also had some discussions with District 219 about cooperative resource access through technology. Whether the discussions lead to an application for LSCA Title III funding or not, we have identified several areas for cooperation between our agencies. With the current political climate in Washington, this may well be the last year for LSCA grant funding.

ALA Committee Appointment--Jon Theisen, Assistant Department Head in Youth Services, has been named to a one year appointment on the Mildred L. Batchelder Award Committee. This

prestigious group selects the best books for youth, originally published in a language other than English.

Radio Spots--The State Library is developing sixty brief radio spots on library service to be aired statewide, beginning in March. One will feature an interview with Steve Oserman regarding the Employment Resource Center at the Skokie Public Library.

Public Printers--Six low-end laser printers have been installed for public use in Adult Services. The printers may be used in preparing a resumé or printing out text from computerized data bases including such resources as magazine articles and abstracts or the Chicago Tribune. The ten cent cost per page is payable via vend-a-card only. Six additional laser printers will be installed in the near future. Some stations with access to the Library catalog only have dot matrix printers which may be used to print bibliographic citations without cost to the user.

Dial-in Access--Dial-in Access to the Library catalog has been restored. Users may dial the catalog at 675-0750 and enter using the password "library." The full protocol is being publicized on a bookmark flyer and in the Spring UPdate. We still plan for eventual remote access to the Library's computerized reference databases also.

Interactive CD Roms--Interactive CD Roms are available for circulation in both Youth and Adult Services. Two Power Macs and a Gateway (IBM compatible) may be reserved for use of interactive CD Roms in Youth Services. Each computer has a selection of six CD Roms and a "wild card slot" for playing a product from the circulating collection.

The Board questioned whether a virus might be introduced through circulation of CD Roms.

Five Plus Five--The early retirement option that has been available to teachers in Illinois is expected to be extended to other IMRF participants soon. The Library has several staff who may wish to take advantage of this option, with implications for the FY '96 budget.

Vestibule--A meeting is scheduled January 18 with Bernard Babka of Hammond, Beeby and Babka, Inc. and a representative of the vestibule floor grating supplier.

1995 Holiday Closure Dates--Consideration needs to be given to 1995 holiday closure dates. This year December 31 is a Sunday and New Year's Day falls on Monday. It is the Director's recommendation that the Library be closed Sunday, December 31, 1995.

After discussion it was the consensus of the Board to discuss holiday closings at the February meeting.

Office of President, Illinois Library Association (ILA)--Mrs. Anthony has been asked to run for the office of ILA President. A three year commitment is required should she win the election.

The Board congratulated Mrs. Anthony and encouraged her to seek the post.

Mrs. Greer arrived at 8:15 p.m.

SKOKIE PUBLIC LIBRARY MID YEAR OBJECTIVES REPORT 1994-95

The Board reviewed the report on progress to date in addressing the Library's Goals and Objectives for Fiscal Year 1994-95. Although delay in implementation of the new automation system threw a number of objectives behind schedule, progress has been made in all targeted areas.

Mrs. Anthony said new objectives for Fiscal Year 1995-96 need to be formulated at this time and asked for the Board's input. She suggested the Library take a lead role in development of an electronic information resource for Skokie, which would involve a collaborative effort with other agencies.

Another objective for the new fiscal year might be the development of a financial plan for the Library on which she and the Board could work together.

ARTS FUNDING AWARENESS

Mrs. Hunter apprised the Board of the Illinois Arts Alliance attempt to inform the public of the impending federal funding changes which will drastically cut or eliminate funding for the National Endowment for the Arts (NEA), National Endowment for the Humanities (NEH) and the Corporation for Public Broadcasting (CPB).

She urges contacting Congressional representatives in support of continued funding and to impress upon them the importance of these organizations and how they contribute to the cultural life of the community.

After discussion the Board concurred that we remind our community and users on the importance of funding for the arts and culture by sending a press release to local newspapers in support of the NEA, NEH and CPB along with a list grants the Library has received over the years

and the programs made possible by those grants, and that a flyer be prepared for distribution urging the public to contact their congressperson in support of continued funding.

AUTOMATION

Mrs. Anthony said that we are continuing to make progress and have just implemented the procedure for getting into and out of DYNIX.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network January 1995 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported there was no meeting of the North Suburban Library System (NSLS) Board of Directors in December.

COMMENTS FROM TRUSTEES

Mrs. Zatz said the Library Cable Channel continues to have poor quality sound and picture.

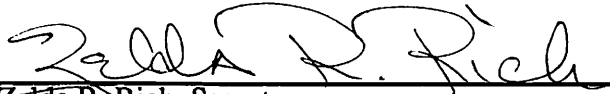
Mrs. Anthony will discuss with Library Cable Network.

The February Board meeting is scheduled for the day Mrs. Anthony returns from the American Library Association (ALA) Midwinter Conference held in Philadelphia.

After discussion the Board concurred to move the meeting to February 15, the third Wednesday of the month.

ADJOURNMENT

The meeting adjourned at 8:40 p.m.


Zelda R. Rich, Secretary