

April 14, 2004

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, April 14, 2004.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:29 p.m.

Members present: John M. Wozniak, President; Zelda Rich, Secretary; John Graham; Diana Hunter, President Emerita; Eva Weiner; and Carolyn A. Anthony, Director.

Members absent: Richard Witry, Vice President; and Susan Greer.

Guests present: Jim Dyer, Berglund Construction; Gail Kay, Assistant Director for Human Resources; and Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF MARCH 10, 2004

Mr. Graham made a motion, seconded by Mrs. Rich, to approve the minutes of the regular and closed meetings of March 10, 2004, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file. Mrs. Hunter and Mrs. Weiner abstained from voting.

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

BUILDING ISSUES

Mrs. Anthony reported that we still have balances due to three contractors as follows:

Camosy	\$40,000.
Connectivity	\$50,000.
Monaco	\$51,781.

Some progress has been made on punch lists, but Mrs. Anthony can also tell from emails that some issues remain.

Connectivity is pressing to reduce their retainage to only \$10,000., claiming that the only matter outstanding is the lights on the west building exterior. There are some other issues, however, such as the light wall in the AV area, the back door of Circulation, and training on the Microlite system which controls the lights in the building. Mrs. Anthony believes

they regard some of these as warranty issues rather than punch list issues and therefore feel they are entitled to more of the contract amount due them.

There is still a list of approximately \$55,000. of disputed punch list items and about \$8,300. in unaccepted back charges from Camosy to Connectivity which are on the table. Loren Slutzky's sense of this is that the more of the contract price that is paid out, the less incentive there will be to pursue a dispute resolution process.

Mr. Dyer updated the Board on the three contractors. Camosy has some items to finish, for example, sealcoating the parking lot and the bins for the east vestibule. Camosy will submit a final bill when all items are complete.

Monaco is 100% finished. They are owed \$51,781. less \$2,718.50 in credits due the Library. The total owed to Monaco is: \$49,062.50. After all proper documentation has been received Mr. Dyer recommends payment to Monaco.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE FINAL PAYMENT TO MONACO MECHANICAL IN THE AMOUNT OF \$49,062.50 PENDING RECEIPT OF PROPER DOCUMENTATION.

The roll was called. The motion passed unanimously.

Mrs. Anthony explained there are two issues from Connectivity. First, they are asking to be paid down from what they are owed on the base contract. Second, are the additional still disputed items that were never approved; some agreed to, some partially accepted and some rejected by Connectivity.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PAY COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC \$26,000. TOWARD THEIR BASE CONTRACT UPON PROPER DOCUMENTATION.

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

Mr. Dyer left the meeting at 8 p.m.

CONSENT AGENDA (Financial Statements; Bills; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Personnel)

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

MOTION: THAT THE FINANCIAL STATEMENTS AND THE BILLS BE APPROVED, 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. PERSONNEL: PROMOTIONS: HEITI LIN FROM FULL-TIME SHELVING/CLERK, CIRCULATION DEPARTMENT, TO FULL-TIME LIBRARY ASSISTANT, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE MARCH 22, 2004; MEL MILLER, FROM FULL-TIME SHELVING, CIRCULATION DEPARTMENT TO FULL-TIME SHELVING/CLERK, CIRCULATION DEPARTMENT, EFFECTIVE APRIL 5, 2004; CHAN PARK, FROM FULL-TIME SHELVING, CIRCULATION DEPARTMENT TO FULL-TIME SHELVING/CLERK, CIRCULATION DEPARTMENT, EFFECTIVE APRIL 5, 2004; PATRICIA JUDGE, FROM FULL-TIME PROJECT ASSISTANT/DATA ENTRY CLERK, ADULT SERVICES DEPARTMENT TO FULL-TIME HEAD OF ACQUISITIONS, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE APRIL 14, 2004; HIRES: JANELLE O. WILSON, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE APRIL 2, 2004; GUDRUN H. PRIEMER, FULL-TIME LIBRARIAN, YOUTH SERVICES DEPARTMENT, EFFECTIVE MAY 3, 2004; TERMINATIONS: CHRIS STORTENBECKER, PART-TIME CLERK, CIRCULATION DEPARTMENT, EFFECTIVE MARCH 28, 2004; CRYSTAL LEROY, PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE MAY 2, 2004.

The motion passed unanimously.

LIST OF BILLS FOR PAYMENT APPROVAL

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIST OF BILLS FOR PAYMENT APPROVAL, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

INVOICE NO. 0064012 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$1,319.50 DATED MARCH 10, 2004

INVOICE NO. 0064278 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$4,329.50 DATED APRIL 6, 2004

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INVOICE NO. 0064012 FOR \$1,319.50 AND INVOICE NO. 0064278 FOR \$4,329.50 BOTH FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR PAYMENT.

The roll call vote for approval was unanimous.

APPROVAL OF PROJECTED OPERATING BUDGET FOR FY 2005

Mrs. Anthony presented the Operating Budget for FY 2005. The projection is within the approved 2003 levy of \$8,486,500. of which \$1,446,752. is for debt payment on the construction bonds.

Some considerations reflected in the proposed Operating Budget:

- Salaries—The line allows for a 3% Cost of Labor adjustment for approximately \$130,500. and about \$87,000. for step increases at 2%. No new positions are budgeted.
- Professional Services—We squeezed this line this year to provide more money for health insurance. This year we had higher than usual costs in this area due to a number of legal issues. At \$47,000., the projected expense reflects that for the line in FY '03.
- Audit—This line was increased to \$4,200. per Bob Nowak, Village Finance Officer, as the change for the Library's component of the audit will be up \$200. this year.
- Maintenance of Equipment—This line was not fully expended this year, and there should be sufficient monies for normal price increases and new maintenance agreements on some of the audiovisual equipment.

- Maintenance of Buildings and Grounds has been restored to a level of funding it had prior to the building project. During the construction this line was reduced because some normal maintenance was not needed due to new installations.
- Maintenance of Auto Equipment—With a one year old car and a relatively new Mobile Library, expenses were below budget this year.
- Insurance (Health, Dental and Life)—Due to some people leaving the employ of the Library or making other arrangements for insurance, we have 13 fewer participants in the program than we had as of May 1, 2003. Although we don't know the rate increases yet (and may not till June since NSLS renews in July), the amount budgeted is sufficient for a double digit price increase and some improvement in the Library's contribution rate.
- Insurance—This line is increased to reflect additional anticipated costs in the Library's insurance package and worker's compensation. Workers compensation is estimated at \$35,760. for 2004, a 21% increase from 2003. The increase is partially due to a larger salary line and partially due to our experience rating.
- Utilities—This line has been increased to better reflect expenditures in the current and last years.
- Conference, Memberships & Workshops—The budgeted amount is a modest increase which should be sufficient since it is not a PLA Conference year. The ALA Annual Conference is in Orlando and Midwinter will be in Boston.
- Printing and Publicity—In addition to rising costs, we're generating more print communications such as newsletters to the schools, listing of adult programs, etc. So far, these additional publications appear to be well received.
- Reception and Entertainment—This line was higher in FY '04 to allow for the Grand Reopening and other entertainment related to tours of the new building.
- Copier Lease line reflects more accurately the anticipated costs, based on this year's experience. Mrs. Anthony does not anticipate the leasing of additional equipment. The cost of current leasing is offset by usage and associated revenues from the public copiers and printers.
- Technology/Network—The increase in this line will allow for the purchase of a new software program from Innovative in the amount of \$13,000. The Webridge software will direct users from a search in our catalog to relevant articles in licensed databases.

- Materials budget lines (Books/Periodicals/Nonprint Materials/Electronic Resources)—We have decreased books (specifically Standing Orders) by \$8,000. in order to increase Periodicals by the same amount. This will enable us to purchase some microfilm of the Chicago Sun-Times that Reference staff have wanted to acquire. The increase in Electronic Resources reflects both price increases and some additional products.
- Small Equipment—The line has been increased a bit to more realistically reflect expenditures.
- Library Supplies—This line was decreased by 30% this year to move money into health insurance. It is being restored to a level closer to expenditures in FY '03.
- Employer's FICA and IMRF—This line has been increased significantly to reflect the jump in the employer's contribution to IMRF. The rate in 2004 is 5.18%, compared to 2.59% in 2003 and 1.85% in 2002.
- Contingency and Capital—These two lines have been adjusted to allow more money for IMRF. The lines provide our primary cushion in the event of a shortfall of revenues.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FY 2004-2005 BUDGET IN THE AMOUNT OF \$7,864,563. AS PROPOSED BY THE DIRECTOR (COPY ATTACHED).

The roll call vote for approval was unanimous.

Discussion ensued regarding the future of Library Cable Network.

APPROVAL OF WAGE AND SALARY ADJUSTMENT

Mrs. Anthony reported that in the principles adopted with the compensation review several yeas ago, the Board adopted the concept of an annual increase based on the increase in the cost of labor rather than the consumer price index. Mrs. Anthony distributed a chart from the U.S. Department of Labor showing an increase in the Employment Cost Index for civilian workers of 2.9% in 2003. Mrs. Anthony recommends that the Board adopt a 3% Cost of Labor adjustment for all staff, effective May 2, 2004. The cost of this increase will be about \$130,500.

SKOKIE PUBLIC LIBRARY BUDGET FOR FY 2004-2005

	A	B
1	ACCOUNT NAME	BUDGET / FY 2004-2005
2	Salaries	\$ 4,730,304
3	Professional Services	\$ 47,000
4	Audit	\$ 4,200
5	Binding	\$ 2,000
6	Maintenance of Equipment	\$ 45,000
7	Maintenance of Buildings & Grounds	\$ 120,000
8	Maintenance of Auto Equipment	\$ 6,000
9	Insurance (Health, Dental & Life)	\$ 415,000
10	Insurance	\$ 100,000
11	Utilities	\$ 115,000
12	Conference, Membership, Workshop, etc	\$ 75,000
13	Postage	\$ 25,000
14	Printing and Publicity	\$ 44,000
15	Data Processing	\$ 2,500
16	Reception & Entertainment	\$ 11,000
17	Programming	\$ 35,000
18	Copier Lease	\$ 33,000
19	ILL and Access Fees	\$ 500
20	Technology/Network	\$ 258,000
21	Cable (LCN)	\$ 34,000
22	Books	\$ 643,040
23	Periodicals	\$ 88,000
24	Nonprint Materials	\$ 121,070
25	Electronic Resources	\$ 158,000
26	Small Equipment	\$ 14,349
27	Library Supplies	\$ 85,000
28	Janitorial Supplies	\$ 26,000
29	Office Expense and Transportation	\$ 2,600
30	Furniture and Equipment	\$ 15,000
31	Advertisement of Vacant Position	\$ 4,000
32	Employers' FICA and IMRF	\$ 575,000
33	Contingency	\$ 30,000
34	OPERATING FUND TOTAL	\$ 7,864,563
35	Capital	\$ 90,000
36	2001 Bond Debt Repayment	\$ 1,447,951
37	TOTAL	\$ 9,402,514

As in prior years, the pay scale will be adjusted across the board to reflect this change. Mrs. Anthony distributed the proposed new pay scale. For reference, a beginning MLS Librarian (P3) would earn \$37,023. (as compared to \$35,945. this year) and a starting Circulation Clerk (S4) would earn \$23,809. (as compared to \$23,116. this year) under the proposed new scale.

Most staff have another opportunity for an adjustment in pay each year at the time of the annual performance evaluation. (Note that eighteen staff members are at top of scale and are therefore not eligible for this additional increase in the coming year.) Until last year, those staff eligible for an increase and approved by their supervisor have received an additional 3% increase. With the 3% cost of labor adjustment and slight compounding because the annual review occurs at the anniversary date rather than the start of the Fiscal Year, many staff received an annual adjustment of 6% or slightly higher. In light of tighter economic times and increasing cost of employee benefits, last year the Board approved an increase of 2% at the time of the performance review in FY 2004. With the same rationale (cost of employee benefits is up 6.3% according to the Bureau of Labor Statistics), Mrs. Anthony recommends that the increase at the time of the performance review again be 2% for Fiscal Year 2005.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 3% COST OF LABOR ADJUSTMENT FOR ALL STAFF AND A 2% INCREASE AT THE TIME OF AN EMPLOYEE'S PERFORMANCE REVIEW FOR FISCAL YEAR 2005 AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

The Board took a break at 8:21 p.m.

DIRECTOR'S REPORT

The meeting resumed at 8:28 p.m.

USAGE---Circulation in March was up nearly 20% over the same month last year. While the percentage increases are greatest for circulation of audiovisual materials to adults, the circulation of books to adults was up 13% and of books to youth up 10%. The gate count shows that over 27% more visits were made to the Library this March for a total of 73,478 visits for the month. Circulation from the Mobile Library was also up more than 6%.

HOUSE DEMOLITION---The house and garage at 7929 Park Avenue were demolished April 8. Camosy will fill in and stone the site and put up a board fence along the remaining private property owner's boundary to protect her privacy. There is no plan to asphalt the site at this time.

LEGISLATIVE DAYS---Mrs. Anthony will participate in ILA Advocacy Day in Springfield April 21 and ALA Legislative Days in Washington, DC May 3 and 4. These are great opportunities to remind our legislators of library concerns and renew acquaintances.

SUN TIMES PUBLICITY---Zay Smith, a reporter for the Chicago Sun Times interviewed Mrs. Anthony, Bruce Brigell and several reference librarians for an article on the Library's reference service that is to appear in Sunday's paper. He said that he has used our Reference service for more than twenty years and has found it to be invaluable. He further commented that sometimes what you want to know is that information is not available (e.g. the number of soccer moms in the U.S.) and that if he's asked Skokie Reference and we can't find the information, he feels confident that no stone has been left unturned.

STRATEGIC PLANNING---Another meeting of the Strategic Planning Committee will be held Friday, April 16. The Committee will hear from Superintendent Neil Codell of District 219 and also Meryl Rivenson of the Skokie Office of Human Services. Building on the knowledge we have developed about Skokie at this point in time and the Library's strengths, we will begin to describe a vision of the role the Library will play in the community in the coming years.

NATIONAL LIBRARY WEEK---April 18-24 is National Library Week. Board attendance at special programs during the week is welcome. If you have the opportunity, please thank our National Library Week sponsor Cole Taylor Bank for their support.

APPROVAL OF COMPENSATION PHILOSOPHY AND STRATEGY

Mrs. Anthony reported that in September 1999, the Board approved a document of Compensation Philosophy and Strategy that is to guide the Library's compensation program. At that time, it was agreed that the document would be periodically reviewed by the Board. It was to be reviewed in January, 2003, but was postponed due to construction issues.

In general, the Library has operated within the philosophy and strategy as outlined. We implemented several years of payscale adjustments to achieve equity in pay between full-time and part-time employees and also to raise the mid-point of the ranges. We have used the Federal cost-of-labor figures as the basis for annual scale adjustment.

The Compensation Strategy calls for periodic assessments of external competitiveness. Gail Kay, Assistant Director for Human Resources, has conducted a market study, gathering data from ten other area libraries and, for non-MLS positions, additional data from the Village of Skokie and Rush North Shore Hospital. Libraries included in the comparison group are: Arlington Heights, Des Plaines, Evanston, Glenview, Naperville, Niles, Northbrook, Palatine, Park Ridge and Schaumburg. Comparisons were made with sixteen different positions. In all cases except two, Skokie Public Library salaries were above average. In the two cases in which the Library's salaries were not above average, the positions are single occupant and there is reason to question the comparability between libraries.

Five positions with multiple incumbents were selected for closer review. These include the Shelver (S1), Circulation Clerk (S4), Secretary (S5), Custodian (M1) and Librarian (P3). Comparisons were made by looking at the minimum and maximum pay for each position and also at the midpoint. Results are attached so that the Board may see the differences in breadth of range. Although we did make our ranges somewhat narrower through several years of increasing the bottom of the range more than the top, our ranges are still broader than those of some other libraries. Since we do have many employees who stay with the Library for a number of years, the breadth of range enables them to have salary growth over time.

The Board's target was to be in the top quartile of pay. While the examples show that the Library is consistently above average, it does not always achieve the top quartile of pay status. In the case of the Shelver position, the Library would have top pay position if not for the Trainee level wage paid to students in their first job. When that wage is factored in, the midpoint of the Library's pay range puts us in fifth place out of eleven libraries or in the middle of the group. For the Circulation Clerk (S4) position, Skokie's pay by midpoint is third out of eleven, close to the top quartile. For the Secretary (S5) position, Skokie's pay is fourth out of eleven. We are third out of nine for the Custodian (M1) position. For the beginning Librarian (P3), Skokie is fifth out of eleven, as gauged by the mid-point.

If the Board wants to improve the Library's competitive pay position by increasing the midpoint of the salary range, further adjustment of the entry level rate would help to achieve this goal. The Board may not feel this is necessary if a comparison is made of the full ranges of pay.

In the benefits area, the Library is comparable to other libraries with the exception in the area of health benefits. We would like to make a proposal for an adjustment in that area after new rates are announced, probably in June.

We considered, but did not adopt, a performance-based merit system and we have not implemented spot awards. The Board's thoughts on incentive compensation are welcome.

Board review of the Compensation Philosophy and Strategy is requested with action to affirm the document or to revise it.

Ms. Kay explained the procedure she used for gathering data for her assessment of external competitiveness. She noted that although some libraries use the same title as we do for a certain position, the duties vary from library to library.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RE-ADOPT THE COMPENSATION PHILOSOPHY AND STRATEGY OF SEPTEMBER 8, 1999 WITH NO CHANGES.

The motion passed unanimously. The Board commended Ms. Kay for her thorough report.

Ms. Kay left the meeting at 8:42 p.m.

APPROVAL OF HVAC MAINTENANCE

Mrs. Anthony explained that typically we re-bid the HVAC maintenance contract every three to five years and, since we last did so in 2002-2003, Mrs. Anthony asked John Domenz for a quotation. He has given us a figure of \$4,165. per month or \$49,980. for the year, representing a 5.2% increase over the current year.

Increases are based primarily on the increasing cost of labor which, according to the fee schedule provided, is up 4.5% for weekday labor and 6.5% for weekends and evening.

Given that we received a quote of \$49,020. from one of the bidders on the contract for FY '03, Mrs. Anthony thinks we are still getting a competitive price from North Town. Mrs. Anthony recommends the Board's approval of the proposed maintenance contract from North Town for FY 2005.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM NORTHTOWN MECHANICAL OF

\$49,020. FOR MAINTENANCE OF THE LIBRARY'S HEATING, VENTILATING AND AIR CONDITIONING EQUIPMENT FROM MAY 1, 2004-APRIL 30, 2005.

The roll call vote for approval was unanimous.

"BEST SEARCH ENGINE? A LIBRARIAN", SUNDAY, APRIL 11, 2004, CHICAGO SUN-TIMES

The trustees were pleased to see the Chicago Sun-Times article.

LIBRARY CABLE NETWORK

The April 2004 cable guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

CLOSED SESSION

At 8:55 p.m. Mrs. Rich made a motion, seconded by Mr. Graham:

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

The motion passed unanimously.

Discussion ensued.

Adjournment

At 9:04 p.m. a motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN SESSION.

The motion passed unanimously.

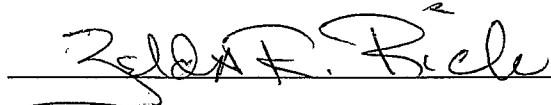
A motion was made by Mrs. Hunter, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AWARD A \$3,000. BONUS AND COMMENDATION TO JOYCE NAKA, ACQUISITIONS ASSISTANT, FOR EXCEPTIONAL PERFORMANCE OF DUTIES BEYOND HER ASSIGNED ONES.

The roll call vote for approval was unanimous.

ADJOURNMENT

At 9:06 p.m. a motion was made by Mr. Graham, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.



Zelda R. Rich, Secretary