

December 11, 2002

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, December 11, 2002.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:28 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President (arrived at 7:31 p.m.); Zelda Rich, Secretary; John Graham, Susan Greer, Diana Hunter, President Emerita; Eva Weiner; and Carolyn A. Anthony, Director.

Visitors present: Richard Spicer and Jim Dyer, Fred Berglund & Sons; Barbara A. Kozlowski, Associate Director for Public Services; and Gail Shaw, System Administrator/Website Coordinator.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 2002

Mrs. Hunter made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting of November 13, 2002, 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

Approval of Change Orders

Mrs. Anthony explained that there are nine change orders for a total of \$17,432.56. Five of the change orders are for additions and deletions to the electrical contract for a total addition of \$7,294.78. Briefly itemizing the changes to Connectivity's contract:

\$4,419.00	additional power and data outlets on 1 <sup>st</sup> and 3 <sup>rd</sup> floors
\$1,750.00	switch for garbage disposal and a duplex outlet
\$515.00	net for miscellaneous additions and deletions for items such as adding a switch for a power assist door, relocating a pull station, deleting a light fixture
(\$436.00)	credit for changes with ASI #24
\$1,046.78	additional work related to alarming the elevator, sprinkler

tamper, etc.

One change order is for \$522.00 for the fire alarm contractor McDaniel to provide and install three tamper switches as required by the elevator inspector.

Another change order is for \$3,636.00 for Camosy to frame and drywall the ceilings in the north and south stairways. Without these enclosures, there would have been unfinished looking exposed fire-proofing.

The final two change orders are for masonry work for Crouch-Walker. There is a charge of \$2,500. for a limestone cap on the screen wall outside the new Mary Radmacher Meeting Room. The other change order is for miscellaneous cutting and patching as described by Rich Spicer in the amount of \$3,479.78.

Mr. Witry arrived at 7:31 p.m.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE ALL NINE CHANGE ORDERS FOR A TOTAL OF  
\$17,432.56.

The roll call vote for approval was unanimous.

#### Approval of Demolition of 7925 Park Avenue

Mrs. Anthony reported that Camosy has given a quote of \$27,006.00 for demolition of the house at 7925 Park Avenue. This price is inclusive of demolition, filling in the basement, removing trees and plant material from the site, removing an existing fence and putting in a temporary fence on the north side of the lot.

The quote does not include grading the lot and covering with gravel at this point because the Library does not have detailed civil drawings showing the grade required. Removal of a small amount of asbestos in some floor tiles is also not covered in the quote. Camosy will take foundation walls down to minus 12 inches below grade so that further demolition should not be necessary when the grade is known. Mr. Spicer will attempt to obtain the necessary information so that grading can occur before the opening of the west entrance (est. late February).

The goal would be to have the two lots graded and stoned by the time the west entrance is opened so that construction trailers and vehicles can park there, freeing the finished lot for patrons and staff.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE OF \$27,006.00 FROM CAMOSY FOR THE DEMOLITION OF 7925 PARK AVENUE.

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

Approval of Extension of Time for Construction Manager

Mrs. Anthony explained that the Library is presently completing the fifteen-month base contract for the construction management company Fred Berglund & Sons, Inc. From the beginning, Berglund had estimated the need for an additional three months for an eighteen-month project timetable. Fred Berglund & Sons proposes to extend their contract by three months at \$45,250. per month for a total of \$135,750.00.

This extension will continue Berglund's services through mid-March. At present, construction is anticipated to continue through May.

Mr. Spicer stated that "turn-key" will probably be in mid-May.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE EXTENDING THE CONTRACT OF FRED BERGLUND & SONS FOR THREE MONTHS TO MID-MARCH 2003 AT \$45,250. PER MONTH FOR A TOTAL OF \$135,750.00.

The roll call vote for approval was unanimous.

BILLS (Items B2-B10)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 2001 BUILDING EXPANSION PROJECT BILLS, AS PRESENTED, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

For Item B10, Mr. Spicer said the amount for Commercial Electrical Solutions of IL, LLC should be \$15,922.32. Mr. Spicer asked that this check be held and not released. Commercial Electrical has not backed up their payment applications with supplier waivers and the suppliers are claiming non-payment.

The supplier is withholding delivery until the situation is worked out with Commercial Electrical. This has put up a 'red flag' for Berglund. Mr. Witry asked if we could pay the suppliers directly. Mr. Dyer replied yes but the Board would need to authorize Berglund to do this since they do not hold the contract.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE FRED BERGLUND & SONS, IF NECESSARY IN THEIR JUDGEMENT, TO BYPASS COMMERCIAL ELECTRICAL AND PAY SUPPLIERS DIRECTLY.

The roll call vote for approval was unanimous.

Mr. Spicer informed the Board that next month some of the trades would be asking for a reduction in retainage. Mr. Spicer and the architect would approve of this reduction before bringing it to the Board and prepare the proper paperwork including Consent of Surety.

Mr. Dyer and Mr. Spicer left the meeting at 7:59 p.m.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIST OF BILLS FOR PAYMENT APPROVAL; INVOICE NO. 12662 FROM FRED BERGLUND & SONS, INC. FOR \$52,851.34 DATED DECEMBER 4, 2002; AND THE APPLICATIONS AND CERTIFICATES FOR PAYMENT FROM THE FOLLOWING:

JONES & BROWN COMPANY	\$111,749.41
CAMOSY INCORPORATED	\$193,241.00
McDANIEL FIRE SYSTEMS	\$54,172.00
F.J. KERRIGAN PLUMBING CO.	\$8,788.50
COMMERICAL ELECTRICAL SOLUTIONS OF IL LLC	<u>\$15,922.32</u>
	\$383,873.23

THE CHECK TO COMMERICAL ELECTRICAL SHALL BE HELD BY THE LIBRARY UNTIL AUTHORIZED FOR RELEASE BY THE DIRECTOR AND THE CONSTRUCTION MANAGER.

The roll call vote for approval was unanimous.

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

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

- MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF NOVEMBER AND THE LISTS 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. CORRESPONDENCE: LETTER FROM THOMAS P. ENGLISH, PRESIDENT, BOYLE, FLAGG & SEAMAN, INC DATED NOVEMBER 21, 2002 TO CAROLYN ANTHONY REGARDING DIRECTORS & OFFICERS INSURANCE 1<sup>ST</sup> AMENDMENT CLAIMS; LETTER FROM JESSE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN DATED DECEMBER 2, 2002 TO CAROLYN ANTHONY REGARDING AWARD OF FY2003 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT FOR \$79,185.00; LETTER FROM BERT A. LUMETTA, CUSTOMER SERVICE SPECIALIST, UNIQUE MANAGEMENT SERVICES, INC. DATED DECEMBER 2, 2002 TO CAROLYN ANTHONY REGARDING RETURN ON INVESTMENT; LETTER FROM PETER R. PORR, EXECUTIVE DIRECTOR, SOUTH-EAST ASIA CENTER DATED DECEMBER 3, 2002 TO BRUCE BRIGELL
  5. PERSONNEL: TERMINATION: DONNA RICHARDSON, PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES, DATED NOVEMBER 20, 2002; PROMOTION: VICTOR ESPINO FROM FULL-TIME CIRCULATION CLERK TO FULL-TIME ASSISTANT SHELVING SUPERVISOR, CIRCULATION DEPARTMENT, EFFECTIVE DECEMBER 2, 2002; STATUS CHANGE: EMILY SPILIOPOULOS, FROM PART-TIME HOURLY CIRCULATION CLERK TO FULL-TIME SALARIED

CIRCULATION CLERK, EFFECTIVE DECEMBER 2, 2002;  
 DEBRA MYTNIK, FROM PART-TIME SALARIED  
 CIRCULATION CLERK TO FULL-TIME SALARIED  
 CIRCULATION CLERK, EFFECTIVE DECEMBER 2, 2002.

6. GIFT: \$20. FROM WOMEN'S CLUB OF SKOKIE FOR  
 PURCHASE OF A BOOK IN MEMORY OF PHYLLIS MAZUR

Mrs. Hunter suggests revisiting the idea of charging for certain programs. Mr. Graham suggests having Administration take it under advisement and prepare some guidelines including a fee structure.

The roll call vote for approval was unanimous.

#### DIRECTOR'S REPORT

Usage-Circulation in November was up six percent over the previous November, led by a ten percent increase in juvenile books. Circulation of video formats to youth increased 26% while Adult Services video formats were up 16%. The gate count was down just a little more than four percent. We can anticipate that the new audiovisual department will be welcomed by Library users.

Levy Hearing-Mrs. Anthony attended the Village Board meeting Monday evening for the public hearing on the Library levy for 2002. The Village Finance Director made clear in his presentation that the Library's levy was separate from that of the Village. Although our levy is up 4.8% from 2001, there were no questions from the Village Board or the public in attendance.

Legal Issue-US Office Solutions, Inc., the company we have utilized for lease of our photocopiers, computer print stations and vend-a-card operations, has gone out of business. We are investigating the status of current contracts before deciding how to proceed. There is no shortage of willing vendors, but the attorneys are helping to resolve outstanding issues before any new agreements are made. The difficulties will delay the installation of computer printers for the public on the second floor. There will be one operational print station in the new computer lab.

Library Intern-Karen Koos, a student of library science in Hamburg, Germany, will serve an unpaid internship at the Skokie Public Library from February 17 through April 17, 2003. She comes to us through friends in Hamburg. She needs to complete two eight-week internships in different libraries as part of her degree requirements and was anxious

to see what's happening in public libraries in the United States. This will undoubtedly be a learning experience for our staff as well as for Ms. Koos.

Illinois Portal-The Illinois State Library is funding a project to develop an Illinois portal or gateway to the Internet, customized for state residents. Frances Roehm has taken a leadership role in this project which will develop content largely on a voluntary basis.

Property Acquisition-The closing on 7925 Park Avenue was held November 19 and the owner turned over the keys November 30. The attorneys had arranged for the owner to stay a while past the closing to facilitate the owner's purchase and move into a new property in Skokie.

Telephone Seminars-The Urban Libraries Council has begun to experiment with seminars by telephone. For a flat fee of \$100, several staff recently participated in a session on leadership. The session is conducted like a conference call with participants seated around a table. Printed materials were sent electronically in advance of the session. A keynote speaker delivered remarks, followed by commentary by a prearranged panel of library directors. The session was opened to questions at the end. Those participating felt that this was an effective way to learn and enjoyed staying on a bit after the session to talk among SPL participants.

Move to the Second Floor-All is proceeding on schedule for the move to the second floor beginning with tagging of the collection Sunday, December 8. A limited selection of materials will be available for adults this week during the move, but the Bookmobile will be at the Library Monday through Thursday.

Staff Day-Staff Day will be held this Friday, December 13, at the Holiday Inn in Skokie. Consultant Becky Schreiber will be leading the staff through a look back and to the future, in what should be the preliminary to a new planning process. She will present some of the same material to the Board Thursday, December 12, at 4 pm. The session with the Board will be followed by a light supper at 6:30. The Board is also welcome to join the staff for all or part of Staff Day activities. The staff truly appreciates the Board's generosity in providing the opportunity for this once-a-year gathering of the staff in one place at one time.

#### APPROVAL OF PURCHASE OF AUTOMATED RESERVATION SOFTWARE

Mrs. Anthony explained that a lot of clerical time is spent signing patrons up for computer use, monitoring use to be sure that patrons exit when their time is up and making reservations for future computer use. These functions can all be regulated by

software that enables people to book their own time on a computer, warns them when their time is almost over and terminates the session when their time is up. The system also monitors the amount of daily time each user has spent on a computer, automatically enforcing usage limits for the day or week. Advance bookings may be made.

The system may also be used to book the study rooms. This will be a big help since Adult Services will have seven study rooms instead of the two they had previously.

Staff anticipate putting these functions to use immediately if the Board approves the software purchase. We will also test the system for booking Library meeting rooms and program reservations. It should be capable of handling those functions also. With meeting room bookings, we would still need staff intervention to approve a group. A further use for the software could be scheduling staff at service desks.

After investigation, staff recommend CybraryN as the best software for our use. It is specifically designed for libraries and has the flexibility to handle the various purposes we have in mind. Staff have checked with libraries that use the software and have ascertained that it does indeed perform as claimed. The cost of software with up to 50 user licenses is \$8,004.95. After the first year, the annual license with support will be \$2,395.00.

In order to use the CybraryN software, we also need an additional software module for our Innovative system. Patron API software will enable verification of a user's status in the patron database while maintaining security of the files. The cost of this software from Innovative is \$9,000. and there will be a charge of \$1,080. for maintenance in subsequent years.

Mrs. Anthony asked for the Board approval of the two software licenses as follows:

CybraryN	\$8,004.95
Innovative	<u>\$9,000.00</u>
Total	\$17,004.95

Note that although first year expense will be \$17,004.95, in subsequent years the cost will be \$3,475. (\$2,395.00 + \$1,080.)

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



MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF TWO SOFTWARE LICENSES FOR CYBRARYN FOR \$8,004.95 AND INNOVATIVE FOR \$9,000.00. TOTAL COST \$17,004.95.

The roll call vote for approval was unanimous.

Gail Shaw arrived at 8:15 p.m.

CHANGES IN SKOKIE PUBLIC LIBRARY WEB SITE / PRESENTATION BY GAIL SHAW

Dr. Wozniak welcomed Gail Shaw to the meeting.

Ms. Shaw opened the Library's revamped version of the Web site. It is the third version of our Web site since 1995. Staff have been adding content and links to other resources and making information easier to find. Among other changes, there is a new Audio-Visual page, anticipating our new department. Ms. Shaw fielded questions from the Board during her presentation. Our Web site is a large and growing repository of good information.

The Board thanked Ms. Shaw for her informative presentation. Ms. Shaw left the meeting at 9:04 p.m.

APPROVAL OF LAPTOP COMPUTER USE POLICY

Mrs. Anthony presented the use policy and loan agreement form for the laptops which will be available from the Adult Computer Lab for use in the Library only.

All laptops have been marked with "SPL" and a number in large black letters on the lid. RFID tags may not be installed in laptops. Twelve laptops will regularly be available for use. They can be used with the battery pack or plugged into numerous locations in the Library to connect to the Internet and network services (e.g. licensed databases). They may also be used for word processing.

As a security measure, there will be a separate registration for laptop use and an ID with a photo will be required as well as a secondary form of identification.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LAPTOP COMPUTER USE POLICY AS PRESENTED (COPY ATTACHED).

**Skokie Public Library**  
**LAPTOP COMPUTER USE POLICY**

Computers will be loaned to Skokie Public Library cardholders of High School age or older in good standing only.

Computers will be available on a first-come, first serve basis. They cannot be reserved ahead of time.

Borrowers must leave two forms of identification, including one with their picture with the lab computer assistant. Credit cards will not be accepted as identification.

Computers will not be lent until the borrower has read and signed the Laptop Computer Loan Agreement form.

A laptop computer will be lent for a period of up to two hours.

Computers not returned on time will be subject to a late fee of ten dollars per-hour.

Computers must be returned to the lab assistant thirty minutes before the Library closes.

The lab assistant will not collect the fee, but will have it added to the borrower's Library account. Payments of late charges should be made at the Library circulation desks.

Computers are to be used in the Library only. Removal of computers from the Library will be considered theft.

The user bears responsibility for damage to the computer due to accident, neglect, abuse or loss. Replacement cost for a laptop computer is two thousand dollars.

Failure to comply with these policies will result in loss of computer borrowing privileges.

**Skokie Public Library**  
**LAPTOP COMPUTER LOAN AGREEMENT**

Patron Name \_\_\_\_\_ Library Card # 2909400 \_\_\_\_\_

Computer # \_\_\_\_\_ Time Checked-out \_\_\_\_\_ Time Due \_\_\_\_\_

I understand that:

- This computer has been tested by Library staff and is in proper functioning order.
- I will promptly report any equipment malfunction or failure to the Library staff.
- I agree to report all damages due to accident, neglect, abuse or loss to the Library staff.
- Although I am not responsible for normal wear and tear or routine maintenance, I understand that I will be charged for damages resulting from neglect, abuse or loss.
- I understand that the computer is to be used in the Library only. Removal of the computer from the Library will be considered theft.
- I agree to return the computer by the Time Due listed at the top of this form.
- I agree to pay an overdue charge of \$10.00 per hour late fee.
- I understand that I will be responsible for the computer until the computer assistant on duty in the computer lab signs the bottom of this form. Computers should not be left unattended around the Library. Replacement cost for a laptop computer is \$2,000.

**Patron signature** \_\_\_\_\_

**Phone number** \_\_\_\_\_ **Date** \_\_\_\_\_

LIBRARY STAFF ONLY MAY WRITE BELOW THIS LINE

*Checked in by:* \_\_\_\_\_ *Time checked in:* \_\_\_\_\_

*Time condition inspected:* \_\_\_\_\_ *Initials of inspector:* \_\_\_\_\_

---

The roll call vote for approval was unanimous.

APPROVAL OF AUTOMATED CHECK-IN

Mrs. Anthony explained that a capability of our Checkpoint RFID security system is for automated check-in. By installing the appropriate sensor pads on the undersides of the chutes for materials return, the items will be checked in automatically. If fines are due, they will automatically be listed on the patron's account. A reserve on an item will trigger a notice to staff that the item should be set-aside before being returned to the shelf.

Staff proposes to purchase three return stations, one for each of the Adult Book, Youth Book and Audiovisual return slots inside the new main (west) entrance. In this way, a majority of returns should be handled without the need for staff intervention. Automated handling of routine functions should minimize the need for additional staff and free staff for resolution of problems and other interactions where staff presence is important.

Mrs. Anthony asked for Board approval of the three return stations with installation and shipping for a total of \$9,040.00. Mrs. Anthony also recommends a three-year Checkserv Agreement for \$2,025.00.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE THREE RETURN STATIONS WITH INSTALLATION AND SHIPPING FOR \$9,040. AND A THREE-YEAR CHECKSERV AGREEMENT FOR \$2,025.00 FROM CHECKPOINT.

The roll call vote for approval was unanimous.

APPROVAL OF MAINTENANCE AGREEMENT FOR TELEPHONE SYSTEM

Mrs. Anthony presented the quote from Nortech Telecommunications, Inc. for renewal of the Library's telephone system maintenance agreement in the amount of \$8,779.00. It has increased five percent from last year.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM NORTECH TELECOMMUNICATIONS, INC. FOR RENEWAL OF THE LIBRARY'S TELEPHONE SYSTEM MAINTENANCE AGREEMENT FOR \$8,779.00.

The roll call vote for approval was unanimous.

APPROVAL OF POLICY FOR SEARCH WARRANTS AND SUBPOENAS

Mr. Witry had contacted Library legal counsel Keith May and Heidi Katz and requested some modifications to meet the ALA Code of Ethics. The revised proposal was not ready for perusal at the meeting. This item will be tabled until the January Board meeting.

GOALS AND OBJECTIVES 2002-2003 – INTERIM PROGRESS REPORT

Mrs. Anthony presented an Interim Report on progress in achieving the Library's Goals and Objectives for the year. Staff are to be commended for numerous initiatives and completion of projects in spite of the challenges of construction. Perhaps the most significant accomplishment is in providing consistent, quality service to the public. This has been our number one goal.

Staff have also made significant progress in increasing our visibility, our second goal. We have had more coverage in the metropolitan papers and the ethnic news outlets. Our Web site is increasingly rich in content and easier to navigate, thanks to staff efforts. Outreach to youth through the VOYA program and school visits has stimulated increased use of the Youth Services Department.

There have been achievements in each of our other service goal areas to involve the community more in planning and shaping services, in re-enforcing the Library's identity as an important information resource, training residents in information literacy, serving as a gathering place and as a resource for development of multicultural awareness and also in our management goal to allocate resources in support of priorities.

Mr. Graham asked Mrs. Anthony to prepare a report for the Board of where new personnel may be needed when construction is completed.

Mrs. Kozlowski left the meeting at 9:21 p.m.

“WEB PORN FILTERS BLOCK HEALTH DATA: STUDENTS DENIED VITAL INFORMATION”, CHICAGO TRIBUNE, DECEMBER 11, 2002

The Chicago Tribune article was noted.

LIBRARY CABLE NETWORK CHANNEL 24

The December 2002 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh and the Report Card-Skokie Public Library was noted.

COMMENTS FROM TRUSTEES

There were no comments from Trustees.

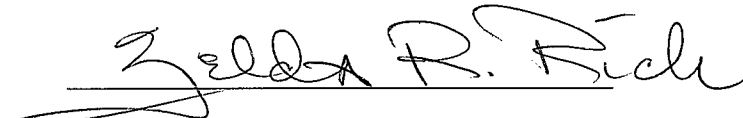
ADJOURNMENT

The regular meeting was adjourned at 9:21 p.m.

CLOSED SESSION

At 9:22 p.m. a motion was made by Mr. Witry, seconded by Mrs. Greer to go into closed session for the purpose of discussion of a personnel issue and a real estate issue.

At 9:37 pm a motion was made by Mrs. Hunter, seconded by Mr. Witry to return to open session. Open session was adjourned at 9:38 p.m.



Zelda R. Rich, Secretary