

July 12, 1995

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, July 12, 1995.

CALL TO ORDER

The meeting was called to order at 7:34 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; Marcy Goodman; and Carolyn A. Anthony, Director.

Members absent: John Graham and Susan Schreck Greer.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 14, 1995

Mr. Friedman made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of June 14, 1995 as written, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes as written was unanimous, except for Mrs. Weiner who declined to vote as she was not present at the meeting.

The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

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

ILLINOIS PUBLIC RISK FUND DIVIDEND

The Board noted the letter from Thomas P. English, Boyle, Flagg & Seaman, Inc., Insurance Consultants, listing dividend information based on the Library's 1992-93 premiums and loss ratio and a group dividend based on the entire fund profitability. We received a dividend check in the amount of \$1,794.

The Illinois Public Risk Fund has paid out a total of \$1,384,171. in dividends to participants this year.

CONSENT AGENDA ITEMS

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

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

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. CORRESPONDENCE - (2)

Letter from Senator Paul Simon; letter from Robert Rosen

It was suggested that the Board consider setting a minimum monetary gift amount due to the cost of acknowledging such gifts, to both the recipient and the donor, and for the time and paperwork involved in processing the gift.

After discussion it was the consensus of the Board that any size monetary gift is acceptable and welcome and because there are relatively few gifts below \$10.00 there is no need to set a minimum amount.

The motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation for the month was up 3% over June, 1994 in spite of nearly a 5% drop in the circulation of adult books. Much of the drop may be due to the decrease in reciprocal borrowing since the new Evanston Public Library opened in October.

Staff Day--We are proposing to hold another Staff Day for inservice training for all staff Friday, December 15, if the Board approves closing the Library that day. Customer service and changing technology are two subjects that have been suggested as topics. We would also have the holiday luncheon and service recognition that day.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE CLOSING THE LIBRARY, FRIDAY, DECEMBER 15, 1995 FOR STAFF INSERVICE TRAINING.

The roll call vote for approval was unanimous.

Grant Award--Skokie Public Library has been awarded a grant of \$33,970. by the U.S. Department of Education for a literacy program in cooperation with Oakton Community College. The grant will enable us to initiate a Saturday morning English-as-a-second-language program for about twenty adults, with a parallel program for their children, ages 4-10. Another literacy class, begun last fall, will continue to meet Wednesday and Friday afternoons.

Ravinia Tickets--The Library received approximately 125 free lawn passes to selected Festival performances thanks to a cooperative program between the Ravinia Festival and the North Suburban Library System. Pairs of tickets were made available to volunteers, Board and staff and set aside for adult summer reading club participants. This is an excellent program which we hope to continue, and perhaps expand, in the coming years.

Citibank Exhibit--Citibank installed an exhibit on electronic banking in the Library's lobby June 19, as a demonstration of other online computer applications. The Bank is also distributing flyers about dial-in access to the Library's catalog and Night Owl Reference Service. Citibank will host a reception at the Library July 19, 5:30-7:30, and the exhibit will remain through the end of the month. Board President Diana Hunter arranged for the exhibit.

Late Tax Bills--As reported in the press, Cook County expects tax bills to be sent out one month late this fall due to the large number of reassessment appeals. Fortunately, we took action at the end of this past fiscal year to increase the working cash fund by about \$200,000. Related consideration of an appropriate minimum balance for the working cash fund is on the agenda.

Computer-Based Training Project--We have been working this year on an LSCA grant-funded project to develop computer-based training modules to assist the public in the use of computerized library resources. The firm with which we had originally contracted was unable to complete the project. Our attorneys have assisted in the termination of the original agreement. The project will be completed through a combination of in-house effort and a smaller contract with another company.

Tax Exempt Status--Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd., has filed for tax exempt status for 5241 Oakton on the Library's behalf. They have cautioned that, because the property is used as a residence, tax exempt status may be difficult to obtain.

Window Caulking--Fifteen window lites had water seepage during recent heavy rain storms. While a couple of these may be conditions of long-standing, it appears that some seals may have been broken due to recent construction activity along Oakton Street. We also experienced significant cracking of one lite last month. We were reimbursed by our insurance carrier for the lite used from our attic stock.

Diversity Training--All staff will participate in a series of diversity training workshops conducted by the Skokie Human Relations Commission. The workshops include viewing a videotape, followed by discussion. Village employees, including police and fire personnel, have completed the training as have some local banks. The programs are intended to increase sensitivity to working in a multicultural environment.

American Library Association--Since the ALA conference was in Chicago this year, a number of staff and Board members were able to attend for at least a day. The Conference experienced a record number of paid attendees—13,000.

Mrs. Anthony has completed her term on the Public Library Association (PLA) Budget and Finance Committee. Her new PLA responsibility is as interim President of a new section, The Public Library Measurement and Evaluation Section. The primary charge to the section at this point is to arrange for revision of the planning and measurement manuals, based on the findings of a recent study of their use. She also continues to serve on the ALA Council and on the Council Committee on Education.

July 4 Parade--The Bookmobile, newly repainted by Mano Kohn, was featured in the Skokie July 4 Parade along with half a dozen staff members who walked through pouring rain to pass out literature on Library programs. It is unfortunate that the Parade was not postponed for an hour or two, but staff are to be commended for carrying through.

WORKING CASH FUND

It was suggested at the June meeting that a policy be adopted for an appropriate level for the working cash fund.

Since the problem of delayed tax collection occurs only in the fall and since the spring collection, based on the prior levy, is smaller than the fall collection, it should be possible to address a "worst case scenario" by targeting a desired cash balance for the end of the fiscal year.

We could suggest that the cash balance on April 30 should be one third of the operating budget for the new fiscal year. The auditor has suggested that a balance be sufficient to cover 3.5 months of operation. Since spending is generally less early in the fiscal year, a 3.5 month reserve might be sufficient.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF
TRUSTEES ACCEPT THE RECOMMENDATION OF THE
AUDITORS TO HAVE AT LEAST THREE AND ONE HALF
MONTHS BALANCE IN THE WORKING CASH FUND AT
THE END OF THE FISCAL YEAR.

The roll call vote for approval was unanimous.

PER CAPITA GRANT

The 1995-96 Per Capita Grant application has been completed by Mrs. Anthony.

The Board reviewed the profile prepared of special populations and information about how the Library is serving the largest special populations.

The \$74,290. in Per Capita assistance received from the State in FY '95 was used to participate in the Library Cable Network, obtain Internet access, purchase continuing education for staff, sponsor special programs for National Library Week, enhance targeted areas of the collection and to augment the CD-ROM Network.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE DIRECTOR ANTHONY TO SUBMIT THE PER CAPITA GRANT APPLICATION TO THE ILLINOIS STATE LIBRARY.

The roll call vote for approval was unanimous.

GOALS AND OBJECTIVES - FINAL REPORT FY 1994-95

The Report covering the year's accomplishments was reviewed by the Board. Many relate to implementation of a new automation system, Local Area Network, integrated components for reference and periodical access and introduction of Internet for the staff. A new telephone system with voice mail was also introduced.

We have moved to the forefront in library automation and significantly improved access to resources outside the Library, enhanced searching capability for users and accelerated information delivery, all of which make library services more useful to Skokie residents.

DISCUSSION OF FEES

It is proposed that policies regarding fines and fees be reviewed to determine if they should continue as they are or be revised to reflect changes in conditions.

At the present time, several changes in fees are suggested: in the areas of adult overdues, reserve fee, FAX fee and charge for materials held, but not picked up.

Recommendations include: increasing overdue adult fee from .10 to .15 per day while keeping the juvenile fee at .10 per day (overdue fee for videocassette would remain at \$1.00 per day); increasing .25 reserve fee to .35; a \$1.00 charge for reserve or Interlibrary Loan materials which are not claimed or cancelled within the allotted time frame; and a FAX charge of \$1.00 plus .10 per page.

After discussion, it was the consensus of the Board to address these changes when the full Board is present and to place "Review of Policies re Fines and Fees" on the August Agenda.

LOCAL INFORMATION NETWORK

Skokie participants in the Local Information Network have drafted a Proposal to Create an Electronic Information Network for the Village of Skokie.

Board approval of the Library's participation in the proposed Network is desired. There is no direct expense to the Library at the present time other than the commitment of a certain amount of staff time. (During the start up period about 1/3 of the LAN Administrator's time, 10% of the Coordinator of Information Services' time, and 5% of the Director's time is being spent on this project.) The pilot will be operational from North Suburban Library System in September and the Board will be able to follow the Network's progress.

After discussion Mrs. Goodman made a motion seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PARTICIPATION IN THE LOCAL INFORMATION NETWORK PILOT PROGRAM WITH ASSESSMENT AFTER ONE YEAR OF OPERATION.

The roll call vote for approval was unanimous.

AUTOMATION

The Joint Computer Program for Libraries Growth Fund 1994-95 Annual Report was noted.

AMERITECH LIBRARY SERVICES - INTERCHANGE - JUNE 1995

The articles regarding library automation and information services offered by Ameritech were noted: "A Letter from the President's Desk", "Ameritech Library Services: On the Web", and "From the Dynix Customer Service Center".

LIBRARY CABLE NETWORK

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

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich said there was no meeting of the NSLS Board of Directors.

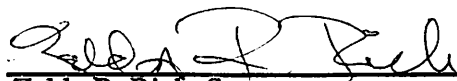
COMMENTS FROM TRUSTEES

Mrs. Goodman reported on her attendance at a number of informative programs during the American Library Association Conference in June, and voiced her appreciation for the opportunity to attend.

Mrs. Weiner reported on her attendance at the Conference also, noting that it would be better for most participants if the programs were scheduled in the same or nearby hotels. Much time is usually spent getting from one hotel to another and the wait for the shuttle bus is quite lengthy.

ADJOURNMENT

The meeting adjourned at 9:11 p.m.


Zelda R. Rich, Secretary
with approved changes
re: NSLS