

May 12, 1993

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 12, 1993.

CALL TO ORDER

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

The President welcomed new Board member Leo Friedman.

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

Member absent: Susan Brill Schreck.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; and Tobi Oberman, Supervisor of Circulation Services.

Press representatives present: Mike Issacs, *Skokie Review* and Marcus Lowes, *Skokie Life*.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 14, 1993

Mrs. Rich moved that the Board of Trustees approve the minutes of the meeting of April 14, 1993 as written, subject to additions and/or corrections. Mrs. Zatz seconded the motion and asked that a correction be made at the top of Page 3 which notes her as making a motion and she was not present at the April meeting. The first sentence should read "Mrs. Rich made a motion, seconded by Dr. Wozniak."

There being no further additions or corrections, the motion to approve the minutes as corrected was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LISTS OF BILLS

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

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, 1991 LIBRARY PROJECT FUND, AND LIBRARY NOTE FUND, BE ACCEPTED; THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

The Board reviewed the Year-to-Date Budgetary Status statement. Mrs. Anthony noted that, as recommended by the auditor, there will be no line item transfers.

1993 LEVY REQUEST

The Board discussed a levy request for 1993 that will generate revenue for the 1994-95 fiscal year.

The 1992 levy, as finalized by agreement between the Library and the Village, is \$4,050,000. A five percent increase in the levy would yield \$4,252,500., an increase of \$202,500. An additional amount of approximately \$60,000. will be needed to pay the first installment on the debt to the Village for the purchase of 5237 Oakton Street.

A chart showing five year projections for Library revenues and expenditures, based on an annual increase of six percent in the levy was reviewed. The projections assume no increase in other revenues such as interest, fines and the Per Capita Grant.

With the delay between approval of the levy and receipt of those revenues, a six percent increase in the levy will yield only a three percent increase in revenues for the following fiscal year.

The Village obtained an opinion from Cook County that the Library's debt for property acquisition could be considered outside the scope of the truth in taxation ceiling of 5% increase without a public hearing.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 7% LEVY FOR 1993 FOR A TOTAL OF \$4,393,500., WITH THE DEBT NOT INCLUDED IN THE LEVY.

The roll was called. Mr. Graham--yes; Mrs. Weiner--yes; Mr. Friedman--no; Mrs. Rich--yes; Mrs. Hunter--yes; Mrs. Zatz--yes. The motion passed.

COST OF LIVING ADJUSTMENT (COLA)

Mrs. Anthony apprised the Board the Village approved a 3.5% COLA increase for non-union employees and that the Library similarly adopt a 3.5% increase. She advised the Board that the budget would allow for a 3.5% increase.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 3.5% COST OF LIVING ADJUSTMENT FOR ALL STAFF.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
PROGRAM STATISTICS FOURTH QUARTER F.Y. 1992-93
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (4)
PERSONNEL

Mrs. Zatz 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 REPORTS
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS FOURTH QUARTER F.Y. 1992-93
4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
5. CORRESPONDENCE (4)
 - Letter from Marc Eisen, Co-Chair, "L. PeRCy Awards"
 - Letter from Roslyn Willens
 - Letter from Ronald J. Walczyk, Vice President, NBD Skokie Bank, N.A.
 - Letter from Harry Poholsky (distributed by Mrs. Hunter)

5. PERSONNEL

Appointment: Gwenyth L. Arnold, Temporary Librarian, Adult Services Department, effective June 16, 1993

Resignation: Martha Hattery, Reference Librarian, Adult Services Department, effective June 16, 1993
Marykay McGuinness, part-time Circulation Clerk, Circulation Services Department, effective May 17, 1993

Leave-of-Absence:
Susan Emrich, Bookmobile Assistant, Community Services, effective April 5, 1993

During discussion of statistics, Mrs. Hunter asked if we have learned why there continues to be a decrease in the number of information and reference questions.

Mrs. Anthony said staff are aware of the decrease and will try to keep a better record. Information statistics may be kept by sampling methodology in the future. Staff are also considering other possible reasons for the decline in the number of transactions.

Mrs. Hunter distributed a copy of the letter she received from Harry Poholsky regarding poor sound quality of the film shown at the Library April 28.

Mrs. Anthony will look into the matter.

Mrs. Hunter noted there were seven people in attendance at the April 29 Short Story Gems program.

The motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation was up more than twelve percent in April over the same month last year. While Bookmobile circulation appears greatly increased, the comparison is influenced by problems that kept the Bookmobile off the road five days in April, 1992.

Closing on House--Closing was held on the property at 5237 Oakton Street so it now belongs to the Library. Village Traffic Engineering is prepared to obtain bids for parking expansion as soon as the Board indicates a desire to proceed.

Carpet Replacement--Neither the Library, nor Bentley (the manufacturer) was pleased with the outcome of carpet steaming in the lobby. Color differentiation is still quite apparent in a

very visible location. Bentley has agreed to replace the carpet in the lobby. A benefit is that the Library will have the opportunity to purchase attic stock. None was available after the initial installation due to an error in calculation by the installer. The most opportune time to replace the carpet would be the July 4th weekend. The installers feel they could complete the job between Saturday, July 3, 5:00 p.m. and Tuesday, July 6, 9 a.m. This would require closing the Library Monday July 5, the legal holiday for the 4th of July.

After discussion regarding carpet replacement and cost of overrun for attic stock Mrs. Zatz made a motion, seconded by Mrs. Rich.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE REPLACEMENT OF THE CARPET IN THE PROBLEM AREA OF THE LOBBY AS PROPOSED BY THE MANUFACTURER, AND FURTHER AUTHORIZE PRESIDENT HUNTER TO ACT ON BEHALF OF THE BOARD IN DETERMINING QUANTITY DEPENDENT ON COST.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE CLOSING THE LIBRARY MONDAY, JULY 5 TO FACILITATE THE RECARPETING OF THE LOBBY.

The roll call vote for approval was unanimous.

Library PR Council Award--Skokie Public Library will be recognized once again at the ALA Annual Conference in New Orleans with a Library Public Relations Council Award. This year the award is for the two adult booklists developed for the 500th anniversary of Columbus' expedition to the Americas. One booklist featured titles about Columbus, while the other highlighted materials on Native Americans. Text for the lists was prepared by Hope Apple and artwork by Teri Foster. Lydia Stux oversees the publications program.

Live and Learn--Secretary of State George Ryan has announced a new program "Live and Learn" which would generate \$18.9 million dollars for libraries from increases in vehicle title and registration transfer fees. The new revenue would be used to restore system funding, provide money for library construction grants, increase the Per Capita Grant for public libraries

from .97 to 1.25 per capita, increase school library grants, funding for services to blind and physically handicapped and some funds for research and reference centers. Legislative action is required. Representatives and the Governor should be encouraged to support this proposal.

National Library Week--Twenty-one people came to the early morning business breakfast April 16. The artist-in-residency program with Relative Obscurity was wonderfully entertaining. We forgave about \$1,250. in fines during the fine-free week and recovered \$500. worth of long overdue materials which might not have been returned without the amnesty.

Community Involvement--This past month Mrs. Anthony attended a meeting of BEST (Business and Educators for Students in Transition), a group endeavoring to help students make the transition to the working world; attended meetings of the Skokie Festival of Cultures Executive Committee; and the reception for the Skokie Fine Arts Juried show at the Library.

At 8:05 p.m. Mrs. Hunter called for a motion to go into Executive Session to discuss land acquisition.

Mrs. Rich made the motion seconded by Mr. Graham.

The roll call vote to go into Executive Session was unanimous.

EXECUTIVE SESSION

Executive Session adjourned at 8:25 p.m.

The meeting was returned to the regular open meeting at 8:30 p.m.

INSURANCE RATE CHANGES AND OPEN ENROLLMENT

The Board reviewed the information on the new monthly premium rates for all three of the Village's medical insurance plans. The new rates will go into effect May 1, 1993.

All three insurance plans will also implement an increase in the prescription card co-payments effective May 1, 1993.

PROPOSED CHANGES IN VIDEO LOAN POLICY

Last April the Board approved changes in the videocassette loan policy, eliminating the insurance fee for nonfiction and youth videos and allowing those videos to be available for loan to RBP patrons and to be reserved by Skokie Public Library cardholders.

It seems advisable to move toward treating videos more like other library materials. Patrons would like a longer loan period, especially for nonfiction movies such as self-help, travel and language learning. Patrons have complained about the overdue fine of \$2.00 per day per video.

It is proposed that the video policy be revised, effective July 1, 1993, to allow nonfiction and youth videos to circulate for a one week loan period, subject to renewal. The loan period for feature films would remain three days. All videos would have an overdue fine of \$1.00 per day.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE IN VIDEO LOAN POLICY AS RECOMMENDED BY THE DIRECTOR EFFECTIVE JULY 1, 1993.

The roll call vote for approval was unanimous.

LONG RANGE PLANNING PROCESS

The Board reviewed the Director's memorandum noting that the Long Range Plan Steering Committee met April 22. The guest speaker was Lisa Edelson, Executive Director of the Skokie Chamber of Commerce.

The Information Gathering subcommittee is preparing a draft user survey which will be tested on several patrons before being generally administered.

LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC)

The Board reviewed the Suburban Library System unemployment insurance pool proposed agreement to reorganize the three insurance pools they oversee. The combination of the pools will enable them to have one board meeting per month regarding insurance rather than the three separate meetings currently held. Language in the agreement ensures that the pools are separate entities in terms of use of funds and liability. Issuance of dividends is directly related to the new organization because the older agreement, currently in place, gave no authorization for disbursement of excess revenues.

The agreement has been reviewed by Thomas English, our insurance advisor and by Eleanor Sweiger of our legal firm. Mr. English found no problem with the agreement.

Ms. Sweiger recommended to Suburban Library System a small change in wording on the Power of Attorney form. She also observed that the option for a library to defend itself in a case (rather than to be defended by Michael Harrington, the agency which handles almost all unemployment compensation cases) is poorly designed. She suggested that to preserve our rights, the Library could state each time we send a claim forward that we may elect to pursue the claim on our own.

If the new intergovernmental agreement is signed and returned by May 31, the Library will receive a dividend by June 30, 1993. The next date for issuing dividends will be November 15. Skokie Public Library is expected to receive a dividend of \$35,695.83 based on its proportional share (5.77%) of contributions to the pool.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE "RESOLUTION PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION ('LIMRiCC')."

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE DIVIDEND REVENUES RECEIVED BE PLACED IN THE SKOKIE PUBLIC LIBRARY RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS.

The motion was unanimously approved.

LANDSCAPING

The Director noted that in 1989 plans were prepared for improvement of the Library landscaping, however, the plans were not acted on at that time because of flood control work. The Board had agreed to defer landscaping improvements until the underground retention basin was installed under the Galitz parking lot and the damaged pavers in the small courtyard replaced.

Because the Village has completed flood control work in the area, and the pavers were replaced as a part of the renovation we are at an appropriate point to reconsider improvements to the landscaping.

Two proposals were prepared by Mariani Landscape: one for the small courtyard in the amount of \$3,011.00 and one for the north and west foundation areas in the amount of \$26,549.00.

During discussion the question was raised whether the proposals qualified as professional services outside the scope of bidding requirements..

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

MOTION: THAT THE THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TWO MARIANI LANDSCAPING PROPOSALS PENDING REVIEW BY LIBRARY COUNSEL.

The roll call vote for approval was unanimous.

RENOVATION PROJECT

Signage--Some improvements to furnishings and other interiors work have been carried over to this year and others will be deferred until next year. Two items needing attention are signage and rekeying the building.

A number of new signs are needed to identify circulation functions, service desks and major collection areas. Braille signs are required by the Americans with Disabilities Act for rest rooms and elevators. The directory sign board will be updated. An estimate puts the cost at \$3,000. including installation.

Rekeying--It is proposed to establish a coordinated system of locks and masters throughout the building. The original building and the addition have had separate keying systems and during renovation doors were moved and reused and a number of new doors were added. The proposal would include rekeying all compatible cylinders, installing new cylinders where required and new cylinder plugs where required. A quote of nearly \$3,900. was made six months ago and will be updated.

AUTOMATION

The JCPL System Librarian Annual Report May 1, 1992 through April 30, 1993 was noted.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network May, 1993 Program Guide for Cable Channel 15, and the Program List for 1992-93.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the April 26, 1993 meeting of the NSLS Board of Directors.

NSLS Bylaws amendments were discussed.

The memorandum sent to NSLS Public Library Directors regarding the Foreign Language Standing Order Program was noted.

COMMENTS FROM TRUSTEES

Mr. Graham said a vote of confidence was due Mrs. Anthony. She has demonstrated exceptional leadership throughout her tenure as Director and during the demanding renovation project. He said the Board strongly supports her and her administration.

Mr. Friedman requested that *Days of Remembrance of the Victims of the Holocaust*, published by the U.S. Department of Defense, be put in Reference and then publicized (we have two circulating copies); that we purchase *Buffalo Soldiers; A Narrative of the Negro Cavalry in the West*, published by University of Oklahoma Press (we have one circulating copy) and that we publicize the title; and that we purchase every six months the Medicare *Participating Directory, MedPard* published by Blue Cross/Blue Shield, and publicize that we have it. (We have both Volumes 1 and 2, 1993 in Reference.)

ADJOURNMENT

The meeting was adjourned at 9:11 p.m.

Mrs. Zatz made a motion, seconded by Mrs. Rich to go into Executive Session to discuss the vacancy on the Board for the Office of Vice President.

The motion was unanimously approved.

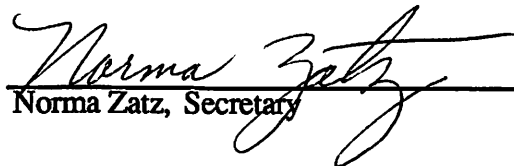
After discussion the meeting was returned to open session at 9:20 p.m.

Mrs. Weiner made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF
TRUSTEES ELECT JOHN J. GRAHAM VICE PRESIDENT OF
THE BOARD.

The motion was unanimously approved.

The meeting adjourned at 9:25 p.m.


Norma Zatz, Secretary