

November 9, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, November 9, 1988.

CALL TO ORDER

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

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

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

APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 12, 1988

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of October 12, 1988 as written subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

There were no additions or corrections.

The motion to accept the minutes as written passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

Mrs. Zatz made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS AND THE LIST OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

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

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

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. REPORT(S) FROM DEPARTMENT HEAD(S)

The motion passed unanimously.

Discussion followed regarding continued efforts to increase compact disc circulation and the increase in Bookmobile statistics.

The number of Juvenile periodicals listed on the Circulation Report as "used in the Library" was questioned.

Dr. Bloch asked that Merle Jacob, Coordinator of Collection Development, be congratulated on her answer to the reference question of the month.

YEAR-TO-DATE-BUDGETARY STATUS

The trustees reviewed the Year-to-Date Budgetary Status report.

PROGRAM STATISTICS SECOND QUARTER, 1988-89

The trustees noted the Program Statistics for the second quarter.

It was suggested that in the future captioned films be promoted as feature films which include closed-captions for the hearing impaired.

PERSONNEL

The trustees noted the appointment of full-time Circulation Clerks, Alpna Shah, effective October 25, and Viera Equiluz, effective November 7, 1988; the resignation of Marjorie Brown, hourly Circulation Clerk, effective October 11, and Annette Berg, 30 hour per week Circulation Clerk, effective October 12, 1988.

DIRECTOR'S REPORT

Library Use--Library circulation for the month was up 10.6%, with circulation in Youth Services up over 19%. Youth Services has set a record of more than 20,000 items circulated in a month which has not been equaled since the 1960s. Record increases have also been achieved in Bookmobile circulation, particularly in the area of children's

materials. Mrs. Anthony said Phil Carlsen, Bookmobile Driver/Librarian, is doing a great job and the new Tot Learning Center stop has increased circulation.

Use of the Skokie Public Library by reciprocal borrowers continues to increase; however, Skokie patrons also continue to use other libraries quite heavily. Adult reference demand is climbing while reader's advisory services are down in both Adult and Youth Services. Reasons for this decrease will be explored.

Discussion followed.

Dr. Bloch suggested that at some point in the future staff might be able to develop a "Preference Profile" for patrons, which would generate notices to patrons when books come in that fit their profile.

User Survey--A user survey, as suggested by the Board, has been prepared by the Long Range Plan Information Gathering Committee. A general survey regarding patrons' experience with materials, services and facilities would be administered to patrons during sample periods of the week of November 14, in order to obtain at least 400 representative responses. A program survey will be distributed to all adults and children who attend Library programs over the next month. Responses will be collated by the Information Gathering Committee, to be used as a complement to the community survey in the planning process.

The Board suggested an additional question at the end of the questionnaire allowing extemporaneous comments.

Spontaneous comments should be encouraged, not just a yes or no answer, and the patrons could be asked if he/she would use the service outlined in question 5.

Insurance--An insurance quote for the Library's property and casualty insurance coverage will be presented at the December Board meeting. Because our experience with Northbrook Property and Casualty Insurance Company has been good the past two years and we have been assured that there will be no increase in rates, only one quote will be presented unless the Board requests that others be obtained.

After discussion it was the consensus of the Board that one additional insurance company should be requested to submit a quotation on the Library's insurance coverages.

Review of Reserve Procedures--A committee has been reviewing the procedures for the handling of reserves to see if we can accelerate the process. The Circulation Department staff has experimented with telephone notification of patrons for the most heavily reserved titles with initial favorable results. Last week 79 phone calls were made--43 patrons were personally contacted and messages were left on answering machines or with an adult. Many of the patrons contacted came to pick up their book the same day. When post cards are mailed, books are held in Circulation Department up to ten days. The amount of time spent in telephoning is negligible and may save a week or more per book in time held out of circulation.

Mrs. Weiner noted that telephone notification by staff of reserve requests not only saves time but adds a personal touch and makes for good public relations.

Telephone Procedures--Another committee is reviewing telephone procedures to improve the handling of telephone calls. Problems have been identified and solutions are being explored. Proposed solutions include changes in the programming for telephone operations, the addition of busy lamps to some instruments and additional training in use of telephone system features.

Easy Hearing Music Foundation--*The Easy Hearing Music Foundation* will hold a seminar at the Library on November 30. Up to 75 registrants are expected and we have been advised that either Senator Paul Simon or a member of his staff will attend.

Vice President George Bush Appearance--Mrs. Anthony was contacted by the Holocaust Memorial Foundation and campaign workers for George Bush regarding the possibility of his speaking at the Library on October 17. Because Mr. Bush was engaged in a campaign for public office and the audience was to be limited by invitation only, Mrs. Anthony cited the Library's meeting room policy and denied the request. We were requested to close the Library from 2 - 5:30 p.m. for security purposes as the Vice President spoke in front of the Holocaust Memorial on the Village Green.

Broken Study Room Window--On the evening of November 2, a teenager accidentally broke one of the large wall/windows in Youth Services with a skateboard. No one was injured. The window has been boarded and replacement cost will be covered by the patron's homeowner's insurance.

Discussion ensued regarding the development of a policy restricting such items in the Library and enforcement options.

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

MOTION: THAT THE BOARD OF LIBRARY TRUSTEES
DEVELOP A WRITTEN POLICY DEFINING THE
LIBRARY'S POSITION WITH REGARD TO
PROHIBITING SKATEBOARDS AND THE LIKE IN
THE LIBRARY.

After lengthy discussion the motion was tabled until the December Board meeting. Mrs. Anthony will get input from staff, and draft specific wording for the Board to consider prohibiting skateboards, roller skates, ice skates, baseballs and bats, etc., in the Skokie Public Library.

Director's Schedule--On November 16, Mrs. Anthony will attend a meeting of the Illinois State Library Advisory Committee Subcommittee on Systems in Springfield. She will be out of town from November 22-27, visiting family in Washington, D.C. for the Thanksgiving holiday.

BOARD COUNSEL

Because of the death of Library Attorney Donald W. Lyon, Mrs. Hunter will appoint a committee to review the matter of selection of Board Counsel. The Trustees approved Ellen Lyon serving as attorney on an interim basis.

It was the consensus of the Board that the legal counsel appointed should be familiar with Library law and local government.

AUDIT / PEAT MARWICK MAIN & COMPANY

After the Board discussed the "Skokie Public Library Financial Statements, April 30, 1988 (with Independent Auditors' Report Thereon)" and the management letter from Cameron T. Clark, Partner, Peat Marwick Main & Company, Dr. Bloch made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE RECOMMENDATIONS OF THE MANAGEMENT LETTER FROM MR. CLARK BE ACCEPTED WITH A NOTATION THAT THE FIRST OF THE TWO RECOMMENDATIONS HAS ALREADY BEEN IMPLEMENTED (AS IN ITEM I OF THIS AGENDA), AND THE SECOND OF THE RECOMMENDATIONS WILL BE IMPLEMENTED WITH THE SPECIFIC RECOMMENDATIONS OF THE DIRECTOR TO BE SUBMITTED AT THE NEXT BOARD MEETING.

The motion passed unanimously.

Mrs. Zatz left the meeting.

INVESTMENT POLICY

The Board reviewed the Investment Policy draft.

Dr. Bloch suggested adding "current" to the third paragraph of IV) Collateralization: "Such collateral will have a current market value of at least..."

After discussion the Board concurred that Mrs. Anthony discuss with James Malecha of NBD Skokie Bank, N.A., what can be considered a reasonable and realistic percentage figure of total deposits and investments, above 100%, to be included in the Investment Policy.

It was also suggested to include the following sentence in I) Scope: "This policy is subject to the laws, rules and regulations of the United States and the State of Illinois."

It was recommended we obtain legal counsel's opinion regarding proper wording of the last sentence in VII) Authority for Investing Activities: "Such withdrawal requires two signatures, specifically the signature of the President of the Board of Trustees of the Skokie Public Library and the (Director)/(finance officer of the Village of Skokie)."

Mrs. Anthony will get these points clarified.

TUITION REIMBURSEMENT POLICY

The Board reviewed the Tuition Reimbursement Policy draft.

Concerns of the Board included the addition of a probationary period, establishing monetary ceilings, and the possibility of including tuition reimbursement as a budget line item.

Dr. Bloch suggested an increase in the amount of tuition reimbursement to 75% for a grade of A or B, and 50% for a grade of C. The Board agreed.

It was the consensus of the Board that the tuition reimbursement policy be carefully scrutinized by legal counsel and the discussion continued at the December Board meeting.

AUTOMATION

Mrs. Anthony apprised the Board of developments of the Joint Computer Program for Libraries (JCPL) Directors meeting with RMG Consultants. It is necessary to either upgrade or replace the system within the next 12-18 months. We presently have 116 terminals and the system is at capacity.

Options are being explored, along with financial projections. However, we must look ahead to our needs and the costs involved.

Discussion ensued regarding upgrading versus replacement, the functionality of the system and the pace of developments in technology.

Mrs. Merritt addressed the Board on the importance of the system being more "user friendly" to Library patrons. She has found the Bibliofile to be superior to the online

public access catalog; instructions posted on the use of the Geac catalog need to be simpler; and suggested the computer-intimidated patron receive additional assistance. She is not in favor of elimination of the card catalog at this time.

Discussion continued regarding the removal of the card catalog.

It was the consensus of the Board that a date be targeted and signs be placed on the card catalog to the effect that "the traditional card catalog is being removed..."

Mrs. Anthony said staff will be available in the Lobby to assist patrons and did not anticipate that patrons would experience difficulty.

LONG RANGE PLANNING PROCESS

Mrs. Anthony reported on the October 21 meeting of the Long Range Planning Committee at which guest speakers Neil King, King Realty; Robert E. Molumby, Director, Planning Department, Village of Skokie; and Dr. Carolyn Anderson, Associate Superintendent, District 219, were in attendance.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The symposium "Music and the Hearing Impaired: Breaking the Sound Barriers", sponsored by the Easy Hearing Music Foundation, is being held in the Skokie Public Library November 30, from 9 a.m. to 2:30 p.m.

SALS Project Director, Liene Sorenson, will lead one of the five professional development roundtables--"A Crash Course in High Tech Tools".

LIBRARY CABLE NETWORK

The trustees noted the November "Program Guide Cable Channel 22".

NORTH SUBRUBAN LIBRARY SYSTEM

Mr. Flintrap reported on the October 24 meeting of the North Suburban Library System (NSLS) Board of Directors.

McHenry Public Library District's request to leave Northern Illinois Library System (NILS) and join NSLS was approved, effective July 1, 1989.

NSLS member libraries receiving LSCA funds include Ela-Area Public Library District, Elk Grove Village Public Library, Evanston Public Library, Prospect Heights Public Library District and Vernon Area Public Library District.

Mr. Flintrup suggested the Skokie Public Library obtain a copy of Northbrook Public Library's *Trustee Handbook* and told the Board of the Open House November 18 at Park Ridge Public Library.

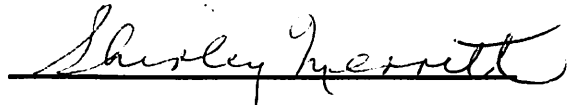
Mr. Flintrup reported that the vote by member libraries on NSLS conversion to a multitype system recently conducted by the System was 15 yes, 5 no, 16 not clear, and 8 made no response.

COMMENTS FROM TRUSTEES

Mrs. Merritt announced she will not seek re-election to the Skokie Public Library Board in April , 1989.

ADJOURNMENT

The meeting was adjourned at 10:35 p.m.



Shirley Merritt, Secretary