

November 14, 2007

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, November 14, 2007.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:32 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Dayle Zelenka, Secretary; Susan Greer; Zelda Rich; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 10, 2007

Dr. Wozniak made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of October 10, 2007, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statement; Circulation Report; Library Use Statistics; Program Statistics Second Quarter F.Y. 2007-2008; Report(s) from Department Head(s); Personnel; Gifts; Correspondence)

Mr. Zelenka made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS SECOND QUARTER F.Y. 2007-2008
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. PERSONNEL: STATUS CHANGE: GAIL KAY, FULL-TIME ASSISTANT DIRECTOR FOR HUMAN RESOURCES, ADMINISTRATION, TO PART-TIME ASSISTANT DIRECTOR FOR HUMAN RESOURCES, ADMINISTRATION, EFFECTIVE JULY 20, 2007; TERMINATION: NIDA TABBA, PART-TIME

CIRCULATION CLERK, CIRCULATION DEPARTMENT,
EFFECTIVE NOVEMBER 2, 2007

6. GIFTS: \$200. FROM STUART OSERMAN FOR THE STEVE OSERMAN MEMORIAL FUND; \$50. FROM DON AND JOANNE BROWNELL IN MEMORY OF DOROTHY WISE FOR THE PURCHASE OF CHILDREN'S BOOKS; IN MEMORY OF EVA WEINER: \$50. FROM MARY RADMACHER, \$20. FROM DEBBIE BERG, \$10. FROM CORIE GINSBURG, \$10. FROM ELIZABETH RESS
7. CORRESPONDENCE: MEMO FROM TOBI OBERMAN TO SKOKIE PUBLIC LIBRARY BOARD DATED OCTOBER 14, 2007 RE APPRECIATION; LETTER FROM MAYOR GEORGE VAN DUSEN, VILLAGE OF SKOKIE TO CAROLYN ANTHONY DATED NOVEMBER 5, 2007 RE DONATION OF CHILDREN'S BOOKS.

Mrs. Hunter said she has heard positive comments about the Bookmobile stopping at the Weber Center.

The roll call vote for approval was unanimous.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/07

The Balance Sheet for the Six Months Ending 10/31/07 was noted.

YEAR-TO-DATE BUDGETARY STATUS

The Year-To-Date Budgetary Status was noted.

BILLS

A motion was made by Mrs. Hunter seconded by Dr. Wozniak:

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

The roll call vote for approval was unanimous.

AUDIT

Mrs. Anthony presented the transmittal letter and audit for the Year Ended April 30, 2007.

After brief discussion, Dr. Wozniak made a motion, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE AUDIT AS PRESENTED BY MILLER, COOPER & CO. LTD, CERTIFIED PUBLIC ACCOUNTANTS.

The motion passed unanimously.

DIRECTOR'S REPORT

USAGE----Circulation in October was back in the plus column, up 2% over the same month last year. Use of Adult books was up nearly 6%. The apparent large increase in Bookmobile circulation is due to the Bookmobile having been off the road for refurbishing for two weeks last October. The gate count was up a healthy 12%. Reciprocal borrowing is down as desired due to limitations on AV borrowing. LINKin use continues to climb on both the borrowing and lending sides. Use of electronic resources is down 15% from last October, but up 26% from September of this year. A total of 5,843 searches were conducted using the Library Toolbar in October, or nearly 200 searches per day. There are 146 registered Toolbar users at this time.

FINANCIAL STATUS----The Village Board approved a \$2,000,000. loan to the Library by resolution October 15, obviating the need for a second meeting as would have been required for an ordinance. Property tax bills began arriving in homeowners' mailboxes the week of November 5. Hopefully some revenue will be received from Cook County soon so that the Library will not need to draw on the loan.

FEDERAL FUNDING FOR LIBRARIES----The conference report filed on the fiscal year 2008 Labor, Health and Human Services, Education and Related Agencies appropriations is recommending funding for the Institute of Museum and Library Services (IMLS) at \$277,131,000. and LSTA funding at \$224,066,000., with \$171,500,000. for the State Grant program. The conference agreement also includes language that gives IMLS the authority and resources to carry out the mission of the U.S. National Commission on Libraries and Information Science (NCLIS) and includes an amount of funding for NCLIS close-out activities. The President has announced that he plans to veto the combined conference report. In an effort to prevent a veto, conferees agreed to combine spending for military construction and the Department of Veterans Affairs with the Labor-HHS bill.

Mrs. Anthony announced that the President has vetoed the combined conference report.

DONATIONS IN MEMORY OF EVA WEINER----The Library has received several donations in memory of former Trustee Eva Weiner and anticipates additional

contributions. It is proposed that the Library use donations to purchase a SARA Scanning and Reading Appliance. This is an updated "Kurzweil" machine, the computerized reading device that inspired Eva's interest in developing an accessible services program. The SARA appliance reads in a choice of several voices and can also display large print to a monitor. The device costs \$2,795.00.

Discussion followed. Mrs. Anthony will ask SALS Librarian Gary Gustin to do a report on the kinds of use and happenings in the SALS Department. The consensus of the Board was to purchase the SARA application with donations received in memory of Eva Weiner.

BIKE RACKS-----Following a rash of bike thefts from the Library, Rich Simon, Head of Maintenance, has moved the bike racks on the east side of the building to locations where they are visible to people in Youth Services. It is hoped that this will make the bikes more secure.

PASSWORDS FOR THE CATALOG----Next week, the Library will implement a password system for users who want to access their record in the Library catalog. Users will be instructed to key in their last name as password. This approach will provide a greater degree of privacy for individuals' personal information and reading record. It will also provide a degree of comfort for anyone who might elect to use the e-commerce system for payment of fines when that option is introduced.

ILLINOIS LIBRARY ASSOCIATION----Mrs. Anthony attended part of the Illinois Library Association Annual Conference in Springfield October 11-12. Fran Roehm, SkokieNet Librarian, coordinated a program on the "State of the State" in regard to broadband deployment which featured a distinguished panel of presenters including Lieutenant Governor Pat Quinn. Jan Watkins, Head of Youth Services, organized a program on "Grandparents as Parents" which both explored the social dilemma and offered possible library responses. The Public Policy Committee attempted to make sense of what's been happening (or not) in the State Legislature. Mrs. Anthony attended a lovely reception in the new Abraham Lincoln Museum and heard Aaron Freeman speak at the authors' luncheon.

IMRF PROGRAM ON SUPPLEMENTAL HEALTH PROGRAMS----David Doyle of Doyle Rowe Ltd., under contract to IMRF, gave a workshop at the Library October 18 for staff at or nearing retirement. He outlined the different supplement programs that are available from IMRF which, together with Medicare, provide quite complete coverage

for various health-related needs. Individual counseling re selection of health choices is available.

PUBLIC LIBRARY ASSOCIATION----Mrs. Anthony has agreed to run for President of the Public Library Association on the ballot in spring, 2008. If elected, she would serve as President-elect from 2008-2009, President 2009-2010, and Past President 2010-2011. Service would involve spring and fall Executive Committee meetings for two days each in Chicago in addition to Midwinter and Annual Conferences. There would be other duties which might take up to 20% of her time during the year as President. PLA is going through a transition time and she feels that she could make a contribution at this time. Mrs. Anthony talked with Board President John Graham, VP Diana Hunter, Susan Dickens, Administrative Assistant, and her husband to obtain clearance before agreeing to run for the office. Mrs. Anthony serves on the Executive Committee of PLA at the present time as a Cluster Chair and attended a meeting of the fall executive committee in October. Mrs. Anthony also attended a meeting of the ALA Task Force on Support Staff Certification which was held at ALA Headquarters in Chicago.

SPEAKING ENGAGEMENTS----Mrs. Anthony spoke at a public program on "Staying at Home" for seniors that was jointly sponsored by the Library and the Skokie Chamber of Commerce. Mrs. Anthony described a number of library services that are available to seniors, whether mobile or homebound. Other social service providers and representatives of commercial agencies also made presentations, followed by an information fair at which seniors had an opportunity to speak to representatives from each agency. The program was well attended and received and will probably be repeated.

Together with Michael Madden, Director of the Schaumburg Township District Library, Mrs. Anthony presented one of the NSLS workshops for trustees, this one on library budgets. Nine trustees attended and there was interesting discussion about financial matters.

On November 13, Mrs. Anthony was a panelist on a program on Municipal Wireless Service, held nearby in Rosemont. Nori Van Elzen, a former Village employee, now works for a commercial wireless provider and helped to plan the conference. Mrs. Anthony talked about the cooperative program among the Library, Village and Park District to provide wireless access in multiple locations in Skokie.

VOLUNTEER LUNCHEON----Five trustees attended the recent Volunteer luncheon at the Library. Abbey Darr ably coordinated the event which several attendees told Mrs.

Anthony they thought was the best ever. A number of volunteers stayed to listen to the Young Steinway Concert.

OAKTON AREA PLANNING COUNCIL----Mrs. Anthony attended a meeting of the Oakton Area Planning Council (held 2-3 times per year). A representative from District 65 which overlaps Evanston and Skokie talked about services to the Hispanic community and may be a resource to staff here. The possibility of holding an evening citizenship class at the Library was discussed.

BOARD VACANCY – REVIEW OF RESUMES

Mr. Graham stated that Mrs. Weiner was a wonderful lady who made an enormous contribution and she will be missed.

The Board reviewed the two resumes received from candidates interested in filling Mrs. Weiner's unexpired term. The entire Board will interview both candidates on Monday, November 26 starting at 4:30 p.m. November 27 will be an alternate date. Discussion followed.

APPLICATION OF SICK LEAVE CREDIT TO IMRF

Mrs. Anthony said that currently, the Library allows employees to accumulate up to 180 days of sick leave credit (9 months). Employees who accumulate sick leave with the Library and retire (with unused and unpaid sick time) are eligible to receive one month of IMRF service credit for every 20 days of unused, unpaid sick time at the time of retirement.

IMRF allows up to 240 days (12 months) of sick leave credit. In recent communication with IMRF, Mrs. Anthony noted that an employer has the option of allowing expiring sick leave credit to accumulate, not for use as sick leave, but for application to IMRF service credit. This practice would be of benefit to employees who use little or no sick time and regularly "lose" days because they accumulate at the rate of one day per month in excess of the allowed total. If the Board were to allow sick days in excess of 180 (and up to 240) to accumulate for service credit only, employees would still have a maximum of 180 days to accumulate as paid sick leave, but could have up to 60 additional days accumulate as service credit only. The change could allow some employees to earn up to three months of additional service credit for unused sick time at retirement.

Mrs. Anthony discussed this matter with Christa Ballowe, the Village Director of Personnel and she responded that "The Library does not have to follow the Village's internal policy and could allow up to 240 days."

Mrs. Anthony recommends that the Board revise the Library's current sick leave policy as follows:

Existing (in part)

Full-time salaried employees earn monthly sick pay credit at the rate of one day (7-1/2 hours) a month. The maximum accumulation of sick pay credits for full-time salaried employees is one hundred eighty (180) working days or one thousand three hundred and fifty (1350) hours.

Part-time salaried employees earn sick pay credit at 50% of the rate for full-time salaried employees or 3.75 hours per month. The maximum accumulation of sick pay credits for part-time salaried employees is ninety (90) working days or six hundred seventy-five (675) hours.

Retiring employees may receive up to nine (9) months service credit towards their retirement benefits for unused sick pay credit.

Proposed

Full-time salaried employees earn monthly sick pay credit at the rate of one day (7-1/2 hours) a month. The maximum accumulation of sick pay credits for paid sick leave is one hundred eighty (180) working days or one thousand three hundred and fifty (1350) hours. An additional sixty (60) working days or four hundred fifty (450) hours of sick leave may be accumulated for service credit at retirement.

Part-time salaried employees earn sick pay credit at 50% of the rate for full-time salaried employees or 3.75 hours per month. The maximum accumulation of sick pay credits for part-time salaried employees is ninety (90) working days or six hundred seventy-five (675) hours. An additional thirty (30) working days or two hundred twenty-five (225) hours of sick leave may be accumulated for service credit at retirement.

Retiring employees may receive up to twelve (12) months service credit towards their retirement benefits for unused sick pay credit.

Discussion followed.

A motion was made by Dr. Wozniak, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE THE LIBRARY'S CURRENT SICK LEAVE POLICY AS FOLLOWS, RETROACTIVE TO MAY 1, 2007:

FULL-TIME SALARIED EMPLOYEES EARN MONTHLY SICK PAY CREDIT AT THE RATE OF ONE DAY (7-1/2 HOURS) A MONTH. THE MAXIMUM ACCUMULATION OF SICK PAY CREDITS FOR PAID SICK LEAVE IS ONE HUNDRED EIGHTY (180) WORKING DAYS OR ONE THOUSAND THREE HUNDRED AND FIFTY (1350) HOURS. AN ADDITIONAL SIXTY (60) WORKING DAYS OR FOUR HUNDRED FIFTY (450) HOURS OF SICK LEAVE MAY BE ACCUMULATED FOR SERVICE CREDIT AT RETIREMENT.

PART-TIME SALARIED EMPLOYEES EARN SICK PAY CREDIT AT 50% OF THE RATE FOR FULL-TIME SALARIED EMPLOYEES OR 3.75 HOURS PER MONTH. THE MAXIMUM ACCUMULATION OF SICK PAY CREDITS FOR PART-TIME SALARIED EMPLOYEES IS NINETY (90) WORKING DAYS OR SIX HUNDRED SEVENTY-FIVE (675) HOURS. AN ADDITIONAL THIRTY (30) WORKING DAYS OR TWO HUNDRED TWENTY-FIVE (225) HOURS OF SICK LEAVE MAY BE ACCUMULATED FOR SERVICE CREDIT AT RETIREMENT.

RETIRING EMPLOYEES MAY RECEIVE UP TO TWELVE (12) MONTHS SERVICE CREDIT TOWARDS THEIR RETIREMENT BENEFITS FOR UNUSED SICK PAY CREDIT.

The motion passed unanimously.

INTERIM REPORT ON GOALS AND OBJECTIVES

Mrs. Anthony presented the Interim Report on Goals and Objectives for Fiscal Year 2008.

Lengthy discussion followed regarding the use of Basecamp, staffing public service desks, who we are trying to serve, being responsive to community needs, changing community needs, gaming, tutoring, technology classes, and the east checkout desk.

The Board asked that the Interim Report be placed on the December agenda for continued discussion of the objectives.

Mrs. Anthony will ask Tobi Oberman, Head of Circulation, to write up a report on the current three month experiment with self-check at the East Circulation Desk, including findings and recommendations.

RENEWAL OF INSURANCE COVERAGES

Mrs. Anthony distributed quotes from Boyle, Flagg & Seaman for renewal of the Library's insurance coverages. The quote does not include Directors and Officers' coverage because that cannot be obtained until the latest audit is received. The Library will send the audit on to Boyle, Flagg now that it has been reviewed by the Board. Also, the latest appraisal of the Library building and contents was just completed in October so the renewal quotation does not include the updated appraisal values which are about 6.5% higher. Boyle, Flagg and Seaman has estimated that the higher values will increase the cost approximately \$1,500. from \$15,568. to \$17,068., representing an increase of less than 5%.

The insurance coverages do not need to be renewed until December so no action need be taken at this meeting. Even with the adjustment in cost for the increased appraisal values, the subtotal of insurance coverages (not including D&O) would be \$52,099. which is less than the cost for the current Fiscal Year.

Mrs. Anthony did not ask Library representative Tom English to attend the Board meeting this year, but she will be glad to refer any questions to him.

This item will be on the December agenda.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The November 2007 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The North Suburban Library System Group Medical Insurance Program Quarter Ended, September 30, 2007, report was noted.

Mr. Graham asked if NSLS has thought of increasing the reserve? Are there any members with catastrophic illnesses? How many lives are covered in the Pool?

Mr. Zelenka reported on the Legislative Committee meeting (he is chair) and the changes they are proposing. Another issue has to do with the systems and the way they are structured. At the Management Affairs meeting it was announced that the NSLS continuing education and regular calendars are being sold to systems through WebJunction.

"LOCAL GOVERNMENT MANAGERS AND PUBLIC LIBRARIES: PARTNERS FOR A BETTER COMMUNITY", ICMA MANAGEMENT PERSPECTIVE, OCTOBER 2007

The ICMA Management Perspective article was noted.

“VILLAGE CAN'T ALTER LIBRARY TAX LEVY”. PIONEER PRESS, NOVEMBER 8, 2007

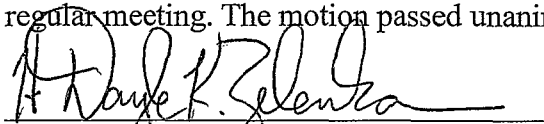
The Pioneer Press article was noted.

COMMENTS FROM TRUSTEES

Mrs. Rich distributed an article “Chewing on Chicklets, or What are Those Icons For?” from the November 9, 2007 issue of the Chicago Tribune.

ADJOURNMENT

At 9:15 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Dayle Zelenka", written over a horizontal line.

Dayle Zelenka, Secretary