

July 8, 1998

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, July 8, 1998.

CALL TO ORDER

Diana Hunter, Vice President, called the meeting to order at 7:36 p.m.

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

Members absent: John J. Graham, President and Marcy Goodman.

Susan Greer arrived at 7:41 p.m.

Observers present: Circulation Department staff member Carole Riding and Skokie resident Leslie Doolittle of 5211 Hoffman.

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

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 10, 1998

Mr. Friedman made a motion, seconded by Mrs. Rich to approve the minutes of the meeting of June 10, 1998, subject to additions and/or corrections.

There being no additions or corrections the minutes were unanimously approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF JUNE, 1998, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 GIFTS IN MEMORY OF STEVE OSERMAN
 CORRESPONDENCE
PERSONNEL

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)
 4. GIFTS IN MEMORY OF STEVE OSERMAN
 - \$100 from John and Angela Graham
 - \$25 from Dennis and Jacquelyn Aron
 - \$15 from Helen Panos
 - \$25 from Sarah and John Cooper, Jr.
 - \$5 from Edith and Alfred Klein
 - \$25 from Laurel A. Swartz
 - \$25 from Deborah and Leonard Vines and Fern Silver
 - \$25 from Howard Suskin and Lydia Stux for the purchase of employment related material
 - \$10 from Ardell Faulhaber
 - \$30 from Robert and Katherine E. Kozak for the purchase of Chinese Astrology book(s)
 - \$25 from Hal and Susan Dickens for philosophy materials
 - \$25 from Mandel and Shirley Ganz
 - \$200 from Hope Apple
 - \$50 from Ada P. Kahn
 - \$100 from Diana and Harry Hunter
 - \$10 from Sheldon and Alice Solovy
 - \$50 from Bernard A. Mitchell and Robert E. Stanley
 - \$35 from Koon Yong and Young Hee Kim
 - \$5 from Edward and Elaine Bogetz
 - \$25 from Julius and Coralie S. Ginsburg
 5. CORRESPONDENCE - Letter from Donna Grier; and letter from Eva Weiner to Gary Gustin

6. PERSONNEL

Appointments: Michael W. Buhmann, full-time Reference Librarian, Adult Services Department, effective July 27, 1998; Thomas Cafferkey, part-time (hourly) Security Guard, Maintenance Department, effective July 6, 1998; and Katerina I. Zlotnikova, full-time Reference Librarian, Adult Services Department, effective August 5, 1998

Promotion: Jenny Mampilly, from part-time Page to part-time Desk Assistant, Youth Services Department, effective June 29, 1998

Status Change: John Hammond, from full-time to part-time Security Guard, effective July 6, 1998

The Consent Agenda items were unanimously approved and placed on file.

DIRECTOR'S REPORT

Steve Oserman--The sudden death of long-time staff member Steve Oserman June 24 was a reeling blow from which we have not yet recovered. Steve was so devoted to the Library, his reference work, the Employment Resource Center and most of all to helping people that he will continue to be sorely missed by staff and patrons. We were fortunate to have had Steve as a Reference Librarian for twenty-six years. The effect of his positive attitude and energy was tremendous and lasting. We are planning a *Celebration of Steve's Life*, in which colleagues, friends and patrons will be invited to share remembrances. Steve's family has selected the date of Thursday, September 24, 1998 for the Celebration, which will be held in the Petty Auditorium at 7 p.m. Contributors will be notified and asked if they wish to share their remembrances.

After discussion with department heads, two suggestions seem appropriate for how to use the donations which have been made in Steve's memory. One is to purchase a bench and a plaque and place them in the courtyard near the listening/viewing room and the other is to have an annual memorial lecture in the Library in the spirit of Steve. The Board unanimously agreed both

suggestions were acceptable, however, it will depend on the amount of money contributed whether both could be done.

Mrs. Hunter said when considering a bench, we should select one as unique as was Steve.

Usage--Circulation in June was up a modest 1% over last year, primarily led by heavier use of audiovisual resources. The gate count was down by 3% as an increasing number of items were renewed by telephone. Another 2300 visits to the Library in June were made electronically through contacts to the Library's homepage.

Tax Objection Withdrawn--Our attorneys have advised that the tax objections to the Library's levies for 1993 and 1994 have been withdrawn. In previous years these rather standard objections were handled by Village counsel on behalf of the Library.

Disabilities Council--The Skokie Disabilities Council, on which Trustee Eva Weiner serves as a member, met at the Library June 18. Gary Gustin, SALS Librarian and Mike Jackiw, Assistant LAN Administrator, together with David Porter, a consultant who is visually impaired and has had experience in adapting computers for use by persons with disabilities, presented an overview of the Library's SALS service and a demonstration of newly acquired computer hardware and software.

Name Tags--New name tags have been purchased for all staff, volunteers and Board. The identification should help users who are looking for assistance and also contribute to increased security in nonpublic areas of the Library. Board members are encouraged to wear the name tags when attending Library functions.

New Fire Extinguishers--We have replaced nineteen water-based fire extinguishers with chemical extinguishers which are more effective. The upgrade followed a training session at which key staff were taught to use a fire extinguisher and had the opportunity for hands-on practice.

Illinois Procurement Program--Public Act 90-572 created the Illinois Procurement Code which became effective July 1. The Act requires the publication of an online Procurement Bulletin of all items to be purchased and purchasing decisions subject to the Code. The Act allows for a fee to vendors to cover the costs of publishing the Bulletin, but stipulates that the Bulletin be distributed free to public libraries in Illinois. We have applied for a password and will make this service available.

Dominican University GSLIS--Mrs. Anthony serves on the Advisory Board for the Graduate School of Library and Information Science at Dominican University. Highlights of the June 17 meeting were: successful seven year reaccreditation by ALA; opening of the Chicago site for Dominican; delivery of core courses to suburban locations via interactive television; and the establishment of Fry Minority Incentive Program with goal of recruiting ten students. The latter was particularly significant as none of the ALA Spectrum Scholars in this first year is from Illinois. The Spectrum Scholarship program is a national incentive to recruit more minorities to library and information studies. There was also a substantial discussion about practicum opportunities for students and continuing education for professionals in the field.

ALA Annual Conference--Mrs. Anthony, five staff members and one trustee attended Annual Conference in Washington, DC. Another staff member attended at her own expense. Mrs. Anthony completed a year as Chair of the Committee on Education, a position which required chairing not only the Committee meeting, but the meeting of the Education Assembly consisting of representatives of the education committees of various ALA units; participating in a presentation on continuing education to the Executive Board; moderating a hearing on a proposal to create a closely affiliated organization to ALA to oversee certification according to programs proposed by ALA divisions; attending a meeting on foreign credentialing which is proposing a change in ALA policy

to recognize foreign trained librarians if their education was graduate level and recognized by the appropriate body in their respective country and attendance at the ALA Legislative Assembly.

Mrs. Anthony also attended the Diversity Fair sponsored by ALA's Office for Literacy and Outreach Services. Skokie Public Library was one of a limited number of libraries selected to participate in the Fair. We were chosen for our work with the annual Festival of Cultures and Lydia Stux, Manager, Public Information and Programs, put together a display including PowerPoint slides of the Festival shown on a laptop computer.

Our U.S. Representative Sidney Yates was recognized at the Opening General Session with honorary membership in ALA. Author Amy Tan was the keynote speaker.

Human Resources Workshop--Mrs. Anthony attended a privately sponsored workshop in Evanston June 11 on the topic of successful hiring. Attendees learned to identify critical competencies for positions and to interview and evaluate candidates based on the competencies. Much that was learned will be useful.

July 4 Parade--The old Bookmobile made its last appearance at the 4th of July Parade and several staff encouraged readers to "Dive Into Books" with the children's reading program this summer as they marched along.

FY 1999 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION

Illinois State Library Americans With Disabilities Act 1999 Self-Evaluation Form--The Board reviewed the Library's completed evaluation form, which this year is to be sent along with our Per Capita Grant application to the State Library.

Review of Standards Required for Per Capita Grant Application--Although we completed a review of the Library's progress in meeting the State standards for libraries set forth in *Serving Our*

Public: Standards for Illinois Public Libraries, the particular standards to be written up for the 1998-1999 Per Capita Grant application differ from those previously cited. Therefore, it is necessary for the Board to review the Library's status in the "Facilities" and "Systems and ILLINET Membership Responsibilities."

Skokie Public Library is in essential compliance with all standards outlined in Chapter VIII Facilities. Recent relevant improvements include: 1) Increasing the number of public parking spaces from 135 to 167. By the standard of 1.3 spaces per 500 population, the Library should have 155 public parking spaces. 2) Improvements to the elevator and the addition of pneumatic controls on the restroom doors have facilitated Library use by disabled persons. Mrs. Weiner suggested consideration be given to providing some type of assistance to patrons with limited mobility because the walk to both east and west parking lots is a considerable distance to carry a load of books. 3) Additional audiovisual shelving and shifting of the collection to allow more shelving for popular areas such as Large Print, contributing to easy access to library materials for users. 4) Replacement of the main chiller, installation of a new electronic building management system and other HVAC improvements, contributing to the maintenance of comfortable temperatures and filtered air. 5) Replacement of 19 water-based fire extinguishers with chemical extinguishers and conducting a training session in the use of fire extinguishers for key staff, contributing to our emergency preparedness. 6) Completion of a technology plan, enabling anticipation of future building support needs. 7) Improved lighting in the microfilm room.

Some things we should do within the next year or two in the Facilities area include: 1) Review the Library's long-term space needs as part of the Long Range Plan to be undertaken

this fall. 2) Provide additional interior signage to assist users in locating collection and service areas. 3) Conduct training for staff in dealing with blood-borne pathogens. 4) Improve emergency procedures, including designating a tornado shelter, clearly marking evacuation routes and conducting at least annual evacuation drills.

Chapter IX deals with System and ILLINET membership responsibilities. We are in compliance with all standards as outlined. Skokie takes an active role in resource sharing through JCPL loans and interlibrary loans throughout the system, state and country. Skokie Public Library has a representative serving on the NSLS Board. Staff have actively participated on NSLS committees and advisory boards, taking a particularly active role in furthering NorthStarNet.

We might be more active in informing local residents of system services. The new NSLS brochure will help in this regard. Also, we should periodically review the issue of reciprocal borrowing with Chicago to see if changing conditions warrant reinstatement of a reciprocal borrowing agreement with the City.

DEMONSTRATION BY BRUCE BRIGELL OF NEW WINDOWS CATALOG AND REMOTE ACCESS TO LIBRARY DATABASES

This was the third attempt in the past three months to demonstrate to the Board the new Windows Catalog and remote access to Library databases. For a variety of reasons Bruce Brigell, Coordinator of Information Services, was unable to present the program. It is being rescheduled for the August 5 meeting of the Board.

POLICY FOR STAFF COMPUTER AND INTERNET USAGE

As more of the work of the Library is accomplished through electronic information and communications resources and as more staff make use of these resources, it is clearly desirable to enact a policy to protect the integrity of the computer network and other electronic systems

and to protect the Library from possible legal concerns resulting from a staff member's misuse of the system or infringement on the rights of others.

The "Skokie Computer and Internet Usage" policy was developed based on those of several other libraries. It has been reviewed by department heads and coordinators and by the Library's legal counsel. Legal counsel recommends that staff be required to sign an "Authorization for Access to Skokie Public Library for Computer and Internet Usage" form as a condition to access or continued use of the Library's computer and Internet systems.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE STAFF COMPUTER AND INTERNET USAGE POLICY AS PRESENTED. (copy attached)

The roll call vote for approval was unanimous.

NEWSPAPER ARTICLES

The Board reviewed the three Chicago Tribune articles regarding Internet filters and on-line pornography.

AUTOMATION / JCPL

There was nothing to report.

LIBRARY CABLE NETWORK

The Board noted the July 1998 Library Cable Network Cable Guide and reviewed the Annual Report.

NORTH SUBURBAN LIBRARY SYSTEM

The Board reviewed Pat Groh's report on the NSLS June 29, 1998 Board Meeting at which she was sworn in with five other new NSLS Board members.

Skokie Public Library Staff Computer and Internet Usage

Electronic information and communications resources are provided by the Library for use by Library employees in the performance of their work. These include, but are not limited to, the Library's Local Area Network (LAN), E-mail, Voice-Mail, the Online Public Catalog, the Circulation System and the Internet. These resources include all applications, files and documents accessed from their local drives and network drives. Computer applications, files and documents stored on local and network drives are the property of Skokie Public Library.

Computer Usage Policy

1. These functions are provided for business use. Personal use should be minimized and on your own time. Business related usage of the computer takes priority over personal use. Staff should have no expectation of privacy in connection with use of the Library's electronic information and communication resources.
2. For security reasons, staff members are not permitted to share or disclose individual passwords. They are also not permitted to log other staff or persons onto the network under their account. Any attempt to log onto the network as another individual will result in disciplinary measures.
3. Any staff member who intentionally manipulates information on any sensitive applications such as accounting, patron and item records is subject to disciplinary action. Tampering and unwarranted access to other staff members' personal network files stored in individual home directories is not permitted. Sensitive files should be stored in a secure place.
4. In addition to the system backup initiated nightly by the primary fileserver for network files, individual staff are responsible for backing up their own files and documents if stored on local drives (i.e., diskettes and local workstation hard drives).
5. Staff members are not allowed to install or download software. If an application is needed, notify the LAN staff. Unapproved software will not be loaded on staff PCs.
6. Staff must respect and adhere to all copyright laws and software license agreements with regards to access, use and copying of software, files and documents.
7. All hardware and software purchases for staff use should be requested through the LAN office.
8. Staff must close open applications and log out prior to leaving the workstation. Staff logged in under an individual staff account should log off a computer in a common work area if leaving for over fifteen minutes.

Internet Services Policy

1. Use of Internet services is not a right but a privilege which may be revoked at any time. A staff member's inappropriate use of the Internet may result in disciplinary action.
2. Inappropriate use includes, but is not limited to: operating a business for personal gain; advertising for or selling products or services; sending a chain letter; soliciting money for religious or political

causes; sending harassing statements to an individual or group of individuals for any reason including, but not limited to, sex, color, race, religion, disability, national origin or age; sending or printing sexually explicit messages or images; accessing, retrieving or viewing obscene or indecent materials; using copyrighted material improperly; threatening or disrupting the Library process or procedures by interfering with the rights of others at any time before, during or after business hours; using the Internet in any manner which intentionally disrupts the information network traffic or interferes with the network and/or connected systems; vandalizing or attempted vandalism (physical or electronic) to the Library computers, the Library network, files of others, or to the computer network system in any way which is prohibited. Vandalism includes, but is not limited to, the downloading, uploading or creation of computer viruses.

3. The content and maintenance of an individual user's electronic mailbox is the user's responsibility.
4. It is the responsibility of every Library employee to delete unwanted e-mail messages to meet their disk limitations. Messages remaining in your electronic mailbox should be minimized to save disk space.
5. Running downloaded files and programs from the Internet is not permitted. If needed, approval from the LAN office is required.
6. Staff use of chat, newsgroups, Usenet and listservs is restricted to job-related topics. Staff should make clear in offering opinions or recommendations that the advice represents the opinion of the individual staff member and does not represent the Board or Administration of the Skokie Public Library.

Sanctions

If any computer network system user engages in any of the inappropriate or prohibited acts listed above, the user shall be subject to discipline, as provided in the Library's Policy for disciplinary action. Disciplinary penalties include, but are not limited to, oral or written warning, suspension or revocation of network privileges, or suspension from employment. Repeated violation of these policies will be grounds for dismissal and/or other appropriate legal action.

Disclaimer

The Skokie Public Library makes no warranties of any kind, whether expressed or implied, for the computer network system and Internet services which it is providing to its staff. The Library will not be responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions. The Library denies any responsibility for the accuracy or quality of information obtained through the Internet system.

Security

Security in any computer network system is a high priority and must be a priority for all users. If a staff member is aware of any security risk or abuse of the computer or Internet system, the staff member must notify his or her supervisor immediately.

**AUTHORIZATION FOR ACCESS TO
SKOKIE PUBLIC LIBRARY FOR COMPUTER AND INTERNET USAGE**

I, _____ agree to abide by the provisions and restrictions set
(print name)

forth in the Skokie Public Library Staff Computer and Internet Usage Policy. By signing this

form I hereby state that: (1) I have read and understand the Skokie Public Library Staff

Computer and Internet Usage Policy; (2) my use of the computer network and Internet systems

must be consistent with the Skokie Public Library's Policy; (3) I will not use the computer

network system or Internet for illegal purposes of any kind or in any manner which is prohibited

by the Skokie Public Library as provided in the Staff Computer and Internet Usage Policy; and

(4) I understand that if I commit any violation, my access privileges may be revoked and/or other

disciplinary action may be taken.

Name: _____
(please print)

(Signature)

Date: _____

The Summary Report of the five NorthStarNet Task Force meetings, held between February 25 and April 13, was noted.

The NorthStarNet Task Force sees the potential - a critical source of local and regional information for residents, prospective and former residents, visitors and out-of-state relatives of local persons. Recommendations were made for development priorities, governance and marketing of NorthStarNet.

COMMENTS FROM TRUSTEES

There were no comments from Trustees.

ADJOURNMENT

The meeting was adjourned at 8:13 p.m.



Eva D. Weiner, Secretary