

October 11, 2005

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Tuesday, October 11, 2005.

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; Zelda Rich, Secretary; Susan Greer; Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Dayle Zelenka.

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

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF SEPTEMBER 14, 2005

Dr. Wozniak made a motion, seconded by Mrs. Rich, to approve the minutes of the regular and closed meetings of September 14, 2005, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statements, Circulation Report, Library Use Statistics, Report(s) from Department Heads, Gift, Personnel)

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

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

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. GIFT: \$100. FROM DR. IRWIN AND ZELDA RICH FOR *COME ON IN!* THE YOUTH SERVICES PROGRAM TO EXTEND LIBRARY SERVICES TO CHILDREN WITH DISABILITIES

5. PERSONNEL: STATUS CHANGE: ALEXANDER RANGEL, FROM PART-TIME SHELVING, CIRCULATION DEPARTMENT, TO PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE SEPTEMBER 19, 2005; TERMINATION: DEBBIE STEINBERG, PART-TIME INFORMATION ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE OCTOBER 30, 2005.

The motion passed unanimously.

BILLS

A motion was made by Mrs. Rich, 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.

Mrs. Greer arrived at 7:35 p.m.

DIRECTOR'S REPORT

USAGE---Circulation in September was up about one percent to 128,549. Bookmobile circulation was up 20%, perhaps in part because of the lovely September weather. Lending through ILL continues to increase sharply, while borrowing from other libraries is down. The Gate Count was up 19% to nearly 69,000 for the month. The difference between the increase in the gate count and the relatively flat circulation suggests that people are coming to the Library for computer use and programs and not necessarily to check out materials. There was a 10% increase in use of licensed databases in September over the same time last year.

GRANTS---Senator Ira Silverstein informed the Library that it will be the recipient of a Member Initiative Grant in the amount of \$10,000. The Library will purchase 10 new public computers as the money must be used for a one-time capital expense. The Library will share in a successful LSTA Grant for \$49,250. for Library Express, a program that will test the concept of delivering reserved materials to people's homes for a fee. The Arlington Heights Memorial Library is the administrator of the grant and Indian Trails Public Library is also a partner. Our submission for a digitization grant for "Skokie At Home" was not successful. The State Library received a lot of digitization grant proposals this year and probably it was determined that Skokie has had several such grants and it is time to fund other libraries for digitization. The Library was also a partner in an unsuccessful grant proposal submitted by

the North Suburban Library System for implementation of e-commerce in several member libraries. We will try to implement portions of this any way, experimenting with PayPal for use in the Library Express project.

TREE PLANTING----The Village Forestry Department will plant a free Accolade Elm tree on Park Avenue sometime within the next six weeks. Another tree will be a welcome addition to the landscaping in the parkway next to our public parking lot.

HURRICANE KATRINA----The Youth Services Department is conducting a Read-a-thon during October to raise money for the American Red Cross. Children will get sponsors to agree to pay money for every minute they spend reading. It is a win-win proposition with the children winning by reading and more money being secured for Hurricane Katrina relief.

NSLS has arranged to partner with a library in the Gulf through a program of the American Library Association. The assigned library is the Jefferson Parish Library in Metairie, Louisiana. Once the staff at Jefferson Parish Library are able to take stock and have building repairs underway, they will let us know what they need in terms of library materials, computers, etc. and NSLS libraries will see how they can help.

FINAL PAYMENT----On September 30, the Library sent final payment to Connectivity in the amount of \$27,598.54. The Library received final waivers of lien and consent of surety which were reviewed, along with the pay request by Jim Dyer of Fred Berglund & Sons, Jack Lesniak of OWP&P Architects and Loren Slutzky of RSNL&T (attorney) in advance of release of the check.

PROGRAMS AT THE LIBRARY----We had a number of particularly successful programs at the Library in recent weeks. The SkokieNet 10th Anniversary had a turn-out of 80-90 persons including Mayor Van Dusen and Representative Lou Lang who stayed for the entire program. Youth Services had a Come On In! program and showcase of services as the conclusion of their successful LSTA grant program to extend library services to children with special needs. State Senator Ira Silverstein, Representative Lou Lang and Greg McCormick from the Illinois State Library all came and spoke briefly at that program for parents and teachers. Our month of peace programming in conjunction with the Gandhi Memorial Trust continued to draw interested audiences for two discussions with panels on nonviolence. The format of the programs, which included the first 20 registrants as program participants was well received, with several comments that these were the best programs ever attended at the Library. This past Sunday, the first Young Steinway Concert of the season was presented, preceded by a lecture on violin making which tied in with an exhibit in the East vestibule display cases on the subject by the Chicago School of Violin Making.

CHAMBER LEGISLATIVE BREAKFAST----Mrs. Anthony attended the Chamber Legislative Breakfast which had a good showing of elected officials. U.S. Congresswoman Jan Schakowsky led off the program with wide-ranging comments about concerns in Washington from the Supreme Court to alternative energy and budget deficits. The financial picture still is not bright in Springfield as we heard from State Representatives Beth Coulson and Lou Lang as well as State Senator Jeff Schoenberg although the Governor is freeing up some money for Member Initiative grants, mostly those pledged several years ago and never fulfilled. Health care is a big concern as is money from the Federal government for Medicaid and Medicare.

ILLINOIS LIBRARY ASSOCIATION CONFERENCE----Mrs. Anthony will attend the Illinois Library Association Conference in Peoria from October 12-14. Four staff members and Board member Dayle Zelenka will also take part in the meetings.

Mrs. Hunter commented on the Newskokie, the Village's publication and the amount of space the Library is given. Mrs. Hunter feels the Library information is not exciting and should utilize extractions of public relations materials such as last month's letter from patron Joan Reinke. Some members liked the calendar format. Mrs. Anthony will look for a way to incorporate both formats.

RENEWAL OF SERVICE AGREEMENT FOR AUDIOVISUAL EQUIPMENT

The Library has received proposals for renewal of the service agreements for all our audiovisual equipment and related cabling in the building. The two amounts of \$8,000. and \$2,500. are up just slightly from \$7,900. and \$2,466. last year.

Staff are pleased with the service from AVI Midwest. They consistently send the same service technician who happens to live in Skokie and use the Library with his family. He gives particularly good service, taking a personal interest in resolving problems.

Most of the equipment runs quite reliably, but there have been problems with the computers that drive the plasma screens. Those computers came as part of the package installation. Staff proposed replacing those computers with Library-owned older model computers. Those older model computers are now being replaced at the Library per our replacement process. AVI Midwest will give the Library a \$500. credit to swap out the computers.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE RENEWAL OF THE SERVICE AGREEMENTS FOR

ALL AUDIOVISUAL EQUIPMENT AND RELATED CABLING
FROM AVI MIDWEST FOR A TOTAL COST OF \$10,500. FROM
OCTOBER 31, 2005 TO OCTOBER 20, 2006.

After discussion, the motion was amended, with the approval of the motion-makers, as follows:

AMENDED MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RENEWAL OF THE SERVICE AGREEMENTS FOR ALL AUDIOVISUAL EQUIPMENT AND RELATED CABLING FROM AVI MIDWEST FOR A TOTAL COST OF \$10,000. FROM OCTOBER 31, 2005 TO OCTOBER 20, 2006.

The roll call vote for approval was unanimous.

BEVERAGE MACHINE

At the April meeting, the Board approved that any beverages (non-alcoholic) in covered containers could be consumed in all parts of the Library except in the computer labs. The issue of a vending machine for the public was deferred for six months. In the six months since implementing this policy, Administration has had no complaints from either staff or the public.

For added patron convenience, staff recommend installation of a beverage vending machine by Arlington Coffee. This would be installed on the first floor where the withdrawn books are sold for a trial period of six months. There would be no cost to the Library to implement this service or for delivery or repair (due to vandalism or mechanical failure) and the Library would make a 10% commission on each item sold. Only beverages with screw-on type caps would be sold.

After brief discussion, a motion was made by Dr. Wozniak, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY HAVE ARLINGTON COFFEE INSTALL A BEVERAGE VENDING MACHINE TO BE PLACED ON THE FIRST FLOOR FOR PUBLIC USE, FOR A TRIAL PERIOD OF SIX MONTHS.

The roll was called: Mrs. Hunter—no; Mrs. Rich—yes; Mrs. Greer—yes; Dr. Wozniak—yes; Mrs. Weiner—yes; Mr. Graham—abstain. The motion passed.

DRUG AND ALCOHOL TESTING POLICIES

At the Library's attorneys recommendation, staff would like to include drug and alcohol testing policies in the Personnel Code. There is a general policy for all employees, and one that is specific to employees with a CDL who drive the Bookmobile. Staff plan on enacting these policies on either January 1, 2006 or when we hire a new CDL employee, whichever is sooner.

The main difference between the two policies is the use of random testing for the CDL employees. Testing would be performed by OMEGA, a division of Evanston Northwestern Healthcare, as recommended by the Village Personnel Department.

In addition to the two policies, a consent form that must be signed by all employees was distributed to the Board.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE BOTH DRUG AND ALCOHOL TESTING POLICIES AND THE CONSENT FORM AS PRESENTED (COPIES ATTACHED).

The motion passed unanimously.

SHOWING OF LCN (LIBRARY CABLE NETWORK) CURRENT YEAR HIGHLIGHTS TAPE

The Board viewed a 15-minute video on program highlights taped by Library Cable Network in 2005.

NORTH SUBURBAN LIBRARY SYSTEM

The North Suburban Library System Group Medical Insurance Program Quarter Ended September 30, 2005 report was noted. The Board would like to view several quarters at a time for comparison purposes.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

ADJOURNMENT

At 8:18 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.



Zelda R. Rich, Secretary