

June 10, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, June 10, 1992.

CALL TO ORDER

The meeting was called to order at 7:36 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Walter B. Flintrup, Vice President; Norma Zatz, Secretary; John J. Graham; Zelda Rich; Susan Brill Schreck; Eva Weiner; and Carolyn A. Anthony, Director.

Observers present: Susan Hagen Land, Head, Adult Services; and Tobi Oberman, Supervisor of Circulation Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND THE ANNUAL MEETING OF MAY 13, 1992

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting and the annual meeting of May 13, 1992 as written, subject to additions and/or corrections.

Mr. Graham seconded the motion.

There being no additions or corrections the motion to approve the minutes of the regular meeting and the annual meeting of May 13, 1992 was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LISTS OF BILLS

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

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, LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS STATEMENT BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, 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.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS  
 LIBRARY USE STATISTICS  
 REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE (3)

Mrs. Zatz made a motion, seconded by Mrs. Rich to place the Consent Agenda items on file.

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)
4. CORRESPONDENCE (3)
  - Letter to Senator Alan J. Dixon
  - Letter to Shirley R. Madigan, Chairman, Illinois Arts Council
  - Letter from Rhonda Cohen and Students in Room 11, Madison School

After discussion of statistics the Board directed that the gift from Room 11 Students at Madison School be publicized and that librarians' book discussion visits to local nursing homes also be featured in the local newspapers to highlight community-interest stories.

The motion to approve the Consent Agenda items passed unanimously.

ANNUAL REPORTS

The Board noted the eight (8) annual reports: General Operating Fund, Reserve Fund for the Purchase of Sites and Buildings, Report on Fine Arts Acquisition Fund, 1991 Library Project Fund, Library Note Fund, Statistical Summary FY 1991-92, Program Statistics FY 1991-92 and the Goals and Objectives-Final Report FY 1991-92.

Mrs. Anthony apprised the Board of an adjustment to the Goal Outcome Report as an error was discovered in the 1990-91 statistical report which adversely affected the comparison with 1991-92 for measuring success in reaching objectives. Specifically, the Bookmobile circulation was added in with the Main Library circulation. As a result, when that error is corrected, total Adult circulation was up 6.7%, not 3.4% and Juvenile circulation up 11.4%, rather than 3.4%.

GIFTS

The trustees noted the following gifts: \$5.00 from Virginia Vale in appreciation, \$25.39 from Room 11 Madison School for the purchase of children's books, \$50.00 from the Skokie

Valley Chapter of Lyric Opera for the purchase of opera materials; and \$6.00 from David and Muriel Afton in honor of Maria McCormick and Corinne Mostow's birthday.

### PERSONNEL

The resignation of Jennifer Hirst, part-time Page/Projectionist, Youth Services, effective May 20, 1992, and the promotion of Orlando Carnate, from part-time Page, Youth Services to part-time Page/Projectionist, effective June 1, 1992 were noted.

### DIRECTOR'S REPORT

Statistics--Circulation in May was up more than 4% over last May for a total of 72,768. The biggest increase was in Youth Services. Over 20,000 reference and information requests were handled by staff, an increase of 18% over last May.

Festival of Cultures--The second Festival of Cultures, for which the Library is a major sponsor, was held May 30-31. An estimated 6,000 people visited the Festival. Eighteen people registered for borrowers' cards at the Library booth where about 500 people also filled out brotherhood links, color-coded to reflect their geographical origins.

State Library Advisory Committee Meeting--Mrs. Anthony was present for only a portion of the State Library Advisory Committee Meeting. A new ILLINET Interlibrary Loan Code was recommended for approval. Some highlights of the proposed code: a provision that you may not request formats you don't loan; resources of the regional library system should be used before going statewide with a request; requests should be processed and responded to within four working days of receipt; fees may not be charged for loans of originals (except for "EXPRESS" requests), but may be charged for photocopies; each library should have an interlibrary loan policy.

RBP Lost Book Claims--NSLS has issued a summary of lost book claims showing Skokie has been paid \$820.75 since July 1, 1991, for items lost by RBP patrons from other libraries. The chart shows that \$848.70 was claimed by other libraries against Skokie patrons. If the report reflects fairly typical patterns, it may be that libraries will choose not to claim losses from each other, but to consider the losses and claims a wash. NSLS will pay no claims after July 1, 1992.

Circulation of Russian Grant Materials--Russian materials purchased with federal grant funds are hard to locate on the shelves due to frequent circulation. In May, 178 Russian fiction

items circulated 192 times while 211 Russian nonfiction items circulated 286 times. Additional volumes have been catalogued in recent weeks for the collection.

Urban Libraries Council Seminar--Mrs. Anthony attended portions of an Urban Libraries Council Seminar on public library financial practice entitled "Keeping the Books." The seminar featured the results of a study funded by ULC and conducted by the University of Wisconsin. One of the interesting conclusions drawn by the researchers is that public libraries appear to fare better when financed apart from the municipality. Taxpayers prefer to give money for specific things and libraries generally enjoy good support, particularly among people who vote. Speakers addressed management of financial resources as well as funding.

Community Involvement--In July Mrs. Anthony will assume the Presidency of the Skokie Rotary Club.

On June 4, Mrs. Anthony attended a VITA (Volunteers in Teaching Adults) recognition dinner held by Oakton Community College.

We are a cooperating agency in the Oakton Literacy program and represented on the Literacy Advisory Council by Skokie Public Library Librarian Martha Hattery.

July Board Meeting--Mrs. Anthony asked the Board to consider rescheduling the July Board meeting from July 8 to July 15. The Board agreed to meet July 15.

Disability Insurance for Staff--Mrs. Anthony has met with an insurance representative to learn what might be available for staff members interested in obtaining disability insurance.

#### MEMORANDUM RE TELEPHONE RENEWALS

Mrs. Hunter thanked Tobi Oberman, Supervisor, Circulation Services, for the concise information prepared for the Board.

Mrs. Oberman reported that she spoke to several libraries providing telephone renewals and since it is a relatively new service formal statistics were not available. Libraries who reported success with telephone renewal service were those with computer systems more versatile than ours.

Each library handled the service differently, unique to their capabilities and individual libraries had restrictions on items to be renewed by phone.

Mrs. Oberman noted that at this point in time, the Skokie Public Library is not equipped to handle telephone renewals and advised that an attempt should not be made until we can ensure that the service will be accomplished effectively.

Mrs. Oberman suggested that we re-examine instituting this service after our new configuration has had time to prove itself. The Board concurred.

### RENOVATION PROJECT

The Board noted the Application and Certificate for Payment Request No. 4 in the amount of \$132,342.00. A motion made by Mrs. Schreck, seconded by Mrs. Rich, to authorize payment to b. Stromberg in the amount of \$132,342.00, was unanimously approved.

#### Asbestos

The letter from Thomas P. Marlin, Senior Environmental Specialist, RCM Laboratories, Inc., identifying asbestos in two previously inaccessible locations was noted. (Friable duct tape used on the seams of supply ducts, located above the ceiling of the west building office core and spray-on fireproofing, located on the underside of the roof-deck in the former Administrative Offices.) The spray-on fireproofing was observed by the general contractor's workers after the Administrative Office ceiling was removed. RCM was immediately notified and collected a sample of the material for analysis. The analysis indicated the material as containing asbestos and the contractor locked the area, and instructed his workers not to enter until further notice.

RCM Laboratories, Inc. recommends that Asbestos Control Incorporated remove the ceiling of the West Building office, the asbestos containing material above that ceiling and the spray-on fireproofing in the former Administrative Offices, to avoid the potential for creating significant quantities of airborne asbestos fibers.

The Board discussed these findings and construction schedule repercussions.

The asbestos removal will begin as soon as a team can be assembled.

#### Audiovisual Shelving for Youth Services

The Board reviewed the information regarding specialty shelving units for the length of the wall to the right of the Youth Services Department entryway. The units can accommodate books, records, audiocassettes, videocassettes and AV kits neatly in a relatively small space. The cost of

the shelving, including shipping is \$6,940.86. This was a direct quote from the manufacturer, BCI. Mrs. Anthony has asked Bradford Systems to quote a price. In an attempt to move the process along Mrs. Anthony asked the Board to consider a motion to accept the bid which would not be in excess of \$6,941.00.

The Board voiced concern with the request that the order be placed by June 24, yet the shelving is not being shipped until the end of September. Mrs. Anthony explained that 10-12 weeks is typical lead time for shelving orders because the shelving is not fabricated until ordered.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF SPECIALTY SHELVING UNITS FOR THE YOUTH SERVICES DEPARTMENT AS PROPOSED BY THE DIRECTOR NOT TO EXCEED \$6,941.00.**

The roll call vote for approval was unanimous.

#### DRUG FREE WORKPLACE

The North Suburban Library System has notified Library Directors that a Drug Free Workplace Certification must be included with their July 15, 1992 Per Capita Grant application.

Since the Skokie Public Library does not have phrasing regarding a drug free workplace in its Personnel Code, Mrs. Anthony included sample policies from Skokie School District 68 and Morton Grove District 70 School Board for review, as well as the text of Legislation.

After discussion the Board concurred to approve the Certification now, and to develop phrasing of a policy at the July Board meeting.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ILLINOIS STATE LIBRARY DRUG FREE WORKPLACE CERTIFICATION, TO BE SUBMITTED WITH OUR 1992-93 PER CAPITA GRANT APPLICATION, AS REQUIRED, AND THAT THE BOARD GO ON RECORD AS INTENDING TO ADOPT SPECIFIC POLICY STATING THAT THE SKOKIE PUBLIC LIBRARY IS A DRUG FREE WORKPLACE.**

The roll call vote for approval was unanimous.

#### AUTOMATION

The Board noted the Joint Computer Program for Libraries (JCPL) Growth Fund 1992-93

Budget.

NEW DIRECTIONS FOR URBAN LIBRARIES COUNCIL

Mrs. Anthony asked the Board to review information sent by the Financial Development Committee of the Urban Libraries Council to their members regarding the adoption of a new direction for Urban Libraries Council.

The Board noted the information and concurred that the Skokie Public Library is unable to consider a pledge in financial support of the ULC at this time.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network June, 1992 Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

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

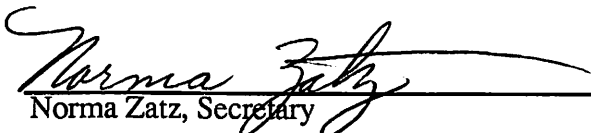
He said some NSLS member libraries are getting together to share video collections, i.e., open access, as are Glenview and Wilmette Public Libraries. He noted we can expect to see more of this type of reciprocity with the implementation of RBP tenets.

COMMENTS FROM TRUSTEES

Mrs. Schreck said she is acquainted with a Russian radio announcer who is willing to publicize Skokie Public Library events. She will give his name to Mrs. Anthony.

ADJOURNMENT

The meeting was adjourned at 8:40 p.m. - a new record - to see the championship play-off basketball game between the Chicago Bulls and the Portland Trailblazers.

  
Norma Zatz, Secretary