

December 12, 2001

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, December 12, 2001.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:36 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Eva Weiner, Secretary; Susan Greer; Zelda Rich; Richard Witry (arrived at 8:44 p.m.); Dr. John Wozniak, and Carolyn A. Anthony, Director.

Visitors present: Robert Hunter and Debra Auer, O'Donnell, Wicklund, Pigozzi and Peterson; Tracy Shields-O'Reilly, Manager, Public Information and Programs; and Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 14, 2001

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of November 14, 2001, subject to additions and/or corrections. There being no additions and/or corrections, the minutes were approved and placed on file.

Mr. Graham asked the Board to move the regular order of business so Tracy Shields-O'Reilly, could address the Board. The Board agreed.

MEET STAFF MEMBER TRACY SHIELDS-O'REILLY, MANAGER, PUBLIC INFORMATION AND PROGRAMS

Ms. Shields-O'Reilly said she previously worked for the City of Chicago since 1989. She was one of a group of five in the Mayor's Office of Special Events and coordinated many festivals. The Board welcomed Ms. Shields-O'Reilly to the Library and wished her well.

Ms. Shields-O'Reilly left the meeting at 7:40 p.m.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF NOVEMBER, 2001, THE LIBRARY NOTE FUND, THE YEAR-TO-DATE BUDGETARY STATUS REPORT AND THE LISTS OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT

LIBRARY USE STATISTICS

REPORT(S) FROM DEPARTMENT HEAD(S) (1)

CORRESPONDENCE

GIFT

PERSONNEL

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

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) (1)
4. CORRESPONDENCE: LETTER TO CAROLYN ANTHONY FROM JESSIE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN, DATED NOVEMBER 19, 2001 RE PER CAPITA GRANT
5. PERSONNEL: HIRES: LARISSA VASSILIEVA, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE NOVEMBER 16, 2001; SHEILA TOOMEY, PART-TIME INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE NOVEMBER 19, 2001; MICHAEL AHRENS, PART-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 28, 2001; WILLIAM

BLACK, PART-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 30, 2001; DAVID MAASSEN, PART-TIME INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE DECEMBER 10, 2001; MILJAN M. STANOJEVIC, PART-TIME INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE DECEMBER 10, 2001; NERISSA LEVEY, PART-TIME INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE DECEMBER 11, 2001; MARILEE HAMILTON, PART-TIME READERS SERVICES LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE DECEMBER 13, 2001; DEBBIE STEINBERG, PART-TIME INFORMATION ASSISTANT, YOUTH SERVICES, EFFECTIVE DECEMBER 17, 2001; RESIGNATION: MARY CORBETT, PART-TIME INFORMATION ASSISTANT/READERS SERVICES, ADULT SERVICES DEPARTMENT, EFFECTIVE DECEMBER 2, 2001.

The motion passed unanimously.

INVOICE NO. 11423 FROM FRED BERGLUND & SONS, INC. FOR \$52,709.39 DATED DECEMBER 6, 2001

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 11423 FROM FRED BERGLUND & SONS, INC. FOR \$52,709.39 DATED DECEMBER 6, 2001.

The roll was called. The motion passed unanimously.

LETTER TO CAROLYN ANTHONY FROM JACK R. LESNIAK, AIA, DIRECTOR, CONSTRUCTION ADMINISTRATION, O'DONNELL WICKLUND PIGOZZI & PETERSON RE ACP NO. 3 DATED DECEMBER 5, 2001

The letter from Mr. Lesniak was noted.

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER CORPORATION FOR \$6,930.00 DATED NOVEMBER 19, 2001

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER CORPORATION FOR \$6,930.00 DATED DECEMBER 5, 2001.

The roll was called. The motion passed unanimously.

APPLICATION AND CERTIFICATION FOR PAYMENT FROM JONES & BROWN COMPANY, INC. FOR \$184,362.30 DATED NOVEMBER 26, 2001

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF THE APPLICATION AND CERTIFICATION FOR PAYMENT FROM JONES & BROWN COMPANY, INC. FOR \$184,362.30 DATED NOVEMBER 26, 2001.

The roll was called. The motion passed unanimously.

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$126,427.00 DATED NOVEMBER 26, 2001

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$126,427.00 DATED NOVEMBER 26, 2001.

The roll was called. The motion passed unanimously.

APPLICATION AND CERTIFICATE FOR PAYMENT FROM MCDANIEL FIRE SYSTEMS FOR \$6,651.00 DATED NOVEMBER 15, 2001

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM MCDANIEL FIRE SYSTEMS FOR \$6,651.00 DATED NOVEMBER 15, 2001.

The roll was called. The motion passed unanimously.

APPLICATION AND CERTIFICATE FOR PAYMENT FROM F.J. KERRIGAN
PLUMBING CO. FOR \$73,350.00 DATED NOVEMBER 26, 2001

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM F.J. KERRIGAN PLUMBING CO. FOR \$73,350.00 DATED NOVEMBER 26, 2001.

The roll was called. The motion passed unanimously.

PAY REQUEST NO. 3 FROM MONACO MECHANICAL INC. FOR \$129,577.50 DATED
NOVEMBER 21, 2001

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF PAY REQUEST NO. 3 FROM MONACO MECHANICAL INC. FOR \$129,577.50 DATED NOVEMBER 21, 2001.

The roll was called. The motion passed unanimously.

DIRECTOR'S REPORT

Usage—Circulation in November was up almost 9% over the same period last year.

There were healthy gains of 6% and 8% respectively in adult and youth book circulation, while the Mobile Library circulation increased by 10 percent. The gate count was up almost 14 percent to nearly 60,000. Eighty-seven people used licensed electronic resources remotely in November, registering 14,951 requests to nineteen databases. Our Web site registered 6,338 unique visitors who made 21,627 successful hits on the site. There were 67,397 hits on SkokieNet, the community database managed by the Library. It is great to

know that traditional library services have not been diminished by the growing role of online services.

Levy Hearing—Mrs. Anthony attended the Village Board meeting December 3 for the hearing on the 2001 levy for the Library and the Village. Village Finance Officer Bob Nowak introduced the levy requests. There were no comments or questions from attendees. The final reading and adoption of the levy will occur at the Village Board meeting December 17.

Bond Debt Payment—On December 1, the last payment was made toward bond debt for the 1990 Library renovations and also the first payment of \$269,250.43 on the bond issue for current construction. We borrowed from the Reserve Fund to make the payment, but will be able to reimburse ourselves from the 2001 levy.

Construction—The binder coat for the new parking lot was completed at the eleventh hour before the shutdown of the asphalt plants for the winter. Staff are delighted to be able to park there even if they have to walk along Oakton Street to the main entrance. The former staff parking area is now a designated hard-hat zone as they erect steel for the west addition and trench the south drive for burial of cable.

Removal of the cooling tower will necessitate about \$3,200. in abatement. J.P. General will take the opportunity of a new permit to remove some asbestos in the basement that was inaccessible previously, but was within the original scope of work.

Press Coverage—We were sorry to hear that Kathy Routliffe, reporter for the Skokie Review, has been assigned Evanston as her primary area of coverage now. She will

have about ten hours per week to devote to Skokie which previously had been her principal assignment.

Niles Township Property Tax Appeals Cooperative—The Cooperative seems to have been quite successful in contesting commercial property tax appeals. Mrs. Anthony has appended a summary of resolved cases for trustee information. Fifty-five cases have been resolved for a settlement ratio of 47%. Six cases have been withdrawn and fifty-five appeals are pending. There has been a movement by the Illinois Property Tax Appeal Board (PTAB) to argue for a median or a 2-1/2:1 level of assessment, either of which would significantly reduce the assessed valuation. John Stroger, President of the Board of Commissioners of Cook County is challenging the median and ratio-based approach to valuation, arguing that Cook County has a Real Property Assessment Classification Ordinance which states the assessment level as an explicit percentage. The law firm of Franczek Sullivan P.C. is representing the Niles Township Property Tax Appeals Cooperative and introducing an *amicus curiae* on behalf of the Cooperative.

Brief discussion followed. Mrs. Anthony said on the whole this is very worthwhile. Mrs. Greer left the meeting at 7:48 p.m.

Staff Day—The Library will be closed Friday, December 14 for Staff Day, to be held at the Holiday Inn. Barbara Rinella, Book Dramatist, will transform herself into characters from a number of books to present “living literature.” Breakout sessions will focus on the art of reading people, patron confidentiality and a construction update. Our attorney Heidi Katz will present the session on patron confidentiality and Rich Spicer, Debra Auer and the Relocation Advisers will speak at the construction update. As usual, we will have a holiday luncheon and longevity awards. Credit for a great program goes to Staff

Day Committee Co-Chairs Susan Dickens and Tobi Oberman and committee members Louise Barnett, Gin Gaiser, Holly Kahn, Gail Kay, Laura McGrath, Ricki Nordmeyer, Tracy Shields-O'Reilly, Rich Simon and Judy Zartman.

Bomb Threat— On Sunday, December 9 at approximately 12:13 p.m. a bomb threat was called in to the Library. The female caller said she overheard that someone was going to bomb the Library. Unfortunately, the call could not be traced as it was a blocked number. It may have either come in through the Internet or the number was deliberately hidden. Police and Fire Department personnel checked the Library and indicated that it was clear and safe for people to return after an hour.

BUILDING PROJECT

Interiors

Debra Auer and Robert Hunter were welcomed to the meeting to discuss interiors.

Mrs. Greer returned to the meeting at 7:51 p.m.

Ms. Auer presented the border tiles to be used in the washrooms—these would be accent colors and something entirely different than what was first proposed. She also presented samples of the countertops, toilet partitions and flooring.

Ms. Auer presented a board which showed samples of Youth Services chairs, the materials to be used on the chairs and stools, benches and the different furniture and fabrics for each section of Youth Services. Mrs. Greer asked how many tables in Youth Services are wheelchair accessible.

Ms. Auer said that in Adult Services we will be using some of the MR chairs and reupholstering them in black and also introducing the Ceska chair with arms. Ceska

chairs will be upholstered in different colors in different areas. There will also be lounge seating in Adult Services and a couple of love seats in Youth Services.

Ms. Auer reported some classic Knoll pieces won't be used and we might want to consider putting them on the auction block. Mrs. Hunter said she knew of a place on Ridge between Lake and Wilmette Avenues that may have a way of marketing them for sale. Mrs. Hunter was asked to investigate further.

The next sample board presented was primarily the third floor and office areas. Mrs. Anthony and Ms. Auer viewed a furniture system called Inscape at the Merchandise Mart. It was of very good quality and reasonably priced. While generally neutral, the system offers local color in task-board accents. Ms. Auer also presented Staff Room and Board Room interior suggestions.

Over the past month, Mr. Hunter has met with staff to obtain their input for the design of service desks for Circulation, Reference, Readers Advisory, Youth Services and Audio-Visual Service.

Mrs. Hunter commented that she liked the gold color scheme better than the mustard that was previously presented. She would like to see some of the furnishings.

Mr. Hunter said that decisions need to be made soon about furnishings. Samples of chairs will be arriving at the Library for staff and Board to try.

Mrs. Anthony said by the January Board meeting she should have a comprehensive budget for project expenses outside the scope of construction already approved. Areas to be covered include furnishings, custom millwork, audio-visual equipment, additional lighting, graphics/signage, security, cabling, and moving.

Computer expenses will be covered within the Technology Line of the operating budgets for FY 2002 and 2003, supplemented by grant funds.

Ms. Auer and Mr. Hunter left the meeting at 8:33 p.m.

Proposal for Widening of Oakton Street

Mrs. Anthony explained that one of the conditions of the Village Board in approving plans for the Library's parking lot expansion was the widening of Oakton Street to accommodate a left turn lane. This is deemed necessary because of an anticipated heavy volume of traffic into the drive west of the Library when the main entrance to the Library and the majority of public parking are on that side of the building.

Mrs. Anthony presented the Board with a proposal from Mike Lukich, a Civil Engineer with Gewalt Hamilton Associates for professional design services and estimated construction costs for this project. Mr. Lukich worked with the Village on the design of the parking lot expansion for the Library so he is familiar with the site requirements.

The work will not need to be completed until closer to the end of the construction project so it is not necessary to approve the proposal at this time. Mrs. Anthony requested the information now for budget and planning purposes. Early estimates at the time of the Village hearings were approximately \$250,000. for the widening of Oakton and creation of a left turn lane. Mr. Lukich's proposal indicated that construction expense for the road project would be \$250,000.-\$275,000. There would be \$30,000. in professional fees for planning and design work and another 6%-7% of construction expense for professional oversight. Since the project will take about twelve months to complete, Board action on the proposal will be needed within the next 2-3 months.

Additional Contract Work

In preparing to remove the cooling tower from the roof, workers encountered asbestos, confirmed by RCM Laboratories. J.P. General Construction, Inc. which has done the rest of the abatement has given a quote of \$4,300.00 for abatement of the cooling tower asbestos, including the \$1,100. permit fee. They need a new permit to do this work because the old permit has expired.

While J.P. General is here, they will also abate an additional area of the basement which was inaccessible when they were here previously. This work is within the scope of their original contract.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BID FROM J.P. GENERAL CONSTRUCTION INC. TO PERFORM ASBESTOS ABATEMENT WORK IN THE AMOUNT OF \$4,300. AS PRESENTED IN THEIR PROPOSAL DATED DECEMBER 4, 2001.

The roll was called. The motion was approved unanimously.

DEFIBRILLATORS

Mr. Witry arrived at 8:44 p.m.

Mr. Graham said the Board has received information regarding defibrillators and will take no action.

CIRCULATION POLICY FOR CD-ROMS

Mrs. Anthony reported that CD-ROMs have had some circulation protections in consideration of the status of the format as a new and developing collection. Staff recommend that we revise the circulation policies for CD-ROMs since the collection has grown and we now want to encourage circulation.

The proposed policy would be to let CD-ROMs circulate to all Library patrons (including RBP) for three weeks; make them reservable, renewable, carry of limit of five and have a \$1.00 overdue charge per day.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSED POLICY FOR CD-ROMs. CD-ROMs WOULD CIRCULATE TO ALL PATRONS (INCLUDING RBP) FOR THREE WEEKS; THEY WOULD BE RESERVABLE, RENEWABLE, CARRY OF A LIMIT OF FIVE AND HAVE A \$1.00 OVERDUE CHARGE PER DAY.

The motion passed unanimously.

LIBRARY CABLE NETWORK CHANNEL 24

The December Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

Mr. Witry showed photos of the SPL roof tour he recently took.

Mr. Graham, Dr. Wozniak and Mr. Witry will attend the Public Library Association Conference in Phoenix in March.

ADJOURNMENT

The meeting adjourned at 9:09 p.m.



Eva Weiner, Secretary