

May 20, 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, May 20, 1998.

CALL TO ORDER

Diana Hunter, President, called the meeting to order at 7:40 p.m.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; Marcy Goodman; John Graham; Susan Greer; and Carolyn A. Anthony, Director.

Observer present: Circulation Department staff member Carole Riding.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 8, 1998

Mr. Friedman made a motion, seconded by Mr. Graham to approve the minutes of the meeting of April 8, 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 APRIL, 1998 AND THE LIBRARY NOTE FUND BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

The Board reviewed the Year-to-Date Budgetary Status statement.

Discussion ensued regarding Library funding.

Mrs. Hunter encouraged the Board to review the April 23 article in the News, “Skokie budget to drop again.” It states that the Village expects to take in \$31.1 million in revenue for the budget’s general fund, \$23.5 million of which are non-property tax revenues, including sales and income taxes, some federal aid, fees and permits. She said it is important that Board members remember that the Village has a variety of revenue sources to rely on, while the Library relies almost exclusively on property taxes, ca. 90 percent.

Although very few inquiries are received from the community when our property tax levy increases, we can better explain why the Library levy might increase 5 percent, while the Village levy is maintained, or even drops. By law, we cannot tap other non-property tax sources, as is the case with the Village.

#### CONSENT AGENDA ITEMS

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 PROGRAM STATISTICS FOURTH QUARTER FY 1997-98  
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
 GIFTS  
 CORRESPONDENCE (3)  
PERSONNEL

Mr. Graham made a motion, seconded by Mr. Friedman:

- 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. PROGRAM STATISTICS FOURTH QUARTER FY 1997-98
  4. REPORT(S) FROM DEPARTMENT HEAD(S)
  5. GIFTS – \$50 from Henry Ramis in support of the Ruth Ramis Music Fund Concert; and in honor of Diana Hunter - \$50 from Shirley S. Shevick, \$50 from Sanford and Bobette Takiff for the

- Book Fund, \$25 from Henry and Esther Hankin, \$25 from Sherwyn and Roslyn Katz and \$10 from Melvin and Lorrie Mayer
6. CORRESPONDENCE - Note from Diana Hunter; letter from Myrna Orenstein, Ph.D.; and letter from Valerie Tamkin, Niles Township Administration
  7. PERSONNEL
    - Appointment: Donald Richardson, full-time Custodian, Maintenance Department, effective May 6, 1998
    - Peter Gerardo, full-time Custodian, Maintenance Department, effective May 26, 1998
    - Job Abandonment: Donald Richardson, full-time Custodian, Maintenance Department, effective May 9, 1998
    - Status Change: Asta Cuplinskas from full-time to part-time salaried Information Assistant, Youth Services Department, effective March 2, 1998
    - Promotion: Deborah Grodinsky, from Assistant Coordinator of Information Services to Head of Adult Services Department, effective May 11, 1998
    - Patricia Sero, from part-time Page to part-time Clerk-Typist, Youth Services Department, effective May 11, 1998
    - Resignation: Anshul Bindal, part-time Microcomputer Assistant, Youth Services Department, effective May 10, 1998

After discussion the Consent Agenda items were unanimously approved and placed on file.

### DIRECTOR'S REPORT

Usage--Although circulation in April was down slightly from the same month last year, circulation for the year was up 3.34% to a record 1,135,509. The gate count was down 7% for the month. A check of April figures for the past few years shows that April last year was a banner month with a 15% increase in gate count. That extraordinary performance makes a more typical April '98 look like a decline.

New Head of Adult--Deborah Grodinsky has been selected as the new Head of Adult Services after competing in an interview process with a number of well-qualified candidates from other libraries in the Chicago area. Most recently she has been Assistant Coordinator of Information Services. She began work for us as a reference librarian in 1993 when the System

Reference Service of NSLS was disbanded. Her MLS is from Simmons College in Boston, Massachusetts.

ILA Election--Mrs. Anthony was elected Vice-President/President-Elect of the Illinois Library Association over two challengers. The vote count was: 464 Carolyn A. Anthony; 351 Mary Sue Brown, Library Administrator, Woodridge Public Library; and 295 Fabian Lewandowski, Trustee, Plano Community Library District.

She will serve as Vice-President/President-Elect in 1998-99, President in 1999-2000 and Past President in 2000-2001 - serving a total of three years on the ILA Board.

Village Plan for I-NET--The new cable franchise with 20<sup>th</sup> Century Cable calls for a high-speed data, video and voice network among public facilities in Skokie, forming an institutional network or I-Net. The Village anticipates that this will allow people to access community kiosks at such places as the Swift, Old Orchard Shopping Center, Village Hall and the Performing Arts Center.

NorthStarNet Advisory Task Force--Mrs. Anthony completed work on the NorthStarNet Advisory Task Force for NSLS. The group met for five sessions with the specific task of recommending future direction for NorthStarNet. The Task Force would like to see all public libraries in the System participating in NorthStarNet. There were recommendations for governance and marketing, but the greatest perceived need is for expanded and consistent content, to increase the value of information presented.

Illinois Century Network--A proposal is being discussed at the State level for an Illinois Century Network. The Network would link academic libraries and library systems in an Illinois Internet. The thought is that in-State traffic could travel at a faster speed, resorting to

the Internet for communication outside the State. This is still in a study stage because the cost would be considerable.

Bookmobile Update--Pat Groh and Phil Carlsen will travel to North Carolina May 25-26 to see the Bookmobile in progress and to discuss interior finishes with the manufacturer. Meanwhile, Caralee Witteveen-Lane passed her Bookmobile driver's test on the first try, bringing to four the number of Bookmobile drivers.

Village Board Health Insurance Action--The Village Board recently denied a resolution to opt out of compliance with the provisions of the Federal and Illinois Health Insurance Portability and Accountability Acts for the Village Health Plan year as of May, 1998. The proposed resolution would have denied coverage for a pre-existing condition to new employees.

Food for Fines--The Food for Fines drive May 5-9 was well received by the public. A number of donations were made by persons who did not have overdue materials. The Niles Township Food Pantry was delighted with the delivery of several large boxes of canned goods. Staff encourage consideration of an annual spring drive.

Leading & Assimilating Change--Mrs. Anthony attended a workshop at the Chicago Library System on the topic of Leading and Assimilating Change. The presenter was Kathryn Deiss of the Association of Research Libraries, who talked about patterns of change. She helped us to see that there are not so much change agents and resisters to change, as there are clear preferences in how change occurs.

Festival of Cultures--The Library sponsored two storytellers and had a table again at the annual Festival of Cultures in Oakton Park Saturday and Sunday (May 16 and 17) from

11 a.m.-7 p.m. Lydia Stux, Manager, Public Information and Programs, has implemented and maintained a Web site for the Festival to alert people to events and to point them to further information about the cultures.

Volunteer Reception--The Volunteer Reception Sunday, May 17 at 2 p.m. in the Staff Room was a great success. Laura Hammond, Clerical Assistant/Bookmobile Assistant, as always, organized the affair beautifully. The colors, decorations, gifts and refreshments were superb. Mrs. Hunter said that Laura has a real talent for bringing this annual event together perfectly.

NSLS Board--The Board was pleased to note that Pat Groh, Coordinator of Community Services, was elected to the System Board at their meeting May 18. Pat has served as Skokie Public Library's representative to the System since last September.

#### PROPOSED GOALS AND OBJECTIVES 1998-99

We are continuing to work within the framework of the five established goals in this, the last year of the current long range planning process. Mrs. Anthony said we will begin to chart future direction through development of a new long range plan, during the summer, to cover the next five years.

Mrs. Hunter suggested we consider a "smart card" photo I.D. borrower's card.

Mrs. Greer suggested we investigate the possibility of providing switch access devices for some computers for patrons with limited hand strength, or a touch screen. She asked if the computer desks were high enough to accommodate a wheelchair.

Mrs. Anthony thanked the Board for their input and said we will look into the newest devices available and determine what actually exists.

## TECHNOLOGY PURCHASES

It has become apparent that some additional purchases in the technology area are necessary. It is recommended that we purchase an Uninterruptible Power Supply (UPS) - (\$1,109), a laptop computer with carrying case (\$3,696) and a multimedia projector with 1024x768 resolution (\$7,250). The total expense for all three items is \$12,055.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF THE THREE ITEMS PRESENTED IN THE DIRECTOR'S MEMORANDUM DATED MAY 14, 1998 IN THE AMOUNT OF \$12,055.

The roll call vote for approval was unanimous.

## AUTOMATION / JCPL

The Board reviewed the Director's memorandum.

Susan Scheidt has been hired as the new assistant in the JCPL Office.

## LIBRARY CABLE NETWORK

The Board noted the May 1998 Library Cable Network Cable Guide.

## NORTH SUBURBAN LIBRARY SYSTEM

The Board noted Director Sarah Long's memorandum regarding system funding and discussed ongoing funding issues.

Skokie Public Library's representative, Pat Groh, reported on the April 13, 1998 NSLS Board meeting. Her memorandum noted the following: the NSLS Board passed the 1998-99 proposed budget; Northbrook Public Library has donated its reciprocal borrowing payment to the NSLS Foundation; the Foundation's Literary Circle cleared a

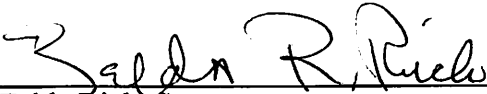
profit of close to \$55,000; and System Directors will join with ILA to present a request for increased System funding to the General Assembly.

COMMENTS FROM TRUSTEES

Mrs. Weiner said she was happy to hear that some staff members were involved in the interviewing process in the selection of the Adult Services Department Head. She is delighted that the new Head, Deborah Grodinsky, has kept the same format for the Department report as was previously used.

ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

  
Zelda Rich, Secretary