

May 9, 2012

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 9, 2012.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:35 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Susan Greer; Karen Parrilli; Mark Prosperi; and Carolyn A. Anthony, Director.

Visitor present: Dr. Irwin Rich, 5238 Fargo, Skokie, IL.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 11, 2012

Mrs. Parrilli made a motion, seconded by Mr. Graham to approve the minutes of the regular meeting of April 11, 2012, subject to additions and/or corrections. There being no additions/corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statement; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Gifts; Personnel)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, 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. GIFTS: IN MEMORY OF MAURICE RASENICK: \$25. FROM RUTH LEE; \$36. FROM HARRIS AND SUSAN GINSBERG; \$36. FROM SHELLY HAHN AND DAN HEISMAN; \$50. FROM STAFF OF SPEECH-LANGUAGE AND HEARING DEPARTMENT, EAST RAMAPO CENTRAL SCHOOL DISTRICT; \$50. FROM STAFF OF SPRING VALLEY HIGH SCHOOL; \$50. FROM G. RALPH STROHL AND MRINALINI CHATTA RAO; \$75. FROM

CHARLES R. SPERO, M.D.; \$250. FROM WESLEY E. SOWERS
AND SARA C. HAMEL

5. PERSONNEL: HIRES: ROY CONLEY, PART-TIME
TECHNOLOGY ASSISTANT, ADULT SERVICES
DEPARTMENT, EFFECTIVE APRIL 23, 2012; DAMIEN
JOHNSON, PART-TIME SECURITY GUARD, MAINTENANCE
DEPARTMENT, EFFECTIVE APRIL 26, 2012.

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

There was brief discussion. The Year-to-Date Budgetary Status was placed on file.

FINANCIAL STATUS / ANALYSIS OF GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS

Brief discussion on revenues received. Mrs. Rich left the meeting at 7:46 p.m.

BILLS

A motion was made by Mr. Graham, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

Mrs. Rich returned to the meeting at 7:49 p.m.

USAGE----Circulation in April was a little more than 175,000 for a decrease of 5% from last April. The decline was led by a drop of over 13% in the circulation of Adult books. Both Adult and Youth audio are down considerably although Adult video is up while Youth video is down. Even the Bookmobile had a lower circulation this past month although Bookmobile circulation surpassed 100,000 for the year and once again showed an annual increase. Computer use was down nearly 20%, reference questions down 6%, but gate count up 9% for the month.

ELECTION----Mrs. Anthony received news that she has been elected President of the Public Library Association. She will begin her term as President-Elect following the Conference in Anaheim and begin her term as President in July 2013. There will be a

PLA National Conference in Indianapolis in March 2014 during her tenure as President. From July 2014 – June 2015 she will serve as Past President of PLA.

NATIONAL LIBRARY LEGISLATIVE DAYS----Board President Diana Hunter and Mrs. Anthony went to Washington D.C. in April to advocate for libraries as part of ALA's National Library Legislative Days. While no one expects significant legislation to pass in an election year, there is a concern to keep level funding for the Institute of Museum and Library Services as well as for the federal grants to states. They met with aides for Congresswoman Schakowsky and Senators Kirk and Durbin. The Illinois Library Association organized a dinner and invited attendees from California, Ohio, and Florida to attend as those states purchase ILA's summer reading materials. The speaker for the dinner was Tina Chen, First Lady Michelle Obama's Chief of Staff.

THE FUTURE OF THE LIBRARY----Mrs. Anthony was invited to speak on the future of the public library at the Gleacher Center of the University of Chicago. Another speaker talked about the history of the public library, and two speakers talked about developments in academic libraries. There were a number of librarians and library trustees in attendance as well as an architect and some other interested individuals. The future of the library is an interesting topic of discussion these days, given the developments in digital publishing and technology as well as the threats to funding.

ARTISTIC DISCOVERY EXHIBIT----Once again, Congresswoman Jan Schakowsky is holding her annual Artistic Discovery Exhibit at the Skokie Public Library. The Exhibit features selected art work by high school students throughout the ninth Congressional District. It is judged by a panel of art educators and the winning piece will hang in Congress for one year. All students with pieces exhibited received a free pass to the Museum of Contemporary Art and coupons for discounted art supplies from area vendors. A lovely reception was held at the Library May 1 for the 37 students, their teachers and parents.

COMPUTER DONATIONS TO NILES TOWNSHIP----Staff received a nice note from Supervisor Lee Tamraz thanking the Library for the donation of a number of computers and related equipment to Niles Township. These were computers replaced by newer equipment in our Computer Labs, but they were nevertheless welcomed by the Township which also offers classes for the public.

YELLOW LINE EXTENSION----Trains began stopping at the new station at Oakton and Skokie Boulevard April 30. There will be a formal Community Celebration of the

opening Sunday, June 24 from 2–4 pm. Library Board members are invited to attend. Remarks will be made from 3:30–4:00 pm.

FESTIVAL OF CULTURES----The Annual Festival of Cultures will be held at Oakton Park May 19–20. The Bookmobile will be featured once again with staff on hand to give out information about the Library, show off books in world languages and stamp passports. Cathy Maassen of Youth Services has coordinated activities for the Children's Tent.

VACATION----Mrs. Anthony will be on vacation for the balance of the week after Memorial Day.

END OF YEAR CASH POSITION

Mrs. Anthony stated that while some adjustments will be made by the auditors, the Library should end the Fiscal Year a little shy of \$1,000,000. in excess revenues over expenditures. Irene Tam, Administrative Assistant for Accounting, has transferred \$500,000. to the Reserve Fund as approved by the Board at the April meeting. The remaining amount of approximately \$455,000. will be added to Working Cash.

In unaudited figures, the Library has a total of \$5,225,528. in the Reserve Fund for Sites and Buildings at the end of the Fiscal Year and \$4,832,115. in the General Operating Fund. Balances in the Bond Debt Fund, Fine Arts Fund and Employees' 125 Plan Fund are not included in the totals given.

The balance in the General Operating Fund is sufficient for nearly six months operation, with average monthly expenditures of \$833,000. Mrs. Anthony does not anticipate a cash flow problem in the fall, even if the property tax bills are sent late. There are ample funds in the Reserve Fund to borrow on an interim basis if needed.

APPROVAL OF MOVING SERVICES BID

Bobbie Gordon and Robin Stern of Relocation Advisers developed the bid documents for moving and installation of shelving, solicited the bids, conducted individual walk-throughs and evaluated the bids submitted.

Given the parameters of the job and the evident benefit of use of a range-mover, other movers declined to bid because they lack that technology. Hallett is the only mover with equipment and expertise to move a fully loaded range of books. Bobbie Gordon emphasized, however, that Hallett did not know they were the only mover submitting a bid when they prepared their pricing.

The bid request was structured to be based on time and material with labor, equipment and material charges specified in detail per day. Vortex, the carpet installer, had given an estimate of eleven days to install the carpet. Hallett's quote for moving is for fifteen days of work since they will have to move ranges before the carpet installers begin work and complete the movement of shelves after the carpet installation is completed. Extra costs include movement and installation of three larger marble tables, including moving one upstairs from the first floor. They will also move 3-4 three section ranges to the first floor lobby on a temporary basis so that a selection of nonfiction will be available throughout the renovation on the second floor as it will not be safe to allow patrons access to the second floor while the carpeting and stack moving is in progress.

The final figure for award purposes is a "not-to-exceed" cost of \$124,530.00. This is inclusive of overtime rates for working two Saturdays, use of the range mover, and all labor and supervision. Actual cost may be less.

Hallett provided moving services for the Library's renovation in 1992, the major expansion and renovation in 2002-2003 and we were very satisfied with their service. Hallett works internationally, having completed recent jobs in Qatar, Scotland and Ireland as well as in the U.S. in California, Indiana, Wisconsin and locally in Elgin and Glenview. As the Relocation Advisers note, "They have a unique method of tagging books and receiving shelves that provides a smooth, trouble-free move. During this project, a large number of books will be rearranged on totally different shelving configurations and the 800s integrated into the collection: we believe they are the only local company capable of handling this, effortlessly."

Hallett's proposal is complete. They followed all the requirements of the bid documents. The Relocation Advisers recommend, and Mrs. Anthony concurs, that the Board should award a contract for moving services to Hallett Movers of Summit, Illinois, for a cost not-to-exceed \$124,530.00.

Discussion followed. Mrs. Greer suggested staff take video of the construction on the 2nd floor and post a construction video.

A motion was made by Mrs. Rich, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
AWARD THE CONTRACT FOR MOVING SERVICES TO HALLETT
MOVERS OF SUMMIT, ILLINOIS, FOR A COST NOT-TO-EXCEED
\$124,530.00.

The roll call vote for approval was unanimous.

APPROVAL OF INSTALLATION SERVICES

Bids for installation services were due April 30. While three bidders attended a bid meeting and walk-through, only two companies submitted bids. The two companies that submitted bids had "not-to-exceed" costs of \$63,606.36 and \$61,930.00. However, both of the submitted bids were problematic. One included a figure of "6% of the project costs" for a Project Manager who would not be on-site each day, but would check in on progress. Both companies had installed new shelving, but lacked experience with disassembling and reassembling shelving. Since Skokie Public Library has four types of shelving on the second floor, this lack of experience was a concern. Also, one bidder did not include references as requested with the bid.

Due to their dissatisfaction with both installation bids, the Relocation Advisers asked permission to seek an additional proposal from an installer that has worked with Hallett on several projects. All Systems Installations received the bid documents May 2 and submitted a complete proposal May 3 for a not-to-exceed price of \$57,802.00. Their bid was qualified by a statement that they would only work with Hallett as the mover. That is why they did not submit a bid initially. All Systems Installations of Algonquin has worked on a number of projects as a subcontractor to Hallett and they have established a good working relationship.

Relocation Advisers recommends and Mrs. Anthony supports awarding the installation contract to All Systems Installations for a cost not-to-exceed \$57,802.00.

A motion was made by Mr. Graham, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE AWARDING THE INSTALLATION CONTRACT TO ALL
SYSTEMS INSTALLATIONS FOR A COST NOT-TO-EXCEED
\$57,802.00.

The roll call vote for approval was unanimous.

APPROVAL OF AUDIO-VISUAL EQUIPMENT FOR BUSINESS CENTER

Mrs. Anthony distributed a proposal for audio-visual equipment for the large room in the new Business Center. Equipment includes a ceiling-mounted projector, screen, microphone and sound system and a podium with controls. The system is designed to be easy to operate. Pricing, including installation, is \$15,624.87.

Board approval of the quotation for the audio-visual equipment for the large room in the amount of \$15,624.87 is requested.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTATION FOR AUDIO-VISUAL EQUIPMENT FOR THE LARGE ROOM IN THE 2ND FLOOR BUSINESS CENTER IN THE AMOUNT OF \$15,624.87.

The roll call vote for approval was unanimous.

Staff also requested pricing for an audio-visual system for the smaller committee room in the Business Center. A projector, white board and audio-conference equipment is to be included in that room. Since our account representative was not able to complete the quote because of conflicting schedules, Christie Robinson, Manager of Marketing and Programs, and David from Frostline were able to talk through the components and are both comfortable with a 'not-to-exceed' figure of \$14,500.

Board approval of the quotation for the audio-visual equipment for the smaller committee room in the Business Center in the amount of \$14,500.00 is requested.

A motion was made by Mrs. Parrilli, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTATION FOR AUDIO-VISUAL EQUIPMENT IN THE SMALLER COMMITTEE ROOM IN THE 2ND FLOOR BUSINESS CENTER IN AN AMOUNT NOT-TO-EXCEED \$14,500.00.

The roll call vote for approval was unanimous.

APPROVAL OF PURCHASE OF CHAIRS

Mrs. Anthony distributed an order for 50 Equa computer chairs (18 for the Business Center Conference Room and 32 for the computer area on the public floor), five replacement Equa stools for staff service desks and two new stool-height chairs for staff servicing the computer area. This is the same type of chair currently in use at computer counters and staff stations throughout the Library. There will be a gain in capacity for seating for computer work on the second floor since computer chairs currently owned will be redistributed to existing or new computer counters outside study rooms on the second floor. This will enable accommodating an increasing number of patrons who come into the Library with their own laptop computer.

Together with fabric and freight the cost of the chairs is \$27,561.07. There is an additional charge of \$1,140.00 for the labor of receiving the chairs, uncrating them and correctly positioning them on the floor.

Mrs. Anthony requested Board approval of the chairs, work stools and installation as proposed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM ALFRED WILLIAMS & COMPANY FOR CHAIRS, WORK STOOLS AND INSTALLATION AS PROPOSED IN THE AMOUNT OF \$27,561.07 PLUS THE ADDITIONAL CHARGE OF \$1,140.00 FROM KATIE'S CHAMBERS FOR THE LABOR OF RECEIVING THE CHAIRS, UNCRATING THEM AND CORRECTLY POSITIONING THEM ON THE FLOOR.

The roll call vote for approval was unanimous.

Dr. Rich entered the meeting at 8:15 p.m.

APPROVAL OF PROPOSED OBJECTIVES FY 2013

Mrs. Anthony reported that the Library is entering the last year of a three year Strategic Plan so by the beginning of calendar year 2013 staff will begin the preparation of a new Strategic Plan for the period from May 2013 through April 2016.

Staff have developed fewer, more focused objectives for FY 2013, leading to measurable outcomes. After completion of the development of the Business Center and rearrangement of the second floor, staff plan to make adjustments in the Readers Services and Teen areas of the first floor. Options for seating and study at tables or counters will be increased on the second floor, freeing space on the first floor for expanded World Language collections and Teen services.

Other major projects for the Fiscal Year will include redesign of the Library website, preparation of collection development plans for eBooks in Adult and Youth Services, expanded use of SkokieNet and the Digital Media Labs, and implementation of roving reference.

Mrs. Anthony requested Board approval of these objectives as a work plan for the year. Such approval does not assume consent of proposals and expenditures that may be related to these objectives.

Lengthy discussion regarding needs/concerns of staff/public, eBooks and various objectives. Mr. Graham and Mr. Prosperi would like background information about eBooks and links to articles so they can gather more information.

A motion was made by Mrs. Greer, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE OBJECTIVES FOR FISCAL YEAR 2013 AS PRESENTED.

The roll call vote for approval was unanimous.

APPROVAL OF TECHNOLOGY PLAN 2012-2014

Mrs. Anthony submitted a draft of the Library's Technology Plan 2012-2014; for Board approval. Because of the rapid changes in technology, this plan is prepared every two years. The proposed Plan would replace the Technology Plan for 2010-2012.

The Technology Plan is comprehensive, covering Library purposes in use of technology and the Internet, the various systems and components of technology implemented, a bulleted list of major technology accomplishments or additions completed with the current Plan, an updated Technology Inventory, Software Inventory, Databases, Staffing and proposed developments for the next two years.

Gail Shaw, our System Administrator and Website Coordinator, was responsible for the preparation of this new Technology Plan with input from a number of other staff members.

Mrs. Anthony requested Board approval of the Technology Plan 2012-2014. It is understood that such approval does not confer automatic approval of specific proposals or expense for projects listed as under consideration.

Mrs. Greer made a motion, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TECHNOLOGY PLAN 2012-2014 AS PRESENTED.

The roll call vote for approval was unanimous.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the RAILS Board of Directors Meeting held April 27, 2012 East Peoria, Illinois, Service Center.

With the Delivery Report previously distributed to Board members, Board President Al Davidson mentioned that the report states outsourcing is still under consideration and will be examined further. The report also supports recommendations for fewer number of sorting hubs.

Discussion ensued for the FY2013 calendar to establish the third Friday of each month beginning at 1 p.m. for the Board of Directors meetings. It will be voted on at the May meeting.

At the request of ISL, staff reviewed the current RAILS membership list. Mary Witt reported on the members that were added, members no longer existing, and members that did not meet the full or developmental membership categories. The board voted on restoring two members to full membership, and suspending 12 libraries, five of which were closed. Mrs. Hunter requested more information as to why these libraries were suspended or closed.

The Board also voted approval of the LLSAPS contracts; FOIA Policy; its Vision, Mission, and Values Statements; and E-mail Policy. The Board approved the Facilities Planning recommendations as presented at last month's meeting with the goal of reducing the number of facilities by selling four out of the seven sites.

Report on the Members Update Meeting, Geneva, IL, April 12, 2012:

Interim Executive Director, Michael Piper, reported that RAILS received its second payment for FY2012 from the Area and Per Capita Grant, which amounts to 46% of the total funding allotment. He reported that the RAILS budget is sufficiently funded to see them through any delays in future payments through the end of the fiscal year, June 30, 2012.

Mr. Piper announced that they received a "healthy" list of candidates for the upcoming Board election, seeking to fill five open positions. Also, the committee seeking to fill the Executive Director position changed the starting date of the position to August 1, 2012.

The new RAILS Delivery Director, Mark Hatch, was introduced. He spoke to his agenda and what has been accomplished to date to upgrade the current system (delivering about 24 million pieces): 1) standardizing delivery labels and reducing paperwork; 2) purchasing new routing efficiency software to help cut costs; 3) and reviewing contracts to streamline operations and save money. Mr. Piper congratulated Mr. Hatch on following through with RAILS' goals of cutting costs and still providing the services needed by member libraries. He also announced that as part of the library systems

merger, RAILS and Illinois Heartland Library System (IHLS) have updated their delivery code system. As of May 1, a new three-letter code will reflect RAILS' seven sites. For referencing purposes, the new codes for the IHLS begin with the letter "Z" and in our area the code begins with "X". Finally, he announced that seven new vans have been ordered and should be delivered soon.

Mr. Piper spoke briefly on a new \$50 million construction grant program. This is a bond-funded program that is anticipated to be available soon.

The next Board of Directors meeting will be May 25, 2012.

Mrs. Parrilli announced that RAILS announced newly elected RAILS Board members on their website today who will begin their 3-year terms on July 1, 2012. Three out of the five are relatively local.

The Board thanked Mrs. Parrilli for her report.

COMMENTS FROM TRUSTEES

Mrs. Parrilli announced that she will receive complimentary ALA Annual Conference registration as part of her ALA/ALTAFF Grant.

Mrs. Parrilli suggested having Library photographer Ruth Sinkèr (Youth Services) take new individual Board photos as well as a group photo.

ADJOURNMENT

At 8:57 p.m. a motion was made by Mr. Graham, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.



Zelda Rich, Secretary