

July 11, 2018

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, July 11, 2018.

CALL TO ORDER

President Mark Prosperi called the meeting to order at 6:36 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita\*; Karen Parrilli, Secretary; Mira Barbir; Susan Greer; Eugene F. Griffin\*; Jonathan H. Maks, MD; and Richard Kong, Director.

Staff present: Laura McGrath, Deputy Director; Blythe Trilling, Finance Director

Guest present: Julian Prendi, Finance Director for Village of Skokie

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 13, 2018  
AND THE CLOSED MEETING OF MAY 9, 2018

Dr. Maks made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular meeting of June 13, 2018 and closed meeting of May 9, 2018, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

DIRECTOR'S REPORT

Conversations with Community Leaders

Mr. Kong met with the Dean of Oakton Community College's Skokie Campus, Bradley Wooten. They discussed a number of topics, and agreed to continue conversations about how the library and OCC can work together to better meet the needs of first-generation college students. Mr. Kong also met separately with Teri Madl, Superintendent of School District 73, to discuss possible collaboration and the upcoming community SEED (Seeking Educational Equity and Diversity) cohorts.

Art Appraisal

Gretchen Burch of GB Fine Art completed an appraisal of the library's art collection. The purpose of the report is to provide an unbiased replacement value guideline and a basis for insurance portfolio evaluation. A total of 54 articles were appraised, and the total retail replacement value is \$404,670. Most of the pieces were found to be in good condition, but a small number of pieces require restoration. In addition, the appraiser recommended that a few pieces be moved to different locations due to their value and other factors.

Mrs. Parrilli asked if the library has a separate insurance rider for the artwork. Mr. Kong explained that it is all included as part of the library's property under the policy. Mr. Prosperi asked if the library has any art pieces that are in storage. Mr. Kong explained that a couple of pieces that are prints or posters and not as valuable are being stored.

#### Adopt-a-Street Cleanup Program

The library's sustainability committee (aka the "green team") arranged with the Village to participate in the Adopt-a-Street cleanup program. On Monday, July 30 from 2-4pm, library staff and volunteers will pick up litter on Niles Center Road between Galitz Street and the Edens Expressway. The Village will supply the tools. Board members are welcome to join the library staff and volunteers that day. There will be a second cleanup scheduled later in the year.

#### Backlot Bash and Farmer's Market

The Backlot Bash will take place August 24-26, 2018. Due to the construction project on the corner of Lincoln Avenue and Oakton Street, the Farmer's Market will be held in the library's west parking lot that Sunday morning. The library is working with the Park District and Village to ensure that access to the library will be provided for staff and patrons, so that the library can open at its normal time at 12pm. Mr. Kong does not expect any disruption of service to library users.

Mrs. Parrilli asked if the market will be completely cleaned up by the time the library opens so as not to inconvenience patrons. Mr. Kong explained that there will be a section of the lot kept free for patron parking and that the park district representative assured him that the market will be cleared out by 12:30 pm.

#### Cities for Citizenship (C4C) "America is Home" Initiative

Village of Skokie Manager, John Lockerby, informed Mr. Kong and other Skokie Cares partners that Mayor Van Dusen and the Village are pursuing a grant called Cities for Citizenship (C4C) "America is Home." According to Lockerby, this initiative encourages US citizenship among eligible immigrants and an increase in naturalization rates. Mr. Kong will keep the Board updated as he learns more about this new opportunity.

#### MB Financial

MB Financial will be bought out by Fifth Third Bank. According to the library's representative with MB, the library should not see any negative impact on our accounts. He believes the transaction will be finalized in the first quarter of 2019. Mr. Kong was also pleased to share that MB Financial has agreed to sponsor the library's adult volunteer luncheon again. The luncheon is scheduled for Sunday, September 30, 2018, and he encouraged Board members to attend if possible.

Ms. Barbir praised the luncheon and is glad that the library is doing it again.

### ALA 2018 Annual Conference

Mr. Kong attended ALA (American Library Association) Annual with a small group of colleagues. He participated in a full-day discussion with other PLA (Public Library Association) leaders to help identify key considerations for the future of the association's leadership development efforts. He also attended the PLA Board meeting, where he shared the work of the PLA EDI (equity, diversity, inclusion) Task Force and its recommended wording for the new PLA strategic plan. The main goals outlined in the PLA strategic plan address transformation from a library focus to a community focus, leadership development, advocacy and awareness, commitment to EDISJ (equity, diversity, inclusion, social justice), and organizational excellence.

### ILA Board Commitment

Mr. Kong's three-year term on the ILA (Illinois Library Association) Board ended in June. Some of his contributions during his term included serving on the search committee for the recently hired Executive Director of ILA, co-chairing a Diversity Task Force committee that made recommendations for being more inclusive and equitable as an association, and serving as the Board liaison for the Marketing Forum, Diversity Committee, and Best Practices Committee. He received a certificate of appreciation from ILA for his contributions.

### BILLS

Mrs. Parrilli raised a question about the bill for Global Water Technology. Mr. Kong explained that the one-time payment was for an update to the water treatment system in the building.

Mr. Prosperi mentioned a Chicago Tribune article about Glenview and said he is glad that the library is breaking out the credit card bills because it creates more transparency. Mr. Kong explained our process regarding reimbursements for staff after business travel.

\*Mr. Griffin and Mrs. Hunter arrived at the meeting at 6:46 pm.

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

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

The roll call vote for approval was 7 ayes and 0 nays; the motion passed unanimously.

### CONSENT AGENDA (Financial Statements; Circulation Report; Reports from Department Heads; Personnel)

Mrs. Parrilli asked why there was no tax revenue for the month of June. Ms. Trilling explained that there were no tax receipts for that month but there will be again later in the year.

Dr. Maks made a motion, seconded by Ms. Barbir

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. REPORTS FROM DEPARTMENT HEADS

3. PERSONNEL: HIRES: ELIEZER CHAVEZ, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE JUNE 6, 2018; LEXI SWEILEM, SUMMER READING CLUB PROGRAM ASSISTANT, ADULT SERVICES, EFFECTIVE JUNE 12, 2018. PROMOTION: AMY KOESTER, FROM FULL-TIME YOUTH AND FAMILY PROGRAM SUPERVISOR TO FULL-TIME LEARNING EXPERIENCES MANAGER, LEARNING EXPERIENCES, EFFECTIVE JULY 9, 2018. TERMINATIONS: ANN COOKE, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE JUNE 28, 2018; EMILY PHAM, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE AUGUST 20, 2018.

The motion passed unanimously. There were 7 ayes and 0 nays.

#### TAX LEVY DISTRIBUTIONS AND COLLECTIONS TAX YEARS 2012-2016, FISCAL YEARS 2014-2018

Mr. Kong explained the spreadsheet and the Board noted the information.

#### APPROVAL OF REVISION OF BYLAWS OF THE BOARD OF TRUSTEES

The Board reviewed its bylaws during the May Board meeting, and came to consensus about eliminating Article VII, Section 3, Points 2 and 3, as they are no longer relevant. The library no longer charges anyone for reserving books and placing interlibrary loan requests.

According to Article VI Sec. 1, any changes to the Board Bylaws must be approved by a majority vote of the Board, with the actual changes presented for consideration at the regular meeting prior to the one at which action shall be taken. The proposed changes were presented to the Board last month during the June meeting.

Ms. Parrilli asked if it is necessary to include comments from visitors in the list under Section 4 of the bylaws. It is included on the agenda every meeting. Mr. Kong will review and ensure that it is not necessary to be included in the bylaws and will inform the Board.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES REVISE THE BYLAWS OF THE BOARD OF TRUSTEES AS PRESENTED.

The motion passed unanimously. The vote was 7 ayes and 0 nays.

#### APPROVAL OF RESCISSION OF POLICY ON USE OF 3D PRINTERS

In February 2015, when the library began offering 3D printing to patrons, the Board voted to approve a policy outlining how this service would be run (see attached). More than three years later, this service is now routine and is best handled by posted procedures, rather than policy.

Earlier this year we needed to replace/update our 3D printer. While the library researched a replacement, Learning Experiences staff re-evaluated the 3D printing service provided by the library. Suggestions were made that were mostly procedural, such as limiting the number of prints per patron to two per month and allowing longer printing times. In researching how other surrounding libraries provide 3D printing services, we discovered that the majority do not have a policy. Rather, they list guidelines and restrictions publicly on the library's website and concerns related to copyright and misuse are covered by the general information policy of the library.

The library finds this practice more transparent for both the public and staff and would like to rescind the existing Policy on Use of 3D Printers. The webpage that provides an overview of 3D printing has been updated to reflect changes in procedures and includes language from the existing policy related to restrictions. We hope this model of listing guidelines and restrictions on the website will set a precedence for future fabrication equipment we may provide public access to.

Ms. McGrath recommended that the board rescind the Policy on Use of 3D Printers with the understanding that this service will now be managed through posted procedures.

Dr. Maks asked about the difference between a policy and a guideline. Ms. McGrath explained that guidelines provide a little more leeway than policies, which has to be approved by the Board.

After brief discussion, a motion was made by Mrs. Parrilli, seconded by Ms. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RESCIND THE EXISTING POLICY ON USE OF 3D PRINTERS.

The motion passed unanimously. The vote was 7 ayes and 0 nays.

### APPROVAL OF 2019 STAFF DAY CLOSING

Mr. Kong asked the Board to approve closing the library for the day Thursday, January 17, 2019, for Staff Day. This has proven to be a beneficial opportunity for staff training and fellowship. Given the number of part-time staff and staggered schedules over seven days, some staff rarely see each other and Staff Day gives everyone the opportunity to become better acquainted. Board members are welcome to attend.

A motion was made by Ms. Barbir, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CLOSING OF THE LIBRARY ON THURSDAY, JANUARY 17, 2019 FOR STAFF DAY.

The motion passed unanimously. There were 7 ayes and 0 nays.

### QUARTERLY INVESTMENT UPDATE

The investment policy states that the director shall prepare a quarterly report on investments and their returns.

The library's Reserve Fund for Sites and Buildings includes the following accounts, with their respective balances at the end of the 2nd Quarter 2018.

- MB Financial Reserve Fund (\$1,024,276)
- IL Funds Reserve Account (\$4,357,973)
- IMET Reserve Fund (\$550)
- North Shore Community Bank Max Safe 4 CDs (\$1,030,240)
- First Bank & Trust CDs (\$2,298,723)

The total balance of the Reserve Fund as of June 30, 2018 is \$8,711,761. This is a 7.5% increase from the balance at the start of the calendar year, but also includes the \$550,000 that was transferred into the Reserve Fund from the Operating Fund at the end of FY 2018.

There was brief discussion regarding the banks the library uses. Mrs. Hunter asked that the library look into other potential local banks that might invest more in the library and the community if the library did business with them. She also asked that the library research their interest rates.

Ms. Barbir asked about the types of funds the library invests in. Ms. Trilling explained the different interest rates for the different accounts and explained that she called around to find out what other interest rates were available when the CDs were coming due, before renewal.

Ms. Barbir asked about the IL Funds account and if it is impacted by the state budget issues. Mr.

Kong and Mr. Prendi explained that it is not affected by the state budget.

The Board noted the update.

### APPROVAL OF MASTER PLAN

Last summer, the Board approved moving forward with the process to create a master plan that will be used to holistically redesign, upgrade, rearrange, and refresh the interior space of the library to meet emerging service patterns and fulfill the current and future needs of the community. In July 2017, the Board approved an RFQ (request for qualifications) for architectural services, and in November 2017, the Board ranked Andrew Berman Architect (ABA) first after reviewing the qualifications of and interviewing a number of impressive architects.

After months of working closely with ABA, the library Board, staff, and members of the community, we have a master plan that provides an exciting, clear vision for what our interior spaces can be in the near and long-term future. The master plan addresses the focus areas identified in the RFQ and the design objectives that emerged from many conversations with key stakeholders, including the following:

- Develop a clear relationship between the east and west public entries
  - Create a “street” (i.e., open, main thoroughfare), providing clear passage for patrons throughout the 1<sup>st</sup> and 2<sup>nd</sup> floors
- Support intuitive wayfinding for library patrons
  - Update shelving solutions to make collections more appealing and accessible, and create a sense of browsing one’s way through the library
  - Establish clearer sightlines between various points of the building, including between the “street” and program spaces
  - Improve lighting design and use of natural light throughout the library
  - Reconfigure staircase to make a stronger connection between the 1<sup>st</sup> and 2<sup>nd</sup> floors, and invite patrons to explore the 2<sup>nd</sup> floor
  - Create better spaces to meet and gather near the lobby areas
- Increase transparency into and through the library
  - Enhance visibility and functionality of courtyards
  - Open up areas near the exterior windows, maximizing natural light for people and increasing visibility into and out of the library
- Consolidate public service points
  - Streamline services desks to promote more effective interactions
  - Combine service point for advisory services (books, movies, and music)
- Consolidate books and other materials to optimize space for people and programming
  - Redesign Youth Services area, with larger spaces for programming (e.g., arts, crafts, cooking), story times, and STEAM learning

- Improve spaces for young adults (grades 6-12); enclosed with variety of seating options, individual study rooms, gaming nook, and DIY space
- Create larger quiet reading room for adults on 2<sup>nd</sup> floor
- Increase variety and number of seating, tables, and study rooms
- Offer an appealing, visible, and functional café area (indoor/outdoor)
- Enhance learning spaces for adults, including a redesigned training room and a new creative space for DIY activities and digital media production

The Board received the master plan in a presentation given by Andrew Berman last month. Berman's presentation was met with positive comments from the Board members present at the meeting. Mr. Kong also met separately with Board President Mark Proserpi and Trustee Gene Griffin, both of whom were unable to attend the last meeting, in order to share the final master plan drawings, renderings, phasing recommendation, and initial cost estimates for construction, furniture and equipment, and shelving.

Mr. Kong explained that at this point, if there are no major objections or concerns with the schematic designs presented by ABA in the master plan drawings, the next step in the process would be for the Board to approve the master plan. This would indicate the Board's commitment to continue with the process and explore options for completing the renovations outlined in the master plan.

Mr. Kong further explained that approval of the master plan at this time does not guarantee an approval of any expenditures for construction and furnishings/equipment. After Board approval of the master plan, consideration of financial options and work on a design and development phase would need to take place before the Board is asked for approval of moving forward with any phase of the renovation.

A preliminary cost estimate summary was provided to the Board, but it should be noted that there would be opportunities to refine the scope of the project and even reduce the projected costs during subsequent stages in the process.

Mr. Kong recommended that the Board approve the master plan prepared by Andrew Berman Architect as presented during the June Board meeting.

Julian Prendi, Finance Director at the Village of Skokie, was present at the July meeting to help the Board understand some financial options related to the process of issuing bonds.

There was discussion amongst the Board. The Board expressed a desire for a total estimate for the entire renovation process, including debt service, design and development, construction management, material, labor, etc. They agreed to postpone the vote on the Master Plan for another month until those figures can be gathered. Mr. Kong stated he would go back and get more details to bring back to the Board in August.



Mr. Prendi left the meeting at 8:09 pm.

#### REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported the following highlights from the June 15, 2018, RAILS Board of Directors meeting's supporting documents and recorded videoconference.

The newly elected Board members who attended were introduced. They will be sworn in at the July Board meeting, as well as the new officers.

***Financial Report:*** Finance Director Jim Kregor reported that the General Fund total cash and investment balance ending May 31, 2018 is \$15.7 million and would fund an estimated 13.7 months of operations. He mentioned that he still awaits the remainder, or about 64%, of the FY2018 Area and Per Capita Grant from the state. He and staff are in the process of ordering seven replacement vehicles, totaling \$186,000.

***Executive Director's Report:*** In a written document, Deirdre Brennan submitted her Executive Director goals for FY2018-2019. She also presented her FY2017-18 Board Engagement Strategies Report, which outlined methods of orienting new Board members, explaining the role and purpose of RAILS, and improving means of communication between the Executive Director and Board members. A lengthy discussion followed among Board members about the encumbrances they face to personally attend monthly Board meetings.

At Ms. Brennan's recommendation, the Board approved the release of proposed Membership Standards and to work with the Illinois State Library for the purpose of data collection.

***ISL Report:*** Greg McCormick from the Illinois State Library announced that the State Legislature has passed next year's budget, which is good news for the Secretary of State's office. Its budget will remain level for the coming fiscal year.

Next meeting: Friday, July 26, 2018, at Burr Ridge Service Center.

#### COMMENTS FROM TRUSTEES

Mrs. Parrilli mentioned that Lake Forest Library is celebrating its 120-year anniversary. Mr. Griffin mentioned he met a woman at his son's graduation who praised the library, having grown up in the community.

#### ADJOURNMENT

A motion was made by Mr. Prosperi and seconded by Mrs. Hunter at 8:11 pm to adjourn the

regular meeting. The motion passed unanimously.

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Karen Parrilli, Secretary