

December 13, 2017

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 13, 2017.

CALL TO ORDER

Mark Proseri, President, called the meeting to order at 6:30 p.m.

Members present: Mark Proseri, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Mira Barbir; Susan Greer; Eugene F. Griffin; and Richard Kong, Director.

Member absent: Jonathan H. Maks, MD.

Staff present: Laura McGrath, Deputy Director; and Jane Hanna, Virtual Community Engagement Manager.

Guests present: Marcus Henthorn, Area Vice President and Tia Incapreo, Account Executive, Arthur J. Gallagher & Co.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 8, 2017

Mr. Griffin made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular meeting of November 8, 2017, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

Review of Closed Session Minutes of: July 11, 2007; August 15, 2007; January 12, 2011; September 10, 2014; July 8, 2015; June 8, 2016; August 10, 2016; September 14, 2016; January 11, 2017; March 15, 2017; April 12, 2017; May 10, 2017; June 14, 2017; July 12, 2017; October 18, 2017

The Board reviewed all closed session minutes.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY STILL EXISTS FOR THE JULY 11, 2007, AUGUST 15, 2007, JANUARY 12, 2011, SEPTEMBER 10, 2014, JULY 8, 2015, JUNE 8, 2016, AUGUST 10, 2016, SEPTEMBER 14, 2016, JANUARY 11, 2017, MARCH 15, 2017, APRIL 12, 2017, JUNE 14, 2017, JULY 12, 2017, AND OCTOBER 18,

2017 MINUTES AND THEY SHALL REMAIN CLOSED AND THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE MAY 10, 2017 MINUTES AND THEY SHALL BE OPENED.

The motion was approved unanimously with a vote of 6 ayes and 0 nays.

COMMENTS FROM OBSERVERS

No observers were present.

BILLS

Discussion ensued regarding the Visa and American Express statements. The Board would like more information for each statement which is to include all charges made. A more detailed spreadsheet will be provided at the January Board meeting.

A motion was made by Mrs. Hunter, 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 6 ayes and 0 nays; the motion passed unanimously.

CONSENT AGENDA (Financial Statements; Circulation Report/Dashboard; Reports from Department Heads; Gifts; Personnel)

Mrs. Hunter stated that the wording in some of the departmental narratives had vague statements such as 'a meeting was well attended'. She would like these kinds of statements more defined.

There was discussion regarding declining circulation statistics. Mr. Kong stated the trend in libraries is decreasing circulation and at some point our audio visual statistics will also drop. Mrs. Hunter suggested putting current events on TV monitors along with a corresponding display of books.

Mr. Griffin made a motion, seconded by Mrs. 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/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS

3. GIFTS: \$200.00 FROM EVELYN MARKS SIEGEL IN APPRECIATION; \$500. FROM ALAN TUTZER IN HONOR OF LEE LEIBIK
4. PERSONNEL: TERMINATIONS: RICHARD SIMON, FULL-TIME MAINTENANCE AND SECURITY MANAGER, MAINTENANCE AND SECURITY, EFFECTIVE NOVEMBER 15, 2017; KAITLIN PELL, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE DECEMBER 9, 2017; PROMOTION: TIM MURPHY, FROM FULL-TIME FACILITIES SUPERVISOR, MAINTENANCE AND SECURITY, TO FULL-TIME FACILITIES AND SECURITY MANAGER, MAINTENANCE AND SECURITY, EFFECTIVE NOVEMBER 13, 2017.

The motion passed unanimously. There were 6 ayes and 0 nays.

PREVIEW OF 2017 ANNUAL REPORT

Earlier this year, Mr. Kong asked staff to produce an annual report to share some of the library's highlights from 2017 with our community. Jane Hanna, Virtual Community Engagement Manager, and her staff have worked hard to create an online report that features photos, videos, key statistics, and blog posts from the year.

Before the annual report is shared with the public, we wanted the Board to see a preview and provide feedback.

Ms. Hanna was introduced to the Board. She went through the annual report and the different sections and the various staff involved in the production. The Board said the video was well done. The Board suggested the video could be shown before movies in the Petty Auditorium (like a film trailer). A suggestion was also made to put credits at the end listing the board member's names and the names of staff who worked on the video.

APPROVAL OF SUSTAINABILITY POLICY

As mentioned in the last director's report, staff have been working on a new Sustainability Policy. The intent of this policy is to outline ways in which the library can be more environmentally responsible in areas such as waste reduction, facility maintenance, purchasing, and personnel. The policy has been informed by research on sustainability plans from other organizations, and has been reviewed by our legal counsel.

This policy work, led by virtual community engagement manager Jane Hanna, stemmed from the annual objectives, specifically Goal 5 Objective 2, approved by the Board at the start of the fiscal year. Upon Board approval, staff are prepared to pursue specific strategies in each of these areas. These strategies may include:

Waste Reduction:

- Diverting organic materials from landfill by establishing a composting procedure
- Improving the appearance of and ease of access to recycling receptacles
- Implementing energy efficient settings on computers and devices
- Reducing the use of paper and toner through a combination of user education, specialized software, and efficient default printer settings
- Reusing hardware and software as long as possible and responsibly recycling eWaste when necessary
- Working with vendors to reduce packaging waste and paper mailings

Facility Maintenance:

- Replacing burned out light bulbs with more energy efficient models in keeping with the latest standards
- Updating plumbing facilities and other utilities for more water and energy efficiency
- Considering landscaping and the green roof from a sustainable perspective (e.g., utilizing native plants, conserving water, etc.)
- Using green cleaning and pest control products
- Using sustainable building materials and paint
- Improving efficiency of HVAC system and climate control zones
- Working with architects and contractors that have a demonstrated history of employing sustainable thinking and practice in their approach (i.e., LEED certified)

Purchasing:

- Purchasing cost effective products made from recycled materials as available
- Purchasing energy efficient light bulbs, appliances, and equipment
- Seeking and preferring, when economically feasible, vendors who employ sustainable practices (i.e., minimal/green packaging, reusable products, recycling services, local sourcing, etc.)
- Limiting the purchase of chemical products
- Choosing products that are recyclable, reusable, or biodegradable

- Including the relevant sections of this policy in all Requests for Proposals, and giving preference to applicants that demonstrate environmentally conscious business practices whenever economically feasible

Personnel:

- Offering a public transit benefit to staff to reduce the number of employees driving to work
- Expanding bicycle storage options and installing comfortable and discreet staff showers to encourage commuting in all weather
- Supporting work-from-home options in appropriate cases
- Encouraging staff to be more environmentally conscious with their food and drink (i.e., bringing reusable containers, mugs, and silverware instead of disposable ones, bringing lunch rather than driving or ordering delivery, etc.)
- Educating staff about recycling and expanding recycling options in the library building
- Offering educational training and workshops for staff and the public on methods for living greener lives

Mr. Kong recommends that the Board approve the Sustainability Policy.

Mrs. Parrilli asked if staff consulted with anyone on the strategies. Ms. Hanna explained that the committee looked at many policies online. Mrs. Parrilli suggested showing the policy to Lee Hansen at Emily Oaks Nature Center for her input.

The Board requested a report on the sustainability policy initiatives at the December 2018 Board meeting.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SUSTAINABILITY POLICY AS PRESENTED (COPY ATTACHED).

The motion was unanimously approved. The vote was 6 ayes and 0 nays.

Ms. Hanna left the meeting at 7:31 p.m.

APPROVAL OF LIBRARY'S BUSINESS INSURANCE COVERAGES

Last month, information about the renewal of the library's insurance coverages was presented to the Board for an initial review. Proposals from both our current insurance broker, Horton Group, and LIRA (Libraries of Illinois Risk Agency) were provided to the

Board. The Board requested a short presentation from LIRA representatives at the December board meeting, so representatives Marcus Henthorn and Tia Incapreo are present to answer questions from the Board.

An updated LIRA proposal with rate reductions and coverage enhancements was distributed. The total premium from LIRA would be \$86,929, which is well under the proposal from Horton this year. Our current premium from Horton is \$119,031.

The Board also asked whether LIRA is self-insured or self-funded, and the answer is that it is not. LIRA members self-fund the first portion of member claims (see example below). According to LIRA representatives, the LIRA membership, currently 49 libraries, takes part in a group purchase of property, liability, and workers compensation insurance. Individual libraries do not take on more risk.

The Board also asked what would happen in the case of a catastrophic loss. LIRA representatives provided an example of what would happen with a \$5,000,000 property loss. The library would pay \$1,000 for the deductible, and LIRA would pay the next \$50,000 out of the loss fund. BRIT insurance company would pay the next \$1 million and Hartford would pay the next \$3,949,000. The loss fund is fully funded and has stop loss insurance, which protects the membership if it were ever fully exhausted. If the loss fund has surplus at the end of the year, it is returned to the membership.

As approval of insurance coverages is required at this time, Mr. Kong recommends approval of the LIRA proposal as presented.

Mr. Henthorn and Ms. Incapreo showed a brief PowerPoint about coverages provided by LIRA and gave examples of what would happen in the case of a catastrophic loss. They also provided a brief history of LIRA.

The Board thanked Mr. Henthorn and Ms. Incapreo for their informational presentation. Mr. Henthorn and Ms. Incapreo left the meeting at 7:58 p.m.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIRA PROPOSAL FOR BUSINESS INSURANCE COVERAGES FOR A TOTAL COST OF \$92,884.00 (\$86,929.00 FOR THE ANNUAL PREMIUM FOR 2018 AND \$5,955 FOR THE PRORATED COST TO COVER DECEMBER 18-31, 2017) AS PRESENTED.

The roll was called: Mrs. Barbir—yes; Mr. Prosperi—yes; Mrs. Hunter—yes; Mr. Griffin—yes; Mrs. Parrilli—yes; Mrs. Greer—abstain. The motion passed with 5 ayes and 1 abstention.

DIRECTOR'S REPORT

Skokie Community Foundation Grants

We received the good news that the Skokie Community Foundation funded two of the grant proposals listing the library as a partner organization. The first grant, in partnership with Turning Point, will allow us to offer teen programming that focuses on behavioral, emotional, and social issues. The second grant, in partnership with the Skokie Cares community organizations, will allow us to provide SEED (Seeking Educational Equity and Diversity) facilitator training to a community member who is interested in leading future SEED cohorts. Mr. Kong attended the award ceremony at the library on Monday, November 27, 2017 with deputy director Laura McGrath and community engagement manager Nancy Kim Phillips.

After-School Meal Program

In early November, we began our after-school meal program for youth. Meals are served in the art room in Youth Services from 3:30-4:30pm Monday-Friday, and kids are required to eat their meals in the art room. We are an open site, so we do not try to determine whether a young person is in need; rather, our staff serve the meals to anyone 18 or under who shows up. This program is offered in partnership with the Greater Chicago Food Depository.

New Catalog Successfully Launched

The new Bibliocore catalog successfully launched on Wednesday, November 29, 2017. Staff worked diligently to prepare for the launch and assisted thousands of users to set up their accounts in the first week. The new catalog is mobile-friendly and offers a much better user experience compared to the previous catalog. New features include the ability to write reviews and create personalized lists. Individual account information about items checked out and holds is also organized in a way that makes it easier for users to determine what needs to be returned soon and what is waiting for them at the library. Users can also easily keep track of their borrowing history, view custom lists created by staff, and receive notifications related to their account.

Staff Holiday Giving

This year, staff generously contributed nearly \$3,000 to three local causes, including the Village's Assist-A-Family Program, Niles Township Food Pantry, and the Skokie Community Foundation. In past years, staff contributed to the United Way campaign.

Library Journal 5-Star Rating

Library Journal announced their annual rating of public libraries based on a number of per capita output measures including library visits, circulation, circulation of electronic materials, program attendance, and public internet computer use. Out of 7,409 public libraries qualified to be rated in this year's index, 259 libraries received a three-star, four-star, or five-star designation. We received a 5-star rating for the fourth year in a row. This year, 21 other libraries in Illinois received a star rating, with only five others receiving a 5-star rating. Although rating public libraries by these specific per capita output measures alone does not tell the full picture of a library's impact on its community, the star rating says something about how well used we are by our community.

Village Tax Levy Presentation

On Monday, December 4, 2017, Mr. Kong attended the Village of Skokie's Board meeting as the Village Manager and Finance Director presented the 2017 tax levy ordinance. The library's 2017 tax levy, an increase of 1.5% approved by the Board in September 2017, was presented alongside the Village levy. The Village Board will vote on the 2017 tax levy at the December 18, 2017 meeting. Mr. Kong will attend with finance manager Blythe Trilling in case there are any comments or questions about the library's tax levy.

New Resources Added

We recently added a few subscription-based resources. *Opposing Viewpoints* provides topic overviews, pro/con essays, articles, statistics, and multimedia resources on many hot-button social issues. We also added access to the *New York Times* via the NYTimes.com website. Patrons and staff will have unlimited access to the website within the building and limited access outside of the library without hitting the 10-articles per month paywall. This will compliment what we already offer through a searchable database that includes coverage from 1980-present. Finally, in a few weeks, patrons will have access to Kanopy, a platform that will provide access to classic cinema, indie films, and award-winning documentaries.

Strengthening Communities through Libraries Grant

Our library was named one of the recipients of the Strengthening Communities through Libraries grants by the Association for Library Services to Children (ALSC). Fourteen libraries will receive \$5,000 to provide opportunities for STEAM learning for children. We will use our grant funds to expand our “Be the Chef” program, which will include inviting local chefs, community eateries, and the Village’s Health Department to engage youth in cooking and nutrition. Key staff involved with the grant project include Caitlin Savage, Cathy Maassen, Amy Koester, and Amy Holcomb.

Video Featuring Volunteer Opportunities for People with Disabilities

Volunteer Coordinator Dawn Wlezien recently gave a presentation at the Illinois Library Association conference. Our staff created a short video to show how the library collaborates with other organizations in order to offer volunteer opportunities with people with special needs. You can view the video on YouTube at <https://youtu.be/ZZHhpGUEbBI>.

First Bank & Trust Acquisition

Byline Bancorp announced plans to purchase First Evanston Bancorp, parent company of First Bank & Trust, which has locations in Skokie and Evanston. The library currently invests a portion of the reserve fund in CDs offered by First Bank & Trust. Vice-president David Putrus visited the library shortly after the announcement to assure Mr. Kong that he and the bank will continue its commitment to the local Skokie community, including partners like the library.

Clarification about Illinois Heartland Library System Payment

During the November meeting, there was a question about the amount of the Illinois Heartland Library System bill (i.e., OCLC interlibrary loan and cataloging services). Mr. Kong was able to confirm that the amount paid in October 2017 was higher than normal because it also included the payment for September 2017. Normally charges are approximately \$3,600 per month.

Building Updates

The installation of the access control system and intrusion detection system is progressing, with e.Norman Security expecting to complete the project in January 2018.

Annual Chamber Holiday Party

The annual holiday party organized by the Chamber of Commerce will be held on Thursday, December 14, 2017 at the Holiday Inn North Shore. There will be food, drinks, a silent auction, and raffle tickets. This is one of the best opportunities in the year for meeting members of the local business community, and Board members are encouraged to attend.

PLA Leadership Academy

Deputy director Laura McGrath is participating in the PLA Leadership Academy this week in Chicago. Laura was selected as one of only 28 fellows after a very competitive application process. The program is designed to empower public librarians as community leaders and agents of change.

The Board congratulated Mrs. McGrath on her participation in the PLA Leadership Academy.

PER CAPITA GRANT REQUIREMENTS

The application for the Per Capita Grant from the Illinois State Library is due on January 15, 2018. Requirements for FY 2018 include the following:

Annual Report

The library is required to file an Illinois Public Library Annual Report (IPLAR) each year. Our current report, submitted on June 30, 2017, is on file with the Illinois State Library.

Standards Chapter Review

The library is required to review and report on progress in meeting Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. A group of staff recently reviewed and discussed the chapter, and we are confident that we meet the overall requirements on the checklist. Areas for improvement include the following:

- We provide instructions in our Emergency Procedures manual for staff on how to respond to both fire and tornado situations, but regularly scheduled training drills would be helpful.
- Maintenance staff will check and restock first aid kits in all areas of library on a monthly basis.
- Instructions and locations for the emergency shut offs for utilities (gas, electric, water) will be posted in the Maintenance office.

We also noted that the library currently does not have automated external defibrillators (AEDs) in the building. In 2001, information was brought to the Board about the legal implications of offering defibrillators in the library, the training requirements for persons using a defibrillator, the maintenance requirements for the equipment, and the availability of professional emergency services in the area. It was recommended that the library not acquire a defibrillator and the Board took no action.

Chapter 12, "Safety," is below, and Mr. Kong welcomes any comments or questions from the trustees.

Trustees

Members of the library Board are required to review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3. In the August director's report, Mr. Kong mentioned that the TRUSTEE FACTS FILE (pdf) was added to the Board iPads. In the October director's report, Mr. Kong informed the trustees that review of chapters 1-5 by trustees is required for the Per Capita Grant.

The Per Capita Grant application asks for a description of the library Board's plan to modify or create bylaws. The Board last reviewed and updated the Board bylaws in November 2016 when the meeting time was changed to 6:30pm. Mr. Kong recommends that the Board review the Board bylaws annually.

Continuing Education

The library is required to complete at least one educational program focused on safety in the library. A number of trustees and staff including the Director, Deputy Director, and Maintenance and Security Manager, viewed an archived webinar titled, "Trends in Safety and Security for Libraries," presented by Dr. Steve Albrecht. The recording and slides are available on the RAILS Continuing Education Archives page at <https://www.railslibraries.info/events/143330>.

Outreach

The library is required to familiarize itself with literacy services provided by the Illinois State Library. We already provide a number of opportunities for people learning English as an additional language. We collaborate with Oakton Community College to provide space for native and non-native speakers of English who wish to improve their reading. We also host weekly conversation groups with community members who wish to improve their English. Tutors from the ELL Parent Center are on hand at these ESL Café

meetups to help with conversations and answer questions. One-on-one conversation practice sessions are also available for those learning English as an additional language. Furthermore, we have a substantial collection of books, DVDs, audiobooks, and other helpful resources for people who are learning English.

Board discussion of any of these Per Capita Grant requirements is welcome.

Mr. Kong noted that staff are investigating defibrillators. Mrs. Parrilli suggested contacting Scott Walker at Skokie Park District for more information. Mrs. Barbir suggested asking LIRA as well.

The Board reviewed all requirements as presented and by acclamation approved applying for a Per Capita Grant for Fiscal Year 2018.

The Board would like Review of Bylaws placed on the agenda every May. Mrs. Parrilli suggested adding Comments from Observers to the Bylaws.

APPROVAL OF ARCHITECT FEE PROPOSAL AND AGREEMENT

Since last month's Board decision to rank Andrew Berman Architect (ABA) first on our short list of architects, Mr. Kong has been in contact with Andrew Berman and his associates to work out the fee proposal and contract for work on our master plan project.

Mr. Kong also consulted attorney Samuel Cavnar of Robbins Schwartz based on the recommendation of our primary attorney, Heidi Katz. Cavnar provided a modified AIA B101 agreement, which is a standard form of agreement between owner and architect for building design and construction contract administration. ABA has not requested any changes to the modified agreement, other than changing the minimum professional liability insurance coverage to \$3 million instead of \$5 million.

The fee proposal contains an explanation of the purpose of a master plan and an outline of the work that will be involved in the development of the master plan over the next five months. ABA's proposed fee of \$100,000 includes a study and proposal for the entire facility, as well as the services provided by library consultant Leslie Burger. Additional costs not reflected in the basic services fee include approximately \$15,000-\$20,000 for a cost estimator, \$6,000 for travel expenses, and \$2,000 for reproduction costs, plotting, postage, and delivery services. According to the proposal, the total maximum spent on the master plan for ABA and consultants is \$128,000.

Based on information provided by Cavnar, and research on architectural fees for some of the library's past building projects, Mr. Kong believes ABA's fee proposal is fair and appropriate for the scope of work.

Mr. Kong recommends Board approval of the fee proposal from Andrew Berman Architect and the contractual agreement as presented.

Lengthy discussion followed. Mr. Kong explained that Mr. Berman will help us create a vision of what we want to do with our building as a whole instead of piece meal sections. After the master plan is approved in April or May, the Board will decide if it wants to take on any work at this time and would make this determination together.

Mrs. Hunter voiced her concern as she doesn't want taxes to go up to do unnecessary things to the building. Mr. Prosperi stated that the master plan will lead to improvement projects. He noted the library's outdoor spaces, especially the courtyards, that in their present state, are not inviting. Mrs. Parrilli looked at the project objectives in the RFQ and she agrees with every objective. She specifically cited the BOOMbox, which is very popular and could use a larger space.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FEE PROPOSAL FROM ANDREW BERMAN ARCHITECT AND THE CONTRACTUAL AGREEMENT IN THE AMOUNT OF \$128,000. AS PRESENTED.

The roll was called: Mrs. Barbir—yes; Mr. Prosperi—yes; Mrs. Hunter—no; Mr. Griffin—yes; Mrs. Parrilli—yes; Mrs. Greer—yes. The vote was 5 ayes and 1 nay. The motion passed.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported the following highlights from the November 17, 2017, RAILS Board of Directors meeting from supporting documents and recorded videoconference.

Financial Report: Finance Director Jim Kregor reported that the General Fund unassigned cash and investment balance ending October 31, 2017, totaled \$12.3 million covering 13.2 months of operation, including the FY2018 Federal funds portion of the Area and Per Capita Grant of \$1,936,144. RAILS has yet to receive the awarded APC Grant payment of \$3,962,120 from the state. Expenditures continue to be under budget by \$385,820.

Executive Director's Report: Dee Brennan mentioned that she and RAILS staff are currently working on: 1. Board orientation and engagement training; and 2. The review and updating of the employee handbook and employment policies, and 3. A pilot project

with the Warren County Public Library to find ways of providing library resources to about one-half of their population who remain underserved.

On the agenda, Ms. Brennan discussed the timeline of the current Strategic Plan, looking forward, and asked for feedback from the Board.

Ms. Brennan presented for Board approval revised charge for the standing Consortia Committee, and the charge for the new Resource Sharing Committee. At present, RAILS will retain the Policy Committee. The System Membership Standards Committee, and the Delivery Committee have fulfilled their respective charges.

Illinois State Library: ISL's Karen Eagan addressed the Board with information on the current grants available to public libraries: the Per Capita and Equalization Aid Grants, applications due January 15, 2018; and the Live and Learn Remodeling and Construction Grant, application due January 12, 2018.

Next meeting: Friday, January 26, 2017, at Burr Ridge Service Center.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

CLOSED SESSION

At 8:40 p.m., a motion was made by Mr. Griffin, seconded by Mrs. Parrilli, to go in to closed session pursuant to 5ILCS 12/2(c)1 of the Open Meetings Act (The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.) The motion was approved unanimously. The vote was 6 ayes and 0 nays. The motion passed.

The Board discussed a personnel matter.

Adjournment

At 8:55 p.m. a motion was made by Mr. Griffin, seconded by Mrs. Parrilli:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN
SESSION.**

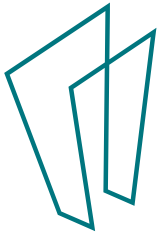
The motion passed unanimously. The vote was 6 ayes and 0 nays.

Open Session

ADJOURNMENT

At 8:55 p.m. a motion was made by Mr. Griffin, seconded by Mrs. Hunter to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary



SUSTAINABILITY POLICY

I. POLICY

We are committed to serving the Skokie community according to sustainable practices which meet the needs of those we serve, without impeding the ability of future generations to have equitable access to resources. To this end, we strive to conduct our operations in an environmentally responsible manner which complies with or exceeds all applicable laws and regulations.

We recognize the impacts of our direct actions on the health of our planet and take all reasonable steps to reduce and/or offset those impacts. We measure our environmental impact on an ongoing basis, monitor the effectiveness of our sustainability efforts, and review and revise our strategies regularly according to the most current data and research from credible scientific sources. We incorporate sustainable considerations into our business decisions. We encourage staff and community members to adopt sustainable behaviors and practices through open communication, collaboration, and educational activities.

Our green practices and standards are arranged into four focus areas:

Waste Reduction

By taking an informed and strategic approach to reducing the volume of materials and resources—including water and power—that are discarded by the library staff and patrons, we can promote responsible consumption, improve the efficiency of our business practices, and maintain a healthy working environment.

Facility Maintenance

In maintaining a large and complex facility, there are many opportunities to reduce our environmental impact by making informed decisions about the products and procedures we employ. We will consider green practices in our cleaning procedures, pest control methods, landscaping, materials used in repairs and construction, and daily overhead operations.

Purchasing

By including sustainable thinking in our decision making process around the purchase of consumable items, and in our relationships with vendors, we can seek to decrease the library's carbon footprint and be more mindful about our consumption to the extent that it is fiscally possible.

Personnel

Our staff can have a significant impact on our environmental footprint by choosing sustainable behaviors. Through education, support, and incentives, we can encourage greener lifestyles in the workplace. We can also provide information to our community and professional colleagues in order to encourage sustainable practices outside the library.

Adopted by the Skokie Public Library Board of Trustees, December 13, 2017

