

August 9, 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, August 9, 2017.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:31 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Mira Barbir; Jonathan H. Maks, MD (arrived at 6:46 p.m.); and Richard Kong, Director.

Members absent: Susan Greer; Eugene F. Griffin.

Staff present: Laura McGrath, Deputy Director.

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF JULY 12, 2017

Mrs. Hunter made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular and closed meetings of July 12, 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 4 ayes and 0 nays.

YEAR-TO-DATE BUDGETARY STATUS

The Year-To-Date Budgetary Status was presented for informational purposes.

BILLS

Mr. Kong answered a number of questions regarding the Bills.

Mrs. Hunter would like the dollar amount for programs listed on the monthly program statistics departmental report. Mrs. McGrath will speak to Mick Jacobsen, Learning Experiences Manager, about this.

Mrs. Barbir asked about the two checks to Barbara Weigand. Mr. Kong will check on this.

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

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

The roll call vote for approval was 4 ayes and 0 nays; the motion passed unanimously.

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

Dr. Maks arrived at 6:46 p.m.

Mrs. Hunter commented in regard to Interlibrary Loan that Skokie Public Library lends more than it borrows.

Mrs. Barbir asked about the percentage of Skokie adult population cardholders. Mrs. McGrath will check on this. Dr. Maks would like to know if 49-50% is typical.

Dr. Maks made a motion, seconded by Mrs. Barbir:

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/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. GIFTS: \$20. FROM ANONYMOUS IN APPRECIATION; \$100. FROM DONNA GRINHAM IN APPRECIATION FOR AUDIO-VISUAL SERVICES
4. PERSONNEL: HIRES: AYESHA KHAN, PART-TIME BOOMBOX MENTOR, LEARNING EXPERIENCES, EFFECTIVE AUGUST 14, 2017; LAURA PARTINGTON, PART-TIME COMMUNITY ENGAGEMENT LIBRARIAN, COMMUNITY ENGAGEMENT, EFFECTIVE AUGUST 22, 2017; TERMINATIONS: LIANA WALLACE, PART-TIME YOUNG ADULT INTERN, LEARNING EXPERIENCES, EFFECTIVE AUGUST 11, 2017; MIKE HAUSLER, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE AUGUST 13, 2017; TARAL TALATI, PART-TIME BOOMBOX MENTOR, LEARNING EXPERIENCES, EFFECTIVE AUGUST 19, 2017.

The motion passed unanimously. There were 5 ayes and 0 nays.

REVIEW OF ANNUAL REPORTS FISCAL YEAR 2016-2017

Learning Experiences / Virtual Community Engagement / Youth Services / Storytime Summary

The Learning Experiences, Virtual Community Engagement, and Youth Services/Storytime Summary annual reports were noted.

DIRECTOR'S REPORT

RFQ for Architectural Services

After the July Board meeting, Mr. Kong made some edits to the RFQ for architectural services (for the master plan) based on comments from the trustees. We made the RFQ public on our website on July 18, 2017 and began sharing it with a number of architects who have a proven record of accomplishment with public libraries and other civic buildings. Mr. Kong has already heard from many firms expressing interest in attending one of three guided site visits. After the deadline to submit proposals passes on August 28, 2017, the Board will receive all of the proposals well in advance of the September meeting.

The Board would like Mr. Kong to send his ranking of the architectural firms and to share his criteria using a scoring system/simple rubric.

The Board discussed dates for a special meeting to interview architectural firms. It was agreed that Monday, October 16 at 6 p.m. would be the date for the special meeting. Each architectural firm will be notified that they shall make a 10-minute presentation, followed by 30 minutes of Q&A. There will then be a short break between each interview.

Pest Control

Earlier this week, we received a report of bed bugs found in the computer commons on the second floor. Staff responded immediately by calling our local pest control service and an additional company that specializes in canine detection and inspection services. After a thorough inspection of the entire building, traces of bed bugs were found in one isolated shelving unit in the Youth Services area, a few chairs on the second floor in the computer commons and the ADA room, and a handful of books in one specific area of the adult non-fiction collection on the second floor. Staff removed and destroyed the books and chairs that were identified, and asked the pest control service to treat the rest of the second floor computer commons chairs and the specific shelving units. Our local pest control service has been performing monthly inspections for years, but we will now schedule regular canine inspections on top of that. Earlier this year, Access Services and

Customer Services staff received information about how to identify bed bugs, and have access to gloves and bags in their work areas.

Mr. Kong commended Mrs. McGrath for her handling of the bed bug issue while he was out of the library.

School Supplies for Fines

With the start of the school year approaching, we are once again accepting school supplies to offset overdue fines for cardholders. For each new packaged item, we will waive \$1.00 in overdue fines up to \$10.00 per library card. The initiative will take place July 31-August 13, 2017. Donated school supplies will be given to local Skokie schools. This effort also supports our annual objective (Goal 4 Objective 2) to reduce the number of library accounts with fines/fees.

After School Food Program

Shelley Sutherland, Youth Services Manager, is speaking with the Greater Chicago Food Depository about the possibility of collaborating to provide after-school meals for youth in the library during the school year. Our summer program has been very successful over the past few years, with 40-50 meals being served to kids daily this summer. We may need to provide some kind of enrichment program (e.g., craft activity) to qualify for this type of program. A recent article in the *New York Times* shared stories from other libraries participating in food programs

(<https://www.nytimes.com/2017/07/30/well/family/free-lunch-at-the-library.html>).

Tours for Local Educators

One positive sign that our approach on community engagement is working can be seen in recent requests we have received from local schools to provide tours and information for their staff. Administrative staff from Fairview School District visited the library for a full tour of the building and a discussion of how we might be able to strengthen our partnership with one another. On August 8, new teachers from District 219 will visit the library to hear about our services to local high school students.

Dialogue with the Director

Last year when Mr. Kong first began his position as the director, he met with most of the staff in a series of open houses. These meetings were very effective as he had an opportunity to meet each staff member, express appreciation for the work they do, and listen to any suggestions or concerns they had. This month, he will begin a new series

called “Dialogue with the Director,” during which he will make himself available for an hour in the staff lounge to meet with any staff member who would like to ask a question, share an idea or concern, or learn more about what is happening in the library. His hope is that this effort will help improve communication throughout the organization, as it is one of our main objectives this year.

National Impact of Library Public Programs Assessment

Mr. Kong has been asked to participate as an advisor for the National Impact of Library Public Programs Assessment: Phase 1 project. Funded by an IMLS (Institute for Museum and Library Services) grant, ALA will “explore the growing area of library programming and how programs reach library users and impact communities.” Most of his responsibilities will be handled virtually, with the exception of an in-person meeting at the Chicago ALA Office in October 2017. ALA will cover travel expenses.

Trustee Fact File

Mr. Kong has asked Susan Dickens to add a PDF version of the “Trustee Facts File” to the Board’s Dropbox folder. This resource, created by Illinois Library Association and the Illinois State Library, provides a helpful overview of the duties, responsibilities, and tasks of public library trustees.

ADOPTION OF TAX LEVY (Not for action until September meeting)

Next month, the Board will need to adopt a tax levy for transmission to the Village of Skokie. The 2017 levy will be introduced as part of the Village’s Levy Ordinance in early December and acted on by the Village Board before the end of December. This levy will fund the library’s 2018-2019 Fiscal Year.

The 2016 levy was \$12,007,748, representing an increase of 1% over the 2015 levy of \$11,868,679. There was also a continuing levy of \$1,268,100 for payment of the library’s bond debt from construction completed in 2003.

Collections in FY 2017 were short of budget by \$208,379 or 1.59%. This was reviewed by the Board last month.

FY2016	\$343,359	(2.64% of collection)
FY2015	\$367,692	(2.85% of collection)
FY2014	\$388,263	(3.07% of collection)
FY2013	\$275,043	(2.20% of collection)

Tax collections in recent years have been good, with a healthy distribution of taxes each year from the prior year, meaning that much of apparent collection shortage in a given year is in fact made up in subsequent years. We received a letter from the Illinois State Library notifying us that we should expect a Per Capita Grant for 2017 in the amount of \$50,300.89.

We have maintained a healthy cash balance in the General Operating Fund, spending less than revenues for the past five years. Our General Operating Fund balance as of May 1 has been as follows:

FY2017	\$6,267,321.	(after transfer of \$200,000 to the Reserve Fund)
FY2016	\$5,607,690.	(after transfer of \$300,000 to the Reserve Fund)
FY2015	\$5,432,099.	(after transfer of \$1 million to the Reserve Fund)
FY2014	\$5,434,384.	(after transfer of \$1 million to the Reserve Fund)
FY2013	\$5,285,685.	(after transfer of \$300,000 to the Reserve Fund)

We have built a healthy balance in the Reserve Fund in recent years, with a total balance of \$8,063,854 as of June 30, 2017. In addition, \$774,211 has been budgeted in the Capital line for current capital expense in the FY 2018 budget.

With our starting balance of \$6,267,321 (unaudited) in the GOF at the start of the Fiscal Year, we have sufficient funds for about six months of operation factoring in an average monthly expenditure of \$1,044,554.

In summary, the library is in a favorable financial position which should allow us to minimize an increase in the FY 2017 levy. Levy increases in recent years have been curtailed as follows:

2013 levy	\$12,885,407.	2% over 2012 levy
2014 levy	\$13,014,261.	1% over 2013 levy
2015 levy	\$13,144,404.	1% over 2014 levy
2016 levy	\$13,275,848.	1% over 2015 levy

Charts showing an Analysis of the General Operating Fund for the past seven years and a gross, preliminary look at a projected budget for Fiscal Year 2018-2019 were distributed. A 1% increase in the levy may be expected to yield just over \$132,758 more in FY 2019. A 2% increase in the levy may be expected to yield over \$265,517 more in FY 2019. Interest revenue was higher than expected last FY, so the projection for FY 2019 is

higher. Corporate Replacement Tax is estimated at \$325,000. With an increase of 1% in the levy, necessary increases in operating costs and a salary adjustment for staff will have to be made at the expense of the Capital line in the budget, which would drop below the library's goal of contributing \$550,000 per year into capital improvements (i.e., "Annual Reserve Fund Contribution" in capital asset plan). With an increase of 1.5%, the Capital line in the budget would meet our goal of contributing \$550,000 towards capital improvements. With an increase of 2% in the levy, the Capital line in the budget would be approximately \$650,000.

Since we have been able to transfer a balance to the Reserve Fund each year for the last five years in spite of short collections ranging from 1.59% to 3.07% of the amount budgeted, and since we are not looking to grow the Reserve Fund, Mr. Kong would recommend a levy increase of 1.5% for 2017 (funding FY 2019).

Board action on this matter is not required until September.

Discussion followed regarding probable property tax freezes and the ability to increase the levy in the future; the library's increase in the levy over the years; and the Village's levy staying at the same level for many years. The Board requested an internal document be created with wording/language in the event the community would like documentation about an increase in the library's levy. Mr. Kong will ask the communications and marketing manager to create this document.

APPROVAL OF RENEWAL OF COMMUNICO

In July 2016 the Board approved a one-year contract for Communico, a cloud-based application suite that handles functions such as event management, digital signage, and room reservations.

Library staff began using the Broadcast module within Communico in October 2016 to provide content for the plasma screens located in both lobbies, on the second floor, in Youth Services, and behind the Readers Services desk. The module is easy to use and is working well. On May 1, 2017 staff launched the Attend module for patron program sign-ups. The transition from our previous software, Evanced, went very smoothly for both staff and patrons. Staff are enjoying the functionality of Attend and appreciate the enhanced patron experience that Attend provides. Reservations of public meeting rooms are currently being done through Attend but we will soon launch the Reserve module which will allow for better staff management of meeting spaces and which will also allow patrons to reserve study rooms. Overall, staff is very pleased with Communico's modules

and with the responsiveness of the company when staff have had questions or suggestions.

Those libraries that signed on for Communico as part of a group purchase through RAILS last year are being offered an additional two months on their renewal contracts at no additional charge. Our renewal quote of \$15,000 covers the 14 month period from August 1, 2017 through September 30, 2018. Last year we paid \$15,000 for 12 months so the 2017-18 cost will actually be less per month.

Mr. Kong recommends Board approval of the Communico renewal at a total cost of \$15,000.

Brief discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RENEWAL OF COMMUNICO AT A TOTAL COST OF \$15,000 FOR 14 MONTHS (AUGUST 1, 2017-SEPTEMBER 30, 2018).

The roll call vote for approval was unanimous. The motion passed with 5 ayes and 0 nays.

APPROVAL OF PAVEMENT PROJECT PROPOSAL

The library's parking lot and driveways were last patched, seal coated, and re-stripped three years ago. According to our capital asset plan, we should seal coat these areas every 2-3 years, so it is recommended that we do so this summer.

We posted an RFP (request for proposals) for the following work:

- Saw cutting, removal, and patching of 15 marked areas of asphalt pavement in the parking lot, south driveway, and east driveway.
- Seal coating and re-stripping entire parking lot, south driveway, and east driveway.

We received five bids, but only one included all of the requirements stated in the RFP. Quality Blacktop of Roselle, Illinois, submitted a bid for all the work specified in the RFP at a total price of \$20,440. They also included an alternate bid for cleaning and filling 4,000 feet of large cracks and pavement seams in the parking lot and both driveways at an additional price of \$2,200. The total cost for the project if the bid from Quality Blacktop is accepted would be \$22,640.

Rich Simon reviewed each of the bids and called references provided by Quality Blacktop. The references all had positive comments about the company, which has been in business for over 30 years. The company also provided an assurance that they perform all of their projects on their own rather than subcontracting the work. Mr. Simon recommends approval of the bid from Quality Blacktop, and Mr. Kong concurs.

Based on experience, we estimate that it will take three days to complete the work. We will take steps to minimize the inconvenience to patrons, including the use of temporary plywood covers over open areas. The project would be scheduled immediately upon Board approval so it would be completed before the colder seasons.

Mr. Kong recommends Board approval of the bid from Quality Blacktop to complete the pavement project at a total cost of \$22,640.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BID FROM QUALITY BLACKTOP TO COMPLETE THE PAVEMENT PROJECT FOR A TOTAL COST OF \$22,640. AS PRESENTED.

The vote for approval was unanimous. The vote was 5 ayes and 0 nays.

APPROVAL OF UPGRADING LIBRARY WEBSITE AND STAFF INTRANET

Keeping software up to date is essential for online security and performance. Due to a number of factors, including critical staff turnovers, the Django framework, on which our public website and staff intranet are built, has never been upgraded. The IT and VCE departments have worked together to advance the server and software upgrades project as far as is possible in-house. But because these sites are multiple revisions behind, there are compounded issues that require outside help.

After weighing the various options, we believe that the best way to get current is to contract with the firm Imaginary Landscape for a block of 100 support hours at a cost of \$14,000, to be taken from the library's 2017-2018 technology budget. If the project does not require the full 100 hours to complete, the remaining hours will be available for future consulting and support. This quote is commensurate with what we could expect to see from other firms.

Not only does Imaginary Landscape bring experience and professionalism to this project, but they bring an intimate knowledge of our websites as well. The library worked with

them in 2013 to design and build the current website framework at a cost of \$57,400. In 2014 we paid \$4,000 for 25 hours of additional support.

This is a one-time cost to help us address a compounded problem. Going forward, we are committed to keeping the Django framework current with regular, small, incremental upgrades. Our staff web developer will be deeply embedded in the upgrade project alongside Imaginary Landscape, and will thereby expand his skill set in order to be able to do this work internally in the future.

We therefore recommend Board approval to hire the firm Imaginary Landscape to upgrade the main library website and the staff intranet.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE QUOTE FROM IMAGINARY LANDSCAPE TO UPGRADE THE MAIN LIBRARY WEBSITE AND THE STAFF INTERNET FOR 100 SUPPORT HOURS IN THE AMOUNT OF \$14,000. AS PRESENTED.

The roll call vote for approval was unanimous. The vote was 5 ayes and 0 nays.

UPDATE OF ANTICIPATED CAPITAL PROJECTS

In the past, the Board has asked for an updated list of potential capital projects every six months. Since the capital asset study, completed earlier this year, includes a fuller picture of what capital improvements are needed, Mr. Kong has included just a look at recently completed projects as well as anticipated projects for the current fiscal year.

Some of the projects, including the re-carpeting of the 3rd floor and 1st floor circulation workroom, may be delayed since it would be helpful to have the master plan in place before taking on that work. Other projects, like the upgrade of the access control system, are higher priorities for this year.

Another updated list of anticipated capital projects for FY 2018-19 will be provided in February 2018 as the Board considers the FY 2018-19 budget. The complete capital asset study is available through the Board's Dropbox, and can be viewed at any time.

No board action is needed at this time. This update is for informational and planning purposes only.

For the February 2017 board meeting, the Board requested that the spreadsheet be printed out and put in the board folders in a larger font size.

Mrs. Parrilli left the meeting at 7:45 p.m. and returned at 7:48 p.m.

Discussion continued regarding the master plan including the courtyards and landscaping. The posts especially in the courtyard need to be painted. Mr. Kong assured the Board the courtyards would be included in the master plan.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported the following highlights from the July 28, 2017, RAILS Board of Directors meeting from supporting documents and recorded videoconference.

President's Report: After swearing in the newly elected Board members, current Board President Dave Barry gave the oath of office to the new Board officers for FY2018: President: Kate Hall, Northbrook Public Library; Vice President: Laura Turner, Caterpillar; Secretary: Susan Busenbark, Kewanee Public Library; Treasurer: Paul Mills, Fountaindale Public Library.

Financial Report: In Finance Director Jim Kregor's report to the Board, he stated that the General Fund unassigned cash and investment balance ending June 30, 2017, totaled \$12.6 million covering 13.5 months of operation. RAILS has been awarded, but has not received an additional \$3,962,120 of Area and Per Capita Grant funds, which would fund approximately four additional months of operations.

Executive Director's Report: Executive Director Dee Brennan updated the Board on upcoming projects and explained in depth the details of these projects to new Board members. She also informed the Board on the progress of the construction at the Burr Ridge Service Center, which is on schedule and budget. Also, a few RAILS staff members introduced themselves and gave a brief overview of their jobs and responsibilities.

At Ms. Brennan's recommendation not to replace the vacant Human Resources Director position and combine this job and Jim Kregor's position into Director of Finance and Human Resources, the Board voted to approve the change in title for Jim Kregor and salary structure for some of his staff.

Next meeting: Friday, August 25, 2017, at New Lenox Public Library.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

ADJOURNMENT

At 7:54 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary