

December 11, 2019

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, December 11, 2019.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:30 pm.

Members present: Mark Prosperi, President; Eugene Griffin, Vice President; Karen Parrilli, Secretary; Mira Barbir; Magnolia Rivera-Pulex; and Richard Kong, Director

Members absent: Susan Greer; Jonathan H. Maks, MD

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

Guest present: Corrie Wallace

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 2019

Mrs. Parrilli made a motion, seconded by Mr. Griffin to approve the minutes of the regular meeting of November 13, 2019, 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.

APPROVAL OF DESTRUCTION OF CLOSED SESSION AUDIO RECORDINGS OF:
January 11, 2017; March 15, 2017; April 12, 2017; May 10, 2017

Mr. Griffin made a motion, seconded by Mrs. Parrilli to approve the destruction of the audio recordings of the closed session minutes of January 11, 2017; March 15, 2017; April 12, 2017; and May 10, 2017. The vote was 5 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(a); March 15, 2017; April 12, 2017; June 14, 2017; July 12, 2017; October 18, 2017; December 13, 2017; May 9, 2018; May 8, 2019; August 14, 2019; October 16, 2019; October 29, 2019

The Board reviewed all closed session minutes. The Board determined that the need for confidentiality no longer exists for the meeting minutes of August 14, 2019.

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

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 (a); MARCH 15, 2017; APRIL 12, 2017; JUNE 14, 2017; JULY 12, 2017; OCTOBER 18, 2017; DECEMBER 13, 2017; MAY 9, 2018; MAY 8, 2019; OCTOBER 16, 2019; AND OCTOBER 29, 2019 MINUTES AND THEY SHALL REMAIN CLOSED.

The motion was approved unanimously with a vote of 5 ayes and 0 nays.

COMMENTS FROM OBSERVERS

There were no comments from the observers.

EDI PRESENTATION FROM CORRIE WALLACE

Ms. Wallace gave a presentation to the Board regarding the SEED program and led the group in an exercise about indigenous peoples. There was discussion among the Trustees.

Ms. Wallace left the meeting at 7:00 pm.

DIRECTOR'S REPORT (Written report provided by Mr. Kong to the Board prior to the meeting)

Renovation Update

We received a strong response to our furniture procurement bid package, with a number of furniture dealers sending in their bids on various parts of the furniture schedule developed by Andrew Berman Architect (ABA). ABA's recommendations for approval of the bids will be presented to the Board during the December meeting. In addition, we have a revised proposal from Library Furniture International (LFI) for the new shelving that will be required for the project. This will also be presented for Board consideration during this month's meeting.

The Bond issuance is proceeding as planned. We should take possession of the library's portion of the funds by mid-December.

We continue to work with ABA and graphic designer Neil Donnelly on the signage plan. We plan to go out to bid for the production of signage soon.

Staff Day

Due to anticipated loss of space during the renovation, we held Staff Day on November 21, 2019, rather than in January 2020. The vast majority of our staff attended this special event and enjoyed a wide variety of activities and training opportunities. I started the day by giving a presentation that focused on our staff culture statement, emphasizing the idea that library work is not a solitary endeavor. I encouraged staff to look out for one another, showing compassion and respect, especially in light of the challenges that the upcoming renovation may bring. I ended my presentation by asking the staff to collectively applaud and celebrate each other as I named our various departments.

The rest of the day started with staff splitting into various groups to hear from a number of guest presenters about the topic of curiosity, one of our core values from our new strategic plan. Individual departments also engaged in conversations about how staff can relate to and engage in work that supports the strategic plan's core values and strategic focus areas for the community. Later in the afternoon, Deputy Director Laura McGrath provided some helpful information about logistics of the upcoming renovation, particularly how the first floor will be modified in certain areas to accommodate services and collections that will be inaccessible from the second floor. Staff then participated in "choose your own adventure" stations designed to build camaraderie and a sense of unity. We ended the day by recognizing work anniversary milestones (i.e., 5, 10, 15, 20, 25 years) and an always-popular annual blooper reel of staff.

Special thanks to Learning and Development Coordinator, Leah White, for organizing the day, and to Board Vice-President Gene Griffin and Board Secretary Karen Parrilli for participating in the day.

2019 Annual Review

This year's Annual Review will be available to view online at <http://skokieliibrary.info/2019review>. This is the third year staff have created an online year-in-review to share key moments, statistics, and stories with our community. This year's review is organized using the three priority areas outlined in our new strategic plan. Communications and Multimedia Engagement staff, led by its manager Jane Hanna, worked hard to capture and assemble all of the writing, photos, and videos. The Annual Review will be shared widely with our patrons and community partners.

Village Tax Levy Presentation

On Monday, December 2, 2019, I attended the Village of Skokie's Board meeting as the Village Manager and Finance Director presented the first reading of the 2019 tax levy ordinance. The library's total 2019 tax levy, representing an increase of 0% approved by the Board in September 2019, was presented alongside the Village levy. The ordinance will be presented for a second reading and adoption at the December 16, 2019, Village Board meeting. The Property Tax Levy ordinance serves as formal notification to the Cook County Tax Extension Office of the aggregate amount of property taxes to be levied from Skokie properties. The ordinance will be filed with Cook County upon adoption by the Village Board.

New First Bank Chicago Account for Bond Funds

After considering a number of banking options for our incoming bond funds (for the upcoming renovation project), Finance Director Blythe Trilling and I decided to open up a new interest-bearing account with First Bank Chicago, a division of First Bank of Highland Park focused on commercial banking and treasury management. The bank recently opened a branch in Skokie, and they offered the highest interest rates and ease of use for what we will need during the renovation project. Senior Vice President of Treasury Management Emma Montagu and Vice President David Putrus, formerly of First Bank & Trust (later Byline Bank) in Skokie, will serve as our contacts on this new account.

Byline CD Transfer

The last of our three CDs with Byline reached its maturity date recently. Rather than reinvest the funds with Byline at a lower interest rate, Finance Director Blythe Trilling and I decided it was best to transfer the funds into our IL Funds Reserve Fund. The other two CDs were closed out earlier this year and funds were transferred to accounts with higher interest rates.

Black History Month

To recognize and celebrate Black History Month in February 2020, staff have planned a variety of programs for patrons of all ages. A full list of programs is attached to this report for the Board's benefit, and they will be featured in the January/February newsletter that goes out to every Skokie household. There will also be a quilt display, "Quilts in the Black Aesthetic Tradition," curated by Tracy Vaughn-Manley, a professor at Northwestern University.

High School Lounge and Safety Staffing

As previously discussed with the Board in the fall, we implemented a new staffing model in the High School Lounge that ensures the space is staffed by a library employee during every hour it is open for the public. We also recently hired two extra part-time safety officers to make sure we have at least two safety officers present in the building during all open hours.

Discussion ensued.

BILLS

Mr. Kong explained the application and certificate for payment document that Shales McNutt Construction will prepare each month before subcontractor payments are made during the renovation. The pay app #1 was included for approval with the regular bills this month, but will be separated on the agenda moving forward.

A motion was made by Mr. Griffin, 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 5 ayes and 0 nays; the motion passed unanimously.

CONSENT AGENDA (Financial Statements; Statistics Report; Reports from Department Heads; Gifts; Personnel)

Mr. Kong mentioned that the budget for professional services has already been depleted due to more assistance needed from the library's attorney than originally expected for the renovation project. The shortfall will be made up in other areas of the budget.

Ms. Barbir made a motion, seconded by Mr. Griffin:

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. STATISTICS REPORT;
2. REPORTS FROM DEPARTMENT HEADS;
3. GIFTS: \$250 FROM JOSEPH AND MARY PLAUCHÉ;
4. PERSONNEL: HIRE: ROXY VILLATORO, PART-TIME SAFETY OFFICER, BUILDING SERVICES AND SAFETY, EFFECTIVE DECEMBER 4, 2019; DEPARTURES: DANIEL B. SUWINSKI, PART-TIME ADVISORY SPECIALIST, PATRON ENGAGEMENT, EFFECTIVE DECEMBER 1, 2019; AUDREY WILLIAMS, FULL-TIME ADMINISTRATIVE ASSISTANT, ADMINISTRATION DEPARTMENT, EFFECTIVE DECEMBER 13, 2019.

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

PER CAPITA GRANT REQUIREMENTS

The Board noted the update about the per capita grant application requirements. The application has been submitted to the Illinois State Library.

APPROVAL OF RESOLUTION AUTHORIZING ADMINISTRATIVE APPROVAL OF CERTAIN CONSTRUCTION-RELATED CONTRACTS AND CHANGE ORDERS

During the upcoming renovation project, there may be certain construction-related contracts and change orders. In order to keep projects on schedule, it is normal for public libraries to authorize their executive director to approve these contracts and change orders up to a certain limit without obtaining approval from the Board.

Based on a brief discussion during the November Board meeting, Mr. Kong brought forward a resolution that would authorize him, as the library's director, and Laura McGrath, as the library's deputy director (only in Mr. Kong's absence and with his authorization) to approve construction-related contracts and change orders on behalf of the Board, provided that the amount of any such individual contract or change order shall not exceed \$25,000. Approvals of change orders would be done with the understanding that they are in the best interest of the library. The library's attorney, Samuel Cavnar, reviewed this proposed resolution.

The resolution also includes language that would authorize the director and deputy director of the library to approve and execute change orders between \$25,000-\$50,000 with the written consent of the Board President. Previously, the Board asked if it would be possible for there to be a requirement of two Board officers for authorization of change orders in this range, but Mr. Cavnar noted that this would essentially constitute forming a subcommittee of the Board of which two members would be the majority of the quorum, thus requiring adherence to Open Meetings Act (OMA) rules of posting meetings, agenda items, etc. in advance of meetings of the subcommittee. Requiring just the approval of the Board President would mean there is no OMA subcommittee involved, and would allow a more efficient approval process. If the Board were to decide it would rather not include this language, item #3 on the first page of the resolution would be deleted in the version that the Board considered for approval. In this case, if there is a change order that falls above \$25,000, Mr. Kong

would most likely ask the Board to schedule a special meeting to consider approval of the change order if a regularly scheduled monthly meeting is not imminent.

Mr. Kong recommended Board approval of the resolution authorizing administrative approval of certain construction-related contracts and change orders as presented.

Mr. Prosperi suggested amending the resolution to add that, if the Board president is not available, the approval can be given by another Board officer.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RESOLUTION AUTHORIZING ADMINISTRATIVE APPROVAL OF CERTAIN CONSTRUCTION-RELATED CONTRACTS AND CHANGE ORDERS WITH THE ADDITION OF THE PROPOSED AMENDMENT.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF AWARD OF BIDS FOR FURNITURE

On November 26, 2019, the library held a public bid opening of furniture bids for the 2020 Library Renovation. Furniture dealers were invited to bid on some or all specified furniture items listed in the furniture schedule prepared by Andrew Berman Architect (ABA).

The library's bid package instructions state that "the Library's Board of Trustees will award multiple contracts to the lowest responsive and responsible Bidder for each specified furniture item based upon unit cost."

After reviewing all of the bids from the various furniture dealers, ABA prepared recommendations for the Board to consider. Thomas Interiors provided the lowest unit bids for most of the furniture, except for the following:

- Forward Space:
 - C9 Steelcase Think chairs
- Library Furniture International:
 - T18 to T21 3Branch Butcher-block Tables
- Interior Investments:
 - All Fermob Luxembourg items
 - C39A and C39B Davis A-Benches
 - T37 Herman Miller reading tables
 - S1 Herman Miller staff desk
 - S6 and S7 Herman Miller staff desks
 - M4 Custom glass tops for existing Barcelona table bases
 - M6 Herman Miller cabinet
 - M9 Herman Miller wardrobe

- M10 Herman Miller gaming cabinet
- M11A Makerspace utility 2-shelf carts

The totals for each dealer, including freight and labor, are:

- LFI - \$115,554.20
- Interior Investments - \$107,994.81
- Thomas - \$912,874.14
- Forward Space - \$14,363.31

The total furniture package, \$1,150,786.46, is less than the amount originally budgeted for furniture. Mr. Kong recommended that the Board approve the award of the recommended furniture bids and alternates for the 2020 Skokie Public Library Renovation Project in the amount of \$1,150,786.46 as presented by Andrew Berman Architect.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AWARD OF THE RECOMMENDED FURNITURE BIDS AND ALTERNATES FOR THE 2020 SKOKIE PUBLIC LIBRARY RENOVATION PROJECT IN THE AMOUNT OF \$1,150,786.46 AS PRESENTED BY ANDREW BERMAN ARCHITECT.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF SHELVING PROPOSAL

As part of the upcoming interior renovation project, the library has plans to replace most of the shelving for our collections throughout the library. The shelving we have chosen is specifically designed for libraries and comes from a division of the Tennsco Corporation called Estey. Tennsco is a family owned business that manufactures storage solutions, including the Estey shelving products, in Dickson, Tennessee.

Library Furniture International (LFI), based in Northbrook, is a furniture dealer who has worked with our library extensively in the past, beginning with the 2001 expansion and renovation project. It has been verified that LFI is the exclusive dealer and sole source of Estey shelving in Illinois, and thus determined that this contract is exempt from competitive bidding under Section 5-5 of the Local Library Act, 75 ILCS 5/5-5(10). However, with a continued focus on obtaining competitive pricing, we note that LFI participates in a national purchasing cooperative, called The Interlocal Purchasing System (TIPS), that offers access to competitively procured purchasing contracts for products including Estey shelving. As a member of TIPS, the library has access to pricing that is significantly discounted from list price.

Library staff, notably Access Services Manager Annabelle Mortensen and Deputy Director Laura McGrath, have worked hard to finalize the library's shelving plan and types with Andrew Berman Architect and LFI. Below are LFI's quoted prices for the Estey shelving organized by the three phases of the project with freight and installation included, or "all-in" numbers, as discounted.

Phase 1: 2nd Floor	\$245,084
Phase 2: 1st Floor West	\$219,481
Phase 3: 1st Floor East	\$150,024
TOTAL	\$614,589

Mr. Kong recommended that the Board approve the shelving proposal from Library Furniture International (LFI) for the 2020-2021 library renovation project in the amount of \$614,589.

Mrs. Parrilli asked if there is a potential market for the library's old shelving. Mr. Kong explained that there is not.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SHELVING PROPOSAL FROM LIBRARY FURNITURE INTERNATIONAL (LFI) FOR THE 2020-2021 LIBRARY RENOVATION PROJECT IN THE AMOUNT OF \$614,589.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

ADOPTION OF REVISED PERSONNEL CODE

In October 2017, the Board adopted a significantly revised Personnel Code. Since then, there have been a couple of revisions to this policy, most recently in March 2019. At this time, further revisions are necessary mostly due to the legalization of recreational marijuana in Illinois starting January 1, 2020, and the Illinois Workplace Transparency Act.

After discussing possible changes to the policy with Human Resources Manager Beth Dostert and Mr. Kong, the library's attorneys at Robbins Schwartz who specialize in human resources law provided suggestions.

The first major section that is being revised is Section 2.3., which covers Nondiscrimination, Anti-Harassment, and Non-Retaliation. As our attorney Thomas Garretson notes, the suggested changes are consistent with amendments to the Illinois Human Rights Act via the Illinois Workplace Transparency Act.

The suggested changes to Section 2.5. relate to the Illinois Cannabis Regulation and Tax Act. The section generally provides language about how the library will maintain a drug and alcohol-free workplace.

Section 5.9. is being modified to reflect PA 101-221's amendment to VESSA, which expands protections to victims of gender violence; and changes to Section 5.10. reflect PA 101-486's amendments to the Illinois School Visitation Rights Act.

Another minor change in the policy is to Section 6.4., which addresses dress guidelines for staff. Under the section specifying examples of inappropriate attire, the removal of sweatshirts is being proposed. Sweatshirts that are clean and in good condition may be acceptable for those employees who are allowed to wear casual attire (for non-public areas or performing manual tasks).

Mr. Kong recommended adoption of the revised Personnel Code.

Mr. Griffin asked a question regarding the wording of section 5.9. Mr. Kong stated he would ask the library's attorneys for clarification.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT
THE REVISED PERSONNEL CODE AS PRESENTED.

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

CALENDAR OF UPCOMING LIBRARY EVENTS FOR 2020

The Board noted the calendar of upcoming community and professional library events for 2020.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

RAILS Board of Directors Meeting

Friday, November 22, 2019

Burr Ridge Service Center

The following are highlights from the November 22, 2019, RAILS Board of Directors meeting's supporting documents and recorded video conference.

Financial Report: Mr. Jim Kregor reported that the unassigned General Fund total cash and investment balance ending October 31, 2019, was \$15,100,000, covering 16.1 months of operation, after receiving one payment of \$1,518,756 from the FY2019 Area and Per Capita. RAILS still awaits three final grant installments totaling \$3,217,500.

Executive Director Report: Deirdre Brennan updated the Board on the Illinois Census state grant, which they received in October. She introduced the Census Project Manager, Amy de la Fuente. She explained her role in implementing the grant by targeting six demographic communities within library districts in eight collar counties. Under the grant guidelines, RAILS directs their outreach efforts to families with children less than five years of age, the elderly, renters, those living under the poverty scale, and the homeless.

Because Illinois is one of the last states in the nation to offer access to online database resources, Ms. Brennan submitted a proposal to the Illinois Library Association and the Illinois State Library for their legislative support asking for \$2.5 to \$5 million in an annual appropriation to provide database access to all Illinois residents.

Delivery Report: Facilities and Delivery Director Mark Hatch reported on the fulfillment and delivery process of resource sharing materials throughout the RAILS area. Driving more than 1,000,000 miles annually, drivers deliver over 9,000,000 items in a 27,000 square-mile area. His department employs 50 drivers and sorters with a budget of \$3,000,000 at a cost of \$0.33 per item delivered.

Illinois State Library: Greg McCormick announced that the Secretary of State's office received legislative notice to release \$15,000,000 in state grants for public library constructions. Previous applications are now being considered and future applications will be accepted until April 1.

Board Development: Sylvia Norton, Executive Director of American Association of School Libraries, conducted a question and answer session with the Board on the purpose, functions, and changing services and resources of school libraries. Discussion included the difficulty of school budgets maintaining school librarians and libraries, including the vital role librarians play within the school community.

Next meeting: Friday, January 17, 2019, at Burr Ridge Service Center

(Note: There is no RAILS Board meeting in December)

COMMENTS FROM TRUSTEES

There were no comments from the trustees.

ADJOURNMENT

At 8:39 pm a motion was made by Mrs. Parrilli seconded by Ms. Barbir to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary