

June 8, 2016

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, June 8, 2016.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:31 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Susan Greer; Jonathan H. Maks, MD; Zelda Rich; and Carolyn A. Anthony, Director.

Member absent: Eugene F. Griffin.

Staff present: Richard Kong, Deputy Director.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETINGS OF MAY 10, 2016 AND MAY 11, 2016 AND THE REGULAR, CLOSED, AND ANNUAL MEETINGS OF MAY 17, 2016

Dr. Maks made a motion, seconded by Mrs. Hunter, to approve the minutes of the special meetings of May 10, 2016 and May 11, 2016 and the regular, closed, and annual meetings of May 17, 2016, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 7 ayes and 0 nays.

Review of Closed Session Minutes of: July 11, 2007; August 15, 2007; January 12, 2011; September 10, 2014; October 14, 2014; November 12, 2014; December 10, 2014; July 8, 2015; August 12, 2015; April 13, 2016

The Board reviewed the closed session minutes.

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

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, AND APRIL 13, 2016 MINUTES AND THEY SHALL REMAIN CLOSED.

The roll call for approval was unanimous. The vote was 6 ayes and 0 nays.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE OCTOBER 14, 2014 MINUTES AND THEY SHALL BE OPENED.

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

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE NOVEMBER 12, 2014 MINUTES AND THEY SHALL BE OPENED.

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

A motion was made by Dr. Maks, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE DECEMBER 10, 2014 MINUTES AND THEY SHALL BE OPENED.

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

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE AUGUST 12, 2015 MINUTES AND THEY SHALL BE OPENED.

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

Approval of Destruction of Audio Recordings of the Closed Minutes of: August 13, 2014; September 10, 2014; October 14, 2014; November 12, 2014

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVES DESTRUCTION OF THE VERBATIM AUDIO RECORDINGS OF THE FOLLOWING CLOSED MINUTES: AUGUST 13, 2014; SEPTEMBER 10, 2014; OCTOBER 14, 2014; NOVEMBER

12, 2014. ALL WRITTEN MINUTE REQUIREMENTS HAVE BEEN MET PER [5 ILCS 12/2.06 SUBSECTION (a).]

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

For the July Board meeting, Mrs. Hunter would like a list of staff that are Medicare eligible but are still working and utilize the library's health insurance.

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

Mrs. Parrilli made a motion, seconded by Mrs. Hunter:

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: FOR SUMMER READING CLUB: \$1,000. FROM FIRST BANK & TRUST; \$500. FROM GLENN'S DUXLER TIRE INC.; \$500. FROM GRADE POWER LEARNING CENTER, SKOKIE; \$500. FROM HUNTINGTON LEARNING CENTER
4. PERSONNEL: PROMOTION: JANE HANNA, FROM FULL-TIME CONTENT STRATEGY COORDINATOR, VIRTUAL COMMUNITY ENGAGEMENT, TO FULL-TIME VIRTUAL COMMUNITY ENGAGEMENT MANAGER, EFFECTIVE MAY 30, 2016; TERMINATIONS: DANNY KHOURI, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE JUNE 11, 2016; EMILY COMPTON-DZAK, PART-TIME REFERENCE LIBRARIAN, ADULT SERVICES, EFFECTIVE JUNE 15, 2016.

The motion passed unanimously.

BILLS

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

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

The roll call vote for approval was 6 ayes, 0 nays; the motion passed unanimously.

ANNUAL REPORTS F.Y. 2015-2016 (GENERAL OPERATING FUND; RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS; 2001 DEBT FUND; ACCESS SERVICES / STATE OF THE COLLECTION / ANNUAL DASHBOARD

The first four annual reports were presented and noted by the Board.

DIRECTOR'S REPORT

USAGE----Circulation in May was down less than 2% from May last year although digital formats posted strong gains. Use of Adult Periodicals jumped, perhaps in response to some shelving adjustments which made them more visible. The Gate Count was down nearly 3% for the month. Computer use was relatively flat at 10,345 for May. Nearly equal numbers of programs were offered for Adults and Youth in May although twice as many children attended the Youth programs, not surprising with so many school visits. The Tech Help Desk continued to field the most requests, with the Call Center and Youth Desks each handling more than 2,000 requests. Architecture is the featured subject in the BOOMbox and programs included a Skokie Walking Tour of the nearby area.

BOOKMOBILE----The new bookmobile was delivered on schedule and wrapped with custom designed artwork by graphic artist Jay Ryan. Over the next week, the library logo will be applied, technology installed, and the shelves loaded with books and other library materials, many newly purchased for the occasion. The new bookmobile will begin making community visits June 9, with the official ribbon-cutting June 16 at 1 p.m. The Mayor will be in attendance.

FESTIVAL OF CULTURES----The library participated in the annual Skokie Festival of Cultures May 21-22, without the old bookmobile that was leaking diesel. Staff signed up 250 people for Summer Reading in advance of the start of the program June 1. Children enjoyed activities and small animal figures that were given as prizes.

NILES TOWNSHIP PROPERTY TAX COALITION----The Niles Township Property Tax Coalition continues to operate to preserve the commercial property tax base in the Township. The library's share of costs for challenges to tax objections in Skokie for the past year was \$1,178.58, helping to preserve over \$2 million dollars in revenue to local taxing bodies.

ALA ANNUAL CONFERENCE----Mrs. Anthony will attend the ALA Annual Conference in Orlando June 23-27, completing her term on the PLA Board and participating in meetings of the PLA Measurement Task Force and the ALA Digital Content Working Group. Skokie Public Library will receive the ALA Excellence in Public Programming Award as well as two awards recognizing outstanding library publications in the school services brochure and the Coming Together: Voices of Race resource packet.

TASTE OF SKOKIE VALLEY----The annual Taste of Skokie Valley will be held at the North Shore Center for the Performing Arts Thursday, June 16. This is a fundraiser for Skokie Valley Rotary and the Skokie Chamber of Commerce.

CORPORATE REPLACEMENT TAX----The library received \$57,000 in corporate replacement tax in May which did not post until June.

PARKING----Richard Kong met with the board of St. Paul's Lutheran Church recently about using their parking lot for 20 or so staff vehicles to be parked there during the day. Mr. Kong is still in negotiations regarding the fee to use the lot.

APPROVAL OF PROJECTED END-OF-YEAR BALANCE

The Projected Balance Sheet for Fiscal Year ending April 30, 2016 was distributed. While, as usual, there were some expenses from FY 2016 that carried over into May and some tax revenues received that the auditors may assign to FY 2016, the estimated revenue balance for the year is \$500,000.

Mrs. Anthony recommends transfer of \$300,000 to the Reserve Fund for Sites and Buildings.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF \$300,000. TO THE RESERVE FUND FOR SITES AND BUILDINGS.

The roll call vote for approval was 6 ayes, 0 nays; the motion passed unanimously.

APPROVAL OF NON-RESIDENT SERVICES

Public library Boards must annually decide and take action on whether to participate in or opt-out of the non-resident reciprocal borrowing program. This law pertains only to the possibility of providing service to persons "residing outside of a public library service area" and does not affect practice regarding the sale of cards to non-residents of areas

already served by a public library. Therefore it would not affect our sale of cards to Chicago residents.

The Board first discussed this in 2004 due to a revision of the Illinois compiled statutes Chapter 75 Act 5, Section 4-7, Paragraph 12 in January, 2002. The effective change was as follows:

A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The non-resident cards shall allow for borrowing privileges at all participating libraries in the regional library system ~~only at the library where the card was issued.~~ (New text is underlined. Expired text is lined through.)

Since Skokie does not have a significant neighboring unserved population, Mrs. Anthony has recommended that the Board approve participation in the program. Since the "closest public library" is determined by school district and the close-by area of Golf does not have public library service, there is a small number (estimated at 50) of students from Golf who attend Niles North and might want to purchase a Skokie Public Library card. In fact, we sold twenty-eight (28) non-resident borrowers' card in 2015; twenty-eight (28) non-resident borrowers' cards in 2014; and twenty-three (23) non-resident borrowers' cards in 2013. Typically, not more than one or two of these cards are sold to Golf residents each year, a volume which does not present a problem. At the present time, there are no Golf residents holding fee cards for the Skokie Public Library, but three Golf residents registered as reciprocal borrowers from Glenview.

Mrs. Anthony recommends that the Board renew approval of participation in the Non-resident Services program for the year from July 1, 2016-June 30, 2017.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
RENEW PARTICIPATION IN THE NON-RESIDENT SERVICES
PROGRAM FOR THE YEAR FROM JULY 1, 2016-JUNE 30, 2017.**

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

APPROVAL OF SKOKIE LIBRARY SAN UPGRADE PROPOSAL

Board approval for the purchase of a new Storage Area Network (SAN) is sought. The Information Technology department is asking for a capital expenditure of \$24,896 for the purchase of a new Dell EqualLogic PS6210X SAN device. This new SAN will replace two Dell EqualLogic 4000 series SANs, both of which have been recently listed as End

of Life (EOL) by the manufacturer. This new SAN will have almost as much storage capacity as the two current SANs and greater speed, all for 60% less than what we paid for the two SANs back in 2009.

A SAN is crucial to a virtual computing environment. The new SAN will provide 21TB of useable storage and will support more than 50 virtual servers and appliances. We have been extremely happy with our Dell EqualLogic SANs, and the new SAN will seamlessly integrate with the two existing SANs for an easy transition. We expect to get another seven years of use from this new device.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF A NEW STORAGE AREA NETWORK (SAN) IN THE AMOUNT OF \$24,896.00 AS PRESENTED.

The roll was called. The motion passed unanimously; the vote was 6 ayes and 0 nays.

APPROVAL OF SECURITY UPGRADE RECOMMENDATIONS

During the December 2015 Board Meeting, the Board requested that we carefully assess our current safety practices and determine what actions should be taken to minimize our risk to violence and create a safer environment overall. Specifically, we were asked to consider our potential response to active shooter scenarios in the building.

Rich Simon, Maintenance and Security Manager, began his assessment by meeting with a number of local security experts, including representatives from both the Skokie Police and Fire departments, the Security Director of the Illinois Holocaust Museum, and contacts at the University of Iowa Police department. Later, on the recommendation of Board President Mark Prosperi, Mr. Kong met with Jim Smith of Silver Star Protection Group to learn more about consulting and training services available to us if we find it necessary.

The following questions guided these conversations with local security experts:

- What kind of training is available for library staff to best respond to active shooter scenarios?
- Are there changes we should make to the active shooter response section in the library's emergency procedures?
- Do they have recommendations for making the physical building safer for patrons and staff, including possible safe room designations, enhanced door hardware, an access control system for all staff areas, and an emergency panic button system?

Based on what we learned from these meetings and other internal discussions with staff, we determined that the following steps should be taken to help us create a safer environment and help staff become better prepared to respond appropriately during emergency situations. Recommendations are prioritized based in part on what is currently feasible.

Staff Training:

- Include the “Run, Hide, Fight” video produced by the City of Houston and available on YouTube in the orientation process for all new library employees. *(Note: This video has already been added to the orientation process, and we also showed the video to all staff during Staff Day in January 2016)*
- Train staff to become familiar with locations of potential safe rooms, exit doors, light switches, house phones, and a designated emergency meeting point (i.e., Village Hall). *(Note: Rich Simon recently met with many staff to give them a tour of the facility, focusing on the location of emergency exits)*
- Offer regular training refreshers on how to use the public address system and the Vocera communication device in the event that a broad safety message needs to be conveyed. *(Note: Besides staff time, no cost)*
- Schedule training with Crime Prevention Officer Tammy Jacobson, who has a safety training presentation that she routinely shares with the local schools. The Skokie Fire Department is willing to participate in this training and demonstrate their coordinated response with the Skokie Police Department in the event of an active shooter scenario. A drill should be scheduled to prepare staff on how they would and should respond during an active shooter scenario. *(Note: Besides staff time, no cost)*
- Consider ALICE training for library security staff. ALICE is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. ALICE provides training for organizations with a combination of a 45-60 minute online self-paced learning experience for the staff member followed by a certified trainer coming to the facility to complete the program with the organizational group together. *(Note: Cost is \$595/person; total cost for four security staff members is \$2,380)*
- Explore ways to help staff become more familiar with names and faces of colleagues (e.g., install staff photo directory near main staff entrance). *(Note: Minimal cost)*

Securing the Building:

- In an effort to expedite First Responder efficiency, number exterior doors and the main room doors on each floor. (*Note: Exterior doors were numbered recently.*)
- Keep the door to Administration office suite closed at all times. Require staff to use key card access system (to be installed) to unlock and open the door. Also, install video intercom system to the door to Administration office suite. Require visitors to request access. (*Note: Cost estimated at \$5,000*)
- Keep the doors to various staff office suites throughout the building closed at all times. Require staff to use existing keypads to unlock and open these doors. (*Note: No cost*)
- Install hardware upgrades to designated safe rooms. Possible hardware upgrades include sliding deadbolts and peep holes to be able to identify emergency responders and/or threats. Safe rooms include 1st floor call center, 1st floor youth services storage room, 2nd floor mechanical room, 3rd floor staff restrooms, and 3rd floor access services storage/sorting room.
- Update labels identifying one's location on signage mounted in stairwells and hallways, and color code sections of the library on library floor maps. (*Note: Minimal cost*)
- Explore possibility of installing a rooftop fire escape ladder. (*Note: Cost yet to be determined*)
- In the future, consider converting keypad system on staff doors to key card access system. This would enable all staff to enter office spaces easily, without needing to memorize numerous combinations. When individual employees leave the organization, their key cards can be deactivated remotely, thereby minimizing any security risk. (*Note: Cost estimated at \$50,000*)
- Explore possibility of installing elevator security option limiting access to 3rd floor during evenings and weekends. (*Note: Cost estimated at \$10,000 for both elevators*)
- Directly connect Area of Rescue Assistance activation buttons to the 911 call center. Currently they are only connected to a board next to the Fire Panel. (*Note: Cost estimated at \$5,000*)
- Install emergency panic buttons that would summon the Police, and activate blue safety strobe lights (mounted on both east and west sides of the library) indicating possible danger in the library. (*Note: Cost estimated at \$15,000*)

Comments and further suggestions regarding these recommendations, especially about what should be prioritized, are welcome. Mr. Kong requested Board approval of the recommendations.

Lengthy discussion followed. It was the consensus of the board to approve the recommendations as presented with the exception of the expense of \$50,000 for converting the keypad system on staff doors to a key card access system. Mr. Kong would bring any expense over \$10,000 to the Board for approval and implementing the items in the Staff Training and Securing the Building sections will be done over a period of time.

APPROVAL OF OAKTON STREET LANDSCAPING

The landscaping along Oakton Street has been in decline in recent years and does not show the library to best advantage. Staff consulted with landscape designer Ami Malter of Northbrook who has developed a plan for a complete overhaul of the Oakton Street landscape. Mrs. Anthony distributed a copy of the plan with hand coloration.

A description of work to be done by Contour Landscaping which would implement the plan was distributed. Contour Landscaping is a Skokie company that did an excellent job with the spring clean-up and plantings at the library.

It should be noted that the cost of implementing the plan is expected to be in the range of \$18,784-\$24,800, depending on the size of the plants available. Rich Simon anticipates that changes in the irrigation system to ensure that heads are appropriately placed for watering the new plantings will be ca. \$3,000.

Board approval of the landscape work along Oakton Street by Contour Landscaping at a cost not to exceed \$25,000. was requested. Discussion followed.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE LANDSCAPE WORK ALONG OAKTON STREET BY
CONTOUR LANDSCAPING AT A COST NOT TO EXCEED \$25,000.**

The roll was called. The motion passed unanimously; the vote was 6 ayes and 0 nays.

APPROVAL OF RECARPETING OF FIRST FLOOR

Most of the carpeting on the first floor of the library dates to the building renovation and expansion of 2002. Several years ago, we replaced the carpeting on the stairs and in some high-traffic areas near the service desks with attic stock. This past year, as part of the

renovation of the west lobby, we replaced the walk-off carpet in that area. The time has come for replacement of the first floor carpet and stair carpeting.

We discussed carpet replacement with our architect Paul Steinbrecher and with Krystal Burlingame of Vortex which handled the carpet replacement for the second floor. It is agreed that the primary carpet should be solution-dyed and all loop for maximum wear. Unfortunately, the carpet used on the second floor has been discontinued, but the size of the job is large enough that the manufacturer could do a custom run of the carpet. The current carpet on the first floor is broadloom because we had a prior negative experience with carpet tiles. Carpet tiles are much improved now and the recommendation is that we use primarily carpet tile on the first floor although broadloom would be used on the stairs. Resilient flooring is recommended for the elevator cabs rather than carpeting. The bid includes an allowance for replacement of carpet in the Radmacher Meeting Room as the specific selection has not yet been made there.

The base bid for carpet replacement is \$384,193.65, with alternates as described on the reverse of the page. The alternates may somewhat increase or decrease the final price, depending on selection. In the past, we have used Hallett to move loaded ranges of books during phased construction. Vortex says they can also do this now at a cost of \$88,200 (listed as an alternate). We can get a bid from Hallett for the job and bring comparison pricing to the Board in July.

The custom carpet production has a long lead time so the Board would need to approve the bid at the June meeting to obtain the carpeting for installation in August, a relatively slow time for library service. Mrs. Anthony showed samples of the proposed carpet.

Mrs. Anthony requested Board approval of the Base bid from Vortex in the amount of \$384,193.65. The bid includes demolition and removal of the current broadloom carpet as well as an allowance for floor preparation and all installation of the carpet. A 2% overage of the main carpet tile is included for attic stock.

Discussion followed regarding rolled carpeting vs carpet tiles. Mrs. Hunter said she will vote 'no' for any carpet tiles due to the previous bad experience using them.

Under Allowances, Mrs. Anthony also recommended replacing the east and west entrance mats in the amount of \$33,000. Replacing the carpet strips on the entrance mats will help to preserve the carpeting when patrons enter the building.

The window for carpeting replacement is between August 14 and September 7.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REPLACEMENT OF CARPETING ON THE FIRST FLOOR AND THE STAIRCASE AS PRESENTED IN THE VORTEX PROPOSAL DATED JUNE 3, 2016 IN THE AMOUNT OF THE BASE BID OF \$384,193.65 REMOVING “H” (\$2,000.) AND “O” ON THE FRONT OF THE QUOTE (\$15,000.) AND ACCEPTING CARPET ALTERNATE 2 (\$-17017.20) AND ADDING ALLOWANCE 5 (\$33,000.) ON PAGE 2 OF THE PROPOSAL.

The roll was called: Dr. Maks—yes; Mrs. Rich—yes; Mr. Prospero—yes; Mrs. Hunter—no; Mrs. Parrilli—yes; Mrs. Greer—yes. The motion passed; there were 5 ayes; and 1 nay.

APPROVAL OF OUTCOME REPORT ON GOALS AND OBJECTIVES FY 2016

As Mrs. Anthony read through staff reports on Objectives for FY 2016, she was impressed by the ways in which the Goals of this past three year planning period have shaped the thinking and approach staff has taken in developing strategies for completion of objectives. Services are much more targeted as in the case of career services which outline four specific target populations or in the greater specificity of audiences for various preschool programs.

Convenience and ease of use for the patron have become ingrained, with staff increasingly looking to meet patrons where they are, whether through installation of the SmartLocker at the Weber Center or taking preschool programs out into the community. Staff also more frequently solicit patron input in developing services while assessing program results through patron-perceived outcomes.

Many public programs involve partnerships with other agencies in the community. These partnerships enable staff to reach targeted populations such as young children in daycare or parents of young children through the schools. The cooperation in launching continuing community discussions on race is a great example of staff working with community partners toward outcomes addressing broader issues in the community, the aim of Goal 3.

Goal 4 calls for staff and residents to develop skills for critical thinking, creativity, communication, and collaboration. The reports on objectives include numerous mentions of interdepartmental collaboration. Opportunities for residents to develop skills for critical thinking, creativity, communication and collaboration abound with support for

adult and young writers, the BOOMbox, Youth Computer Lab, virtual engagement, and connected learning.

Goal 5 regarding staffing and organizational structure has provided opportunities for staff to grow and be challenged by taking on new responsibilities and working in different patterns. Staff from all public departments has been cross-trained to work in the Call Center. Volunteers are being trained for meaningful roles in service delivery.

While Mrs. Anthony's approach to goal setting is to give direction through goals that will never be fully achieved, the goals of the past three years have truly shaped staff thinking and service delivery. Mrs. Anthony congratulates staff for their creativity and discernment in developing strategies for realizing objectives and critically assessing the results. Such reflection and consideration will surely lead to continuing innovation and growth for individual staff and for the library's program of services.

The Board congratulated staff on a job well done. A motion was made by Mrs. Rich, seconded by Mrs. Parrilli to accept the Outcome Report as presented. The motion passed unanimously. The vote was 6 ayes and 0 nays.

DIGITAL CONTENT QUARTERLY REPORT

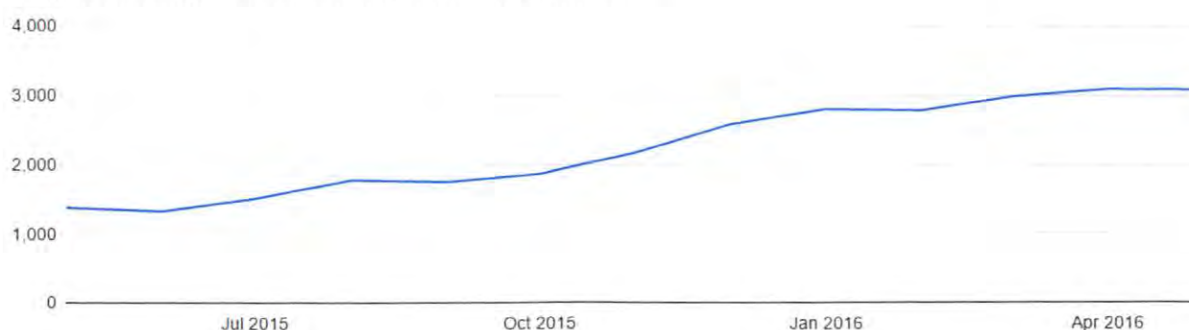
2015-2016 digital content circulation and Hoopla increases

The fiscal year closed with a continued rise in digital content usage fueled in part by a significant increase in the amount of content available to patrons, particularly the thousands of eBook, music, and audiobook titles added to Hoopla.

eResource circ	2013-14	2014-15	Increase	2015-16	Increase
eBooks	41,981	45,275	7.8%	62,887	38.9%
eAudiobooks	8,144	12,429	52.6	19,241	54.8%
ePeriodicals	n/a	3,588	n/a	4,645	29.5%
eMusic	n/a	4,366	n/a	6,791	55.5%
eVideo	n/a	6,245	n/a	8,761	40.3%

This year Hoopla added premium audiobook titles from HarperCollins, graphic novels from Dark Horse and Image Comics, and children's books from Disney. They also received national media attention as the only legal online source for streaming the albums of Prince, and offer the enormously popular soundtrack recording of the Broadway hit *Hamilton*.

Hoopla monthly checkouts May 2015-May 2016



TumbleBooks school partnership trial

Another key to our increased eBook circulation has been the enormous popularity of a pilot partnership program with the children’s eBook platform Tumblebooks. Tumblebooks provides simultaneous access to hundreds of well-known youth books; these books are animated and feature the option for “read-aloud” narration to help emerging readers. In January, we began piloting an enhanced service that allows public libraries to grant unlimited Tumblebooks access to their local public schools. (This direct link allows children to start reading the books from an internal school webpage, easily accessible on student Chromebooks with other school offerings, rather than having to go to our library page and type a card number each time they log on.) Book views, which count as checkouts, would be added to the library’s circulation. We piloted the program with four school districts, and views have skyrocketed:

January	910
February	785
March	1604
April	2786
May	3920

Not surprisingly, we’ve received overwhelmingly positive feedback from educators via discussions with School Services Librarian Jennifer Comello. She shared one enthusiastic email from a kindergarten teacher at East Prairie who uses it as part of the “Daily 5” initiative where students spend a few minutes each day exploring different ways of

reading a book. The teacher wrote: “It’s awesome! I’ve been using it with my kids during class time and Daily 5! YES [the library should continue] to subscribe!”

Although the trial ended with the wrap-up of the school year, the program will be added to our Tumblebooks contract so we can continue to offer the four districts this premium access when classes resume in the fall. The program will come with an added cost of \$350 per district, far less than other digital platforms—a win-win for the library, schools, and students.

Brief discussion followed. Dr. Maks commented that parents tell him they love Tumblebooks.

Mr. Prosperi asked that the order of business be changed and that we move to Reaching Across Illinois Library System (RAILS). The Board agreed.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the following highlights from the May 17, 2016, RAILS Board of Directors meeting’s videoconference and supporting documents.

Financial Report: RAILS Finance Director Jim Kregor reported that with the non-payments of FY2016 Area and Per Capita Grant due to the continued state budget crisis, the General Fund unassigned cash and investment balance ending April 30, 2016, totaled \$9,800,000, covering 12.6 months of operation. If the fund balance needs to be supplemented, \$6,400,000 in assigned funds would add another eight months of operation. He also mentioned that expenditures remain slightly under budget. However, because of the recent contract with ILDS (see the Executive Director Report below), there will be an unbudgeted expense of about \$164,000 for six new delivery vehicles.

Executive Director Report: Executive Director Dee Brennan reported on her recent attendance to the National Library Institute Conference in Washington, D.C. She lobbied Illinois representatives on the importance of the continued LSTA federal funding (Library Services and Technology Act).

She announced that RAILS and the Illinois Heartland Library Service (IHLS) teamed up with the delivery service for Burr Ridge, Continental Transport Solutions (CTS), and submitted a bid and won the contract for the Illinois Library Delivery Service (ILDS), in response to an RFP issued by the University of Illinois, Champaign-Urbana. The contract will begin July 1, 2016, servicing 141 state-wide locations. The yearly revenue from this contract, \$524,520, will be split among RAILS, IHLS, and CTS. Six new delivery vehicles have been ordered with delivery expected around June 14.

Ms. Brennan updated the Board on the status of the Plan of Service for FY2017. She mentioned that without knowing what funds RAILS will receive from Illinois, she anticipates working with a budget approximately 40% less than FY2016. Included in RAILS plan for the coming year is bringing up to code the kitchen and bathrooms, and adding additional cabling for technology for the Burr Ridge Service Center at a cost of about \$260,000. She asked the Board to consider tapping into the reserve for the coming fiscal year, which will be discussed at next month's meeting.

The item below was reported in the June 1, 2016, RAILS eNewsletter:

RAILS FOIA Hotline

All Illinois public library directors/Freedom of Information Act (FOIA) officers can use the RAILS FOIA hotline to receive free assistance with basic questions from an Ancel Glink attorney. For more information, including examples of eligible questions, log into the RAILS website and visit the RAILS FOIA Hotline page.

The next meeting is June 17, 2016 at Burr Ridge Service Center.

Mrs. Parrilli will bring her next report to the July Board meeting.

DIRECTOR SEARCH UPDATE

Mr. Prosperi stated that process that will be followed regarding the interviews of the three director finalist candidates next week.

Mrs. Greer will not be available for the Thursday meeting as she has a family commitment.

COMMENTS FROM TRUSTEES

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY AWARD SUSAN DICKENS, ADMINISTRATIVE ASSISTANT TO THE DIRECTOR, A BONUS OF \$1,000. IN RECOGNITION OF THE EXTRA WORK AND TIME SPENT ASSISTING THE BOARD WITH THE EXECUTIVE DIRECTOR SEARCH.

The roll was called: President Prosperi—yes; Mrs. Hunter—yes; Mrs. Parrilli—yes; Mrs. Greer—yes; Mrs. Rich—yes; Dr. Maks—no. The motion passed. The vote was 5 ayes and 1 nay.

Mrs. Hunter requested more information regarding the Free Lunch Program for kids this summer. Where are the kids from? Are any from Evanston? She would like to know how much each lunch costs. Mrs. Anthony stated Skokie Public Library does not pay for the lunches.

Dr. Maks left the meeting at 9:05 p.m.

CLOSED SESSION

At 9:10 p.m., a motion was made by Mrs. Parrilli, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, OR WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING PURSUANT TO 5ILCS 120/2(C)11 OF THE OPEN MEETINGS ACT.

The motion passed unanimously.

Discussion ensued and consensus was reached.

Adjournment

At 9:15p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Greer:

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

The motion passed unanimously.


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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE LIBRARY LEGAL COUNSEL, HEIDI KATZ, ON THEIR BEHALF, TO EXECUTIVE AND RETURN THE TOLLING AGREEMENT EXTENSION TO IMET'S ATTORNEYS.

The motion passed unanimously. The vote was 5 ayes and 0 nays.

ADJOURNMENT

At 9:15 p.m. a motion was made by Mrs. Parrilli, seconded by Mrs. Greer to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, reading "Karen Parrilli", is written over a horizontal line.

Karen Parrilli, Secretary