

December 10, 2014

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 10, 2014.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:32 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.

Staff present: Richard Kong, Deputy Director.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF NOVEMBER 12, 2014

Mrs. Hunter made a motion, seconded by Mrs. Rich, to approve the minutes of the regular and closed meetings of November 12, 2014, subject to additions and/or corrections. There being no corrections, the minutes were approved and placed on file.

Review of Closed Session Minutes

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 STILL EXISTS FOR THE JULY 11, 2007, AUGUST 15, 2007, JANUARY 12, 2011, DECEMBER 3, 2013, SEPTEMBER 10, 2014, AND OCTOBER 14, 2014 MINUTES AND THEY SHALL REMAIN CLOSED. THE AUGUST 13, 2014 SHALL BE OPENED.

The motion was approved unanimously.

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

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

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: \$50. FROM LYDIA STUX FOR COLLECTION DEVELOPMENT; \$200. FROM ALAN TUTZER IN HONOR OF SKOKIE PUBLIC LIBRARY VOLUNTEER MARIAN GOLDBERG; IN MEMORY OF PAULINE A.R. KOOP FOR PURCHASE OF MYSTERIES: \$50. FROM DOUGLAS WHITNEY; \$50. FROM KRISTINE & STEVEN RUED-CLARK, CAROLINE & OLIE ENGEL; \$50. FROM CAROL BANGSBERG AND MARC BANGSBERG
4. PERSONNEL: HIRES: MAX HERMAN, PART-TIME PRODUCTION SPECIALIST/PHOTOGRAPHER, EFFECTIVE DECEMBER 3, 2014; JANE HANNA, FULL-TIME CONTENT STRATEGY COORDINATOR, VIRTUAL COMMUNITY ENGAGEMENT, EFFECTIVE JANUARY 5, 2015; RETIREMENTS: JUDITH PAPKE, FULL-TIME ADMINISTRATIVE ASSISTANT, ADMINISTRATION, EFFECTIVE DECEMBER 26, 2014; FRANCES ROEHM, FULL-TIME COMMUNITY INFORMATION LIBRARIAN, COMMUNITY SERVICES, EFFECTIVE DECEMBER 31, 2014; PROMOTION: GERALD MAMURI, FROM PART-TIME MATERIALS PAGE, ACCESS SERVICES, TO PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE NOVEMBER 17, 2014.

The roll call vote for approval was unanimous.

### 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 unanimous.

Mrs. Hunter suggested a cap be put on the programming budget. This will be discussed when the FY 2016 budget is presented.

### DIRECTOR'S REPORT

USAGE----Circulation in November was up nearly 5%, bringing the library to a net gain for the year-to-date circulation also. Youth circulation was up nearly 3% for the month and eFormats for adults posted big gains although circulation of monographs for adults was down. Circulation of video formats continues to be strong, with a gain of more than 12% from the same month last year. Hoopla accounts for the eVideo circulation. Reciprocal Borrowing increased substantially, but still represented only 8% of total circulation. It is hard to compare the figures for Reference questions as the definitions have changed, but the Tech Help desk continues to be the busiest desk with 4,861 requests fielded. Computer use was up nearly 13% for a combined total of 16,207 uses of wired computers and WiFi sessions. Another 4,790 persons attended a library program in November. The Gate Count reflected a slight increase of 0.4%. Approximately 34,500 visits were made to the library website and library blogs had an impressive readership of over 20,000.

GRANT FUNDING----Skokie Public Library will benefit as a partner in a grant of \$5,000 to the CJE Senior Life Project. Skokie Human Services is another partner in a program in which staff from CJE Senior Life counsel immigrant seniors at the library. The grant was made by the Skokie Community Fund in its first round of funding from a pool of \$25,000.

NILES TOWNSHIP PROPERTY TAX COALITION----Mrs. Anthony attended a meeting of the Niles Township Property Tax Coalition. We learned that every township in Cook County experienced a decline in assessed valuation between 2012 and 2013. The biggest declines were in the north suburbs due to a reassessment in 2013. Niles Township property decreased 8%, compared to 9% in Wheeling and 13% in Maine Township. The bill for the library's share of expenses for the Coalition for six months is \$1,962.56.

SKOKIE CHAMBER PLANNING PROCESS---Mrs. Anthony participated in a half-day planning meeting for the Skokie Chamber of Commerce. The last plan was conducted five years ago. The Chamber is flourishing, with membership well above 600 and a budget comfortably in the black.

NEW YORK TRIP---Mrs. Anthony traveled to New York City for three days as Co-Chair of the Digital Content Working Group. ALA's Executive leaders were also on hand for meetings with three of the five largest trade publishers. The publishers brought out 4-8 senior employees for the meetings which were held in each publisher's corporate offices. It was interesting to see their operations and to have a chance to discuss possible areas of cooperation, the state of digital publishing, pricing matters and other such topics

of mutual interest. The group also met with some senior staff from the New York Public Library about some projects they are undertaking and with representatives of METRO which is a multi-type consortium of libraries in the New York Metropolitan area. Mrs. Anthony was able to attend the "I Love My Librarian" awards, supported by the Carnegie Foundation and the *New York Times*. It was inspiring to hear how the ten awardees from different types of libraries had made a significant difference in the lives of individuals and their communities.

STAFF DAY----Staff Day will be held December 12. Thanks to the Board for closing the library so that all staff can meet together in this once-a-year gathering. Board members are welcome to attend any or all of the program and to join with the staff at lunch.

JUDY BAAR TOPINKA----Mrs. Anthony received an email from Illinois State Comptroller Judy Baar Topinka's office dated December 3 that we need to file our annual financial report with the State. We have not done this in the past as we were a component audit of the Village. The email lists Skokie Public Library as a district library and we are not a district library. Library attorney Heidi Katz is looking into the matter.

#### APPROVAL OF RENEWAL OF INSURANCE COVERAGES

Last month Josh English came to the Board meeting to present a proposal for renewal of the library's insurance coverages. The proposal was for coverage with our current carriers, providing continuity in coverage. We did not have a proposal for Directors' & Officers' insurance at that time as such a proposal is not made until the Annual Audit has been reviewed.

The proposal for renewal of Directors' & Officers' Liability with our current carrier Great American Insurance Company at a cost of \$9,248. for the 2015 year, an increase of just 2.2% over the 2014 cost of \$9,047 was distributed.

As presented, the insurance costs for 2015 are actually \$450. less than for 2014. In summary:

|                                | <u>2014</u>     | <u>2015</u>     |
|--------------------------------|-----------------|-----------------|
| Package, Inland Marine, & Auto | \$61,018.       | \$66,872.       |
| Umbrella                       | \$9,220.        | \$9,553.        |
| Boiler & Machinery             | \$4,291.        | \$4,246.        |
| Workers Comp                   | \$43,647.       | \$36,854.       |
| D&O                            | <u>\$9,047.</u> | <u>\$9,248.</u> |
| Total:                         | \$127,223.      | \$126,773.      |

Mrs. Anthony recommends renewal of the library's insurance coverages as proposed by The Horton Group in the amount of \$126,773.

Brief discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM TRAVELERS FOR BUSINESS PACKAGE, INLAND MARINE & AUTO FOR \$66,872., UMBRELLA FOR \$9,553., BOILER & MACHINERY FOR \$4,246., THE INSURANCE PROPOSAL FROM ILLINOIS PUBLIC RISK FUND FOR WORKERS' COMPENSATION FOR \$36,854.; AND DIRECTORS & OFFICERS FROM GREAT AMERICAN INSURANCE COMPANY FOR \$9,248. AS PRESENTED BY THE HORTON GROUP.

The roll call vote for approval was unanimous.

#### APPROVAL OF ARCHITECTURAL DESIGN SERVICES

For nearly a decade after the major library renovation and expansion of 2001-2003 we had almost no building projects. However, over time conditions change, leading to developments in recent years such as the Business Center, High School Lounge, the Baby Garden, and the BOOMbox. Now we are looking at a need for significant changes in the Youth Computer Lab and the West Lobby.

The Youth Computer Lab was developed in 2002, with staff input, as an instructional center with individual stations arranged around a centrally positioned staff member who could teach classes, answer questions, and monitor use. The trend now is for more collaborative computer projects, with kids working together in program design and learning games. Equipment for a Youth Digital Media Lab is installed in a smaller room off the main Computer Lab, but the space was not really designed for such so it lacks acoustical panels and other features that would maximize its use. As equipment cycles out of the BOOMbox, it will be placed in the Adult and Youth Computer Labs for continued use so placement of that equipment in the Youth Lab must be anticipated.

The West Lobby handles the majority of traffic entering and exiting the library, with attendant functions of check-out, reserve pick-up, photocopying, need for mobility assistance, waiting for rides, returning materials, checking on library activities and locations and more. There is significantly more use of self-check now than there was a

decade ago and most fines are now paid online. There is a need to rethink the flow of activity into and out of the West doors to better accommodate the various needs of approximately 50,000 people who pass through the lobby each month.

Mrs. Anthony solicited a proposal from Paul Steinbrecher of Interactive Design Architects to assist with planning and designing the reconfiguration of these two important library spaces. We have a history of working with Paul who has good design sense, excellent communication skills, and a thorough knowledge of this building and its history.

His proposal for design development for the two areas was distributed. The total for architectural services is \$15,000. The proposal includes preparation of design drawings for presentation to the Board so the Board will have the opportunity to review all proposed changes.

Mrs. Anthony requested Board approval of the proposal for architectural services in the amount of \$15,000.

Discussion followed.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM INTERACTIVE DESIGN ARCHITECTS FOR ARCHITECTURAL SERVICES IN THE AMOUNT OF \$15,000.**

The roll was called: Dr. Maks—yes; Mrs. Rich—yes; Mrs. Greer—no; Mrs. Parrilli—yes; Mrs. Hunter—yes; Mr. Prospero—yes. The motion passed.

#### PURCHASE OF ECO MASTER OPTICAL DISC REPAIR SYSTEM

At the end of November the library's collection included 51,658 DVDs and Blu-rays, 27,366 music CDs, and 15,534 audiobooks. The audio-visual collection, particularly the DVD/Blu-ray collection is very heavily used. We circulated more than 2,000 DVD/Blu-rays per day in November.

We receive frequent complaints from patrons about the condition of our AV materials. We currently have 3 single-disc cleaning machines and any item that a patron brings to our attention we attempt to clean and repair. The single disc cleaners we use now can only buff out light scratches and take care of finger prints, smudges, etc. Sometimes we have to run a disc through several times to get it clean or polished enough to put it back in circulation. The

volume of AV material flowing through the library is so great that there is no way to do any preventative cleaning or maintenance. As a result, some areas of the AV collection are in pretty bad shape.

Mrs. McGrath, Access Services Manager, proposes that the library purchase an ECO Master Optical Disc Repair System from RTI. The ECO Master allows cleaning and repair of 50 discs at a time. A load can be set up and then left to run while staff do other tasks. A full load takes several hours to run but we could theoretically run 3 loads a day (morning, afternoon and overnight) which would allow us to systematically clean areas of the collection. AV repair is currently overseen by one of our Material Handling Leads, Hal Dickens, who is assisted by another member of the Material Handling staff and two volunteers (one of the volunteers is only available in the summer). About 10 hours per week of staff time and 5 hours per week of volunteer time is spent on cleaning and repair. Hal feels that the ECO Master would make the AV repair process much more efficient and would allow us to clean a much greater number of items without increasing the amount of staff time devoted to the job. By running 50 discs through the machine in one load instead of running them one at a time we could proactively pull sections of the collection to be cleaned without waiting for patron complaints.

Sharon Weinberg, our AV Specialist, has seen a demo of the ECO Master and is very enthusiastic about it. She solicited feedback from RAILS librarians in the AVID group and received the following comments:

*Friends of the Library funded the purchase of an RTI ECO Master for us in July. We are all extremely satisfied with its performance and with the support that RTI provides. We use the machine almost all through the day and let it run with a full load overnight. Discs come out like new. .. To give you an idea of how much we've used the machine, here are the totals for the 4 months since we got it:*

*DVDs (including videogames) - 6,715*

*CDs (music and audiobooks) - 5,517 – Highland Park PL*

*Here at the Des Plaines Public Library, we use the RTI ECO-Master that can clean 50 discs at a time. It is programmable so that you can include discs that need to be deep-cleaned and discs that can be light-cleaned in the same load. There are consumable parts for it that you need to purchase on a periodic basis, but it has been well worth it. There were many discs that have been incredibly scratched that the ECO-Master restored to a brand-new status. The quality of our AV collections has vastly improved and the patrons notice.*

*... In 2013 we cleaned over 13,700 discs using the RTI ECO-Master, and 6,900 in 2012. ... Frankly, the cost of the machine is greatly outweighed by the amount of money saved in restoring, not replacing, damaged items in the current collection. Also, RTI has been a terrific company to work with. There is always a live person to speak with and they are always friendly, efficient, and helpful. – Des Plaines PL*

RTI is willing to give us credit for trading in two of our oldest single-disc cleaners. These machines have already been replaced by newer single-disc cleaners and are at the end of their lifespan. RTI has also given us a discount on the ECO Master reducing the total cost to \$14,740. The initial purchase includes supplies to clean/repair approximately 500 discs. RTI estimates that for most repairs supply costs will range between \$.14 and \$.20 per disc. Supply costs for deeply scratched items will range between \$.25 and \$.32. Replacement DVDs and Blu-rays run between \$15-\$20 so cleaning and repairing a disc costs just a fraction of the cost of replacement.

Purchase of one (1) ECO Master Optical Disc Repair System from RTI in the amount of \$14,740. is recommended.

Brief discussion followed. A motion was made by Mrs. Hunter, seconded by Mrs. Greer:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM RTI FOR ONE (1) ECO MASTER OPTICAL DISC REPAIR SYSTEM IN THE AMOUNT OF \$14,470.**

The roll call vote for approval was unanimous.

### INTERIM REPORT ON GOALS & OBJECTIVES

The Interim Report on Goals and Objectives for FY 2015 was distributed. Work on objectives has furthered the Goals of the current planning period by targeting certain population groups, making services more integral to people's lives, working with partners to achieve community goals and developing skills for staff and the public. We also have a management goal re organizational structure and staffing which reflects continued implementation of realignment.

Reading through the objectives, it is clear that children who have completed grades K-2 and junior high school kids are current youth target populations, while parents of young children and local writers are the focus of certain efforts aimed at adults. To learn more about the needs of people in these target groups and others, needs assessments have been conducted through community conversations focused on the bigger picture of people's aspirations for the community. The in-house survey of computer users and documented



observations of how people are using the library will also contribute to an understanding of users' needs.

Several of the objectives are concerned with more fully implementing the organizational realignment. Development of the concierge service model in which Customer Service staff step out from behind the desk to greet patrons and proactively assist them is one example. Cross-training for the Call Center is another. The online ticketing system has improved communication re interdepartmental requests. The Innovation Spaces from Harwood Practice have provided opportunities for shared reflection on what we are learning from all the changes of the re-alignment.

Major projects of the six month period have been development of the new library website and preparations for the opening of the BOOMbox in Youth Services.

Much has been accomplished during this period of significant transition in library operations. These accomplishments have been realized due to the exceptional contributions of individual staff and unprecedented collaboration among staff from different departments.

Discussion followed. The Board was amazed at how much has been accomplished.

Mrs. Hunter commented on the Call Center and the long frustrating wait to talk to a reference librarian. Mr. Kong explained training Call Center staff is ongoing.

The Board accepted the Interim Report on Goals and Objectives.

## DIGITAL CONTENT QUARTERLY REPORT

### *Digital eBook Circulation*

The pace of Skokie Public Library's eBook growth is slowing, but still substantial, with circulation in November up 12% from the same month last year. Fiscal year-to-date checkouts are up 20% percent overall, compared with 109% growth at this point in FY 13-14. This is consistent with circulation patterns nationwide: A recent *Library Journal* report estimated eBook circulation in U.S. libraries will increase by 25% this year compared to 39% and 67% growth in 2013 and 2012, respectively. This trend is attributed to larger eBook collection sizes and more downloadable options for patrons.

OverDrive remains our most popular eBook platform, thanks in part to its name recognition and the late-summer rollout of a user-friendly app that allows for streamlined registration. Meanwhile, almost 900 patrons have signed up to use our other major provider, 3M Cloud Library, since its launch in February. In November, 181 patrons

checked out or placed a hold on a 3M title; 758 cardholders checked out items using OverDrive during the same period.

| Circulation           | November 2013  | November 2014  | Percentage change |
|-----------------------|----------------|----------------|-------------------|
| eBooks from OverDrive | 1926 checkouts | 2008 checkouts | Up 4%             |
| eBooks from 3M        | N/A            | 491 checkouts  |                   |

### *Hoopla and Digital Media Promotion*

This fall we launched a major publicity campaign for Hoopla, our platform for downloadable and streaming video, music, and audiobooks. Along with marketing Hoopla through our newsletter, website, social media, and in-library signage, we trained staff members throughout the library on how to use and promote the service. Patron response has far exceeded our expectations: We currently have 1,300 registered users with more than 6,000 items borrowed in just six months since launch. Hoopla plans to add eBooks to their offerings in the first quarter of 2015, increasing potential for continued circulation gains.

Targeted promotion and outreach to schools has helped fuel tremendous growth for another digital platform, TumbleBook Library. These narrated, partially animated picture and chapter books increasingly are being used by local teachers in their classrooms, as well as by parents at home. Usage in November increased 28% over the same month last year; in October, there was a whopping 208% percent increase compared to October 2013. Based on these successes, we're evaluating how similar promotion might boost the usage of other platforms and eBook collections.

### *Trends*

Access to digital titles from major publishers is improving slowly but surely. Late this summer, Macmillan made all its eBook releases available for lending to U.S. libraries. Previously, the company only allowed lending of older backlist titles. In late November, Simon & Schuster announced it would drop its requirement for libraries lending S&S eBooks to participate in a "Buy It Now" program that enables library users to directly purchase titles.

High prices and privacy concerns remain, but the ALA Digital Content and Libraries Working Group continues to advocate for fair library eBook lending practices and recently met with representatives from major publishers to discuss these issues. The

Douglas County (Colorado) Libraries compiles an illuminating price comparison of consumer and library pricing for eBooks and print bestsellers. Their most recent report was distributed.

In other trends, the rise of mobile devices for preferred eBook reading continues. Approximately half of the items checked out through OverDrive in November were accessed on mobile (smartphone or tablet) devices. As patrons become more comfortable using their devices and OverDrive and 3M simplify checkout procedures, we've seen a drop in eBook-specific one-on-one training requests—now we simply can inform patrons of apps available and/or do a quick demonstration at the service desks.

Brief discussion followed about the cost of eBooks to libraries vs the public purchase price.

#### BETTER WORLD BOOKS PROPOSAL FOR DROP BOX IN PARKING LOT

Mr. Kong reported that the library often receives donations, mostly books, from the public. The daily volume of donations varies, but there are often periods when donated materials will pile up quickly behind the West Lobby checkout desk. This often creates an unsightly appearance since many donations are brought in paper/plastic bags and cardboard boxes. Staff and volunteers work to sort through the donations as quickly as possible, but there are times when it is difficult to keep up with the volume.

Partnering with Better World Books (BWB) and using one of their Drop Boxes is one way we can handle donations more efficiently. BWB is a for-profit social enterprise that collects and sells books online in order to generate funds for literacy initiatives around the world. One of their strategies is to partner with libraries to provide a socially responsible outlet for discarded materials and public donations. Over the past 11 years, they have raised over \$17 million for libraries and literacy organizations.

Mr. Kong proposes placing a Drop Box on the triangular striped area next to the director's parking spot. Depending on the version, a Drop Box measures approximately 4' x 5' x 5' (l x w x h) and holds approximately 800 books. BWB would provide the Drop Box at no charge, monitor the amount of materials using their level sensor technology, and empty it before it becomes full. Upon collecting the materials from the Drop Box, BWB would sell whatever they could and a percentage of the net sales (15%) would come back to the library in the form of a quarterly check. Materials that are not sold would either be donated to a charity or recycled. Though the Drop Box will be clearly labeled "No Library Returns," BWB will reimburse the library for the cost of any library materials accidentally placed in the Drop Box.

The library would still accept donations from those who want to bring items into the building. We would also continue to offer donation receipts upon request. However, using the Drop Box will help save staff time and provide an easy option for those who want to quickly drive up and drop off their donations without coming into the building.

Mr. Kong recommends Board approval of partnering with Better World Books to place a Drop Box in the library parking lot for the purpose of accepting donations from the public.

Discussion followed. The Board voiced their concern about people placing items outside the bin, putting items other than books in the bin, and possible clutter in the parking lot.

A motion was made by Mrs. Parrilli to approve partnering with Better World Books to place a Drop Box in the library parking lot for the purpose of accepting donations from the public. The motion died for lack of a second.

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

Mrs. Parrilli reported on the highlights from the November 21, 2014 Board of Directors meeting. The following information was taken from the meeting's recording and supporting Board documents.

Financial Report: RAILS Finance Director Jim Kregor announced that the financial report ending October 31, 2014, reflected a balance of \$22,100,000 in cash and investments, or \$0.6 million less than September's balance, due to receiving lower revenues. He expects to receive payments from the Area and Per Capita Grant before the end of November. This month's balance represents 25.8 months of General Fund operations. Total year-to-date expenditures for October were 17.5% under budget.

He mentioned the fraud case that has affected IMET and explained what has happened over the past year with the repurchasing agreements by Pennant. He also stated that in 18 years of IMET investments this was the first case of fraud and that 2.8% of overall investments is at stake. He assured that RAILS was not affected because all their investments are in FDIC-insured accounts.

Executive Director's Report: Executive Director Dee Brennan and the Board discussed the Illinois State Library's signing of the latest contract with OCLC, which is for two years. She stated that smaller libraries are finding it more difficult to continue their OCLC membership because of increasing membership costs. She and Anne Craig explained the current status of OCLC and library membership. Ms. Craig has addressed the rising costs with OCLC.

Ms. Brennan announced that Schaumburg and Oak Park public libraries joined the eRead Illinois program, which is noteworthy, in that these larger libraries with more than one million circulations wish to participate.

RAILS Facilities Summary: RAILS staff announced that RAILS will apply for a million plus dollars in grants from the Illinois Department of Commerce and ComEd to install solar panels at the Burr Ridge Service Center, as it is an all-electric building and staff feels it would be a worthwhile cost-cutting project to pursue.

Coal Valley Service Center: Because Coal Valley Service Center has been on the market for sale with no activity in the past year, the Board approved the motion to remove Coal Valley from the market when the real estate listing expires in January 2015. This is the second building owned by RAILS, along with Burr Ridge. Ten employees continue to work at Coal Valley providing PrairieCat and delivery services.

FY 2015 Budget Allocation by Strategic Plan Goal: Staff presented the projected budget for seven programs as stated in the FY2015 Strategic Plan, totaling \$13,031,939.

Next meeting: Friday, January 23, 2015, at Burr Ridge Service Center, as such there will be no RAILS report for the January Board meeting.

Mrs. Anthony commented that system membership and proposed new rules are open for comment until January 21 in the December 5 *Illinois Register*.

#### COMMENTS FROM TRUSTEES

Mrs. Rich mentioned an article in Web MD magazine talking about 3D printing in the medical field.

Dr. Maks was glad to see the complimentary letter about the library in the Board folders tonight.

#### CLOSED SESSION

At 8:49 p.m., a motion was made by Mrs. Parrilli, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS PENDING LITIGATION.

The motion passed unanimously.

Discussion ensued.

#### Adjournment

At 9:04 p.m. a motion was made by Mrs. Hunter, 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.

ADJOURNMENT

At 9:05 p.m. a motion was made by Mrs. Rich, seconded by Mrs. Hunter to adjourn the regular meeting. The motion passed unanimously.



Karen Parrilli, Secretary