

September 14, 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, September 14, 2016.

CALL TO ORDER

Mark Proseri, President, called the meeting to order at 7:32 p.m.

Members present: Mark Proseri, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Eugene F. Griffin; Jonathan H. Maks, MD; Zelda Rich; and Richard Kong, Director.

Member absent: Susan Greer.

Staff present: Mikael Jacobsen, Manager of Learning Experiences.

Guest present: Calene (Kelly) M. Zabinski, CPA, MBA, of Zabinski Consulting Services, Inc.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF AUGUST 10, 2016

Mrs. Parrilli made a motion, seconded by Dr. Maks, to approve the minutes of the regular and closed meetings of August 10, 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 6 ayes and 0 nays.

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

After brief discussion, Dr. Maks 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. CIRCULATION REPORT/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. GIFTS: \$100. FROM DONNA GRINHAM FOR AUDIO-VISUAL SERVICES; FOR SUMMER READING PROGRAM: \$500. FROM DENTALWORKS; \$500. FROM PINSTRIPES; \$500. FROM PITA INN

4. PERSONNEL: TERMINATIONS: CHRISTOPHER SCHEITHAUER, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE AUGUST 27, 2016; PATTY SERO, PART-TIME ASSISTANT, YOUTH SERVICES, EFFECTIVE AUGUST 29, 2016; VALERIE KYRIAKOPOULOS, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE SEPTEMBER 2, 2016; MICHAEL GRANATO, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE SEPTEMBER 10, 2016; HIRES: REEHAN MALHANCE, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE AUGUST 16, 2016; ERICA NELSON, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE AUGUST 25, 2016; LEAH WHITE, FULL-TIME LEARNING AND DEVELOPMENT PROFESSIONAL, ADMINISTRATION, EFFECTIVE OCTOBER 3, 2016; PROMOTIONS: CALIN MUNTEAN, FROM PART-TIME MATERIALS HANDLER, ACCESS SERVICES, TO FULL-TIME MATERIAL HANDLING LEAD, ACCESS SERVICES, EFFECTIVE SEPTEMBER 5, 2016; JORGE HERNANDEZ, FROM PART-TIME MATERIALS PAGE, ACCESS SERVICES, TO PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE AUGUST 25, 2016.

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

BILLS

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

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

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

DIRECTOR'S REPORT

Usage

Overall circulation was 2.85% lower in August 2016 compared to last year. Some of the decline can be directly linked to the carpeting project (e.g., turning off our status as a

LINKin lender). Also, much of the first floor collection was inaccessible during various stages of the project. Given this reality, it is somewhat surprising that circulation did not drop even lower than it did. Use of eResources, especially eBooks and eAudiobooks, continues to rise. There was a 42.8% increase last month compared to August 2015. The bookmobile had a good month with increases of 16.5% for circulation of adult materials and 23.2% for youth materials. Gate count was 5.9% higher compared to last year.

Carpeting Project

Our four week carpeting project is now complete for the most part. Overall, the process went smoothly as staff worked closely with both Vortex and Hallett crews to make sure there was minimal disruption to the public. There is one concern remaining with some small loops that have emerged from the main carpet in various spots throughout the first floor. Our rep from Vortex made it very clear that she does not believe this poses a serious problem, and assured us that the issue will be resolved.

Mr. Kong showed a sample of the carpeting material to be used in each vestibule.

Staff Picnic

On Thursday, September 8, library staff enjoyed a picnic in the staff lounge and the third floor deck. The library's social committee handled all of the arrangements, including purchasing the supplies, preparing the food, and decorating the room. The weather cooperated and everyone had a wonderful time. The staff thanks the Board for its continued support of this annual event.

Payroll Processing

George Van Geem and Julian Prendi from the Village's Finance Department informed Mr. Kong that the Village is switching to a new payroll/HR system in March 2017.

Currently, we share the same payroll system with the Village and the Village Finance Department assists with the final piece of processing our bi-weekly payroll.

Administrative staff at the library handle our time/attendance system and enter changes to employee information in the payroll system before handing it off to the Village for completion. We have an opportunity to implement our own payroll solution that is customized specifically for our needs, so we are exploring our options with various payroll/HR vendors. Any change with our payroll processing would not change the Village's roles of levying our taxes and administering IMRF.

Discussion followed.

Voter Registration

During September and the first week of October, staff members from Customer Services and Community Engagement will staff a voter registration table in the West Lobby. Dates and times are focused on evening and weekend hours, as residents can register to vote at Village Hall when it is open. Residents will need an Illinois Driver's License, an Illinois ID card, or the last four digits of their social security number in order to register. Susan Carlton, Community Engagement Manager, shared that one of the early registrants was a woman from the Ukraine who recently became a U.S citizen.

Civic Lab

The new rotation in our boutique area near AV is called the Civic Lab. The focus for the next two months is to use the backdrop of the November election to engage our community on how election issues affect us here in Skokie and how we impact change beyond voting. Resources selected by collection development librarians are provided for kids, teens, and adults. Activities are designed to encourage healthy dialogue and increased empathy for diverse points of view.

Human Origins Exhibit

Between September 9 and October 3, a special exhibit called "Exploring Human Origins: What Does It Mean to Be Human?" will be available for the community. This traveling exhibit is based on a popular exhibition at the Smithsonian's National Museum of Natural History, and encourages the exploration of scientific investigation and human evolution thought interactive kiosks, hands-on displays, and videos. Additionally, staff planned a series of free programs for patrons of all ages. The hope is that this exhibit will lead to greater dialogue and a commitment to listening and learning from one another. Adult Programming Librarian, Mimosa Shah, took the lead in securing this exhibit for the library and planning most of the programs.

Harlan Coben Author Event

The library will host bestselling and award-winning author Harlan Coben as he speaks about his upcoming novel, *Home*. The event will take place on Wednesday, September 21 at 7pm in the Petty Auditorium, and we expect a large audience.

Skokie Community Fund

The deadline to submit proposals for the Skokie Community Fund's 2017 collaborative grant cycle was Thursday, September 8. We expect to be listed as a partner organization on two proposals, one with the Swift Child Care Early Childhood Center and the other

with the YWCA. The former will focus on each child care site gaining access to an expanded, dedicated collection of high quality picture books. This will support the *Read to Me* project already in place. The latter proposal will allow us to work with the YWCA to continue the “Let’s Talk at Lunch” series, initiate an evening series based on a film screening, and train staff on our EDI committee.

Upcoming Conferences

As a member of the PLA Board, Mr. Kong will be attending the ICMA (International City/County Management Association) Conference later this month in Kansas City. The PLA Board meeting will take place during the conference, but he will have the opportunity to attend programs focused on local government management. PLA will cover the costs of registration, travel, and housing. In early October, Mr. Kong will be attending the ULC (Urban Libraries Council) Forum, also in Kansas City. The conference will focus on exploring and developing a framework to describe the outcomes and impacts libraries bring to individuals and communities. ULC invited him to participate on a panel of libraries and speak about outcomes as they relate to digital inclusion.

YWCA Award

Amita Lonial, Learning Experiences Manager, will be one of the recipients of the YWomen Leadership Awards at an Evanston/North Shore YWCA ceremony in October. The awards are given to those who demonstrate a commitment to social change related to gender, racial, and economic justice.

Jeannie Johnson Hirsch Award

The library received the Jeannie Johnson Hirsch Award presented annually by the Orchard Village Auxiliary to individuals and organizations that have demonstrated a long-term commitment to improving the quality of life for people with disabilities.

The video made by library videographer Andy Dwork was made possible by a Skokie Community Fund grant.

Lincolnwood Public Library Renovation Project

Construction on the \$5.2 million renovation at Lincolnwood Public Library is expected to conclude at the end of 2016. The project includes a remodeled lobby, a café, refinished restrooms, a new youth area, a new HVAC system, and more collaborative study spaces.

Discussion ensued regarding cafés in libraries.

Deputy Director Position

The library's deputy director position has been posted on the RAILS and the Illinois Library Association websites. Mr. Kong will keep the Board updated.

APPROVAL OF CAREER ONLINE HIGH SCHOOL

Mick Jacobsen, co-manager of Learning Experiences, was introduced.

Career Online High School, a product of Smart Horizons in partnership with Cengage Learning Inc., is a program designed for adults who did not graduate from high school, graduated from an unaccredited high school, or cannot produce a high school diploma. These adults can use the program to attend online classes to earn an AdvancED/SACS/NCA/NWAC accredited degree. Along with graduating with an accredited high school diploma, the learners will receive a certificate in a high-growth, high-demand career.

Smart Horizons Career Online High School is part of the world's first AdvancED/SACS/NCA/NWAC-accredited private, national online school district. In 2009, Dr. Howard Liebman founded Smart Horizons Career Online Education. The district has launched many high school programs, and forged partnerships with corporations (e.g., Walmart, McDonald's, Taco Bell), state departments of corrections (e.g., Florida), workforce boards (e.g., Chicago, Seattle), and non-profit organizations (e.g., National Urban League, Clinton Global Initiative).

This resource is online and self-paced, which makes it a stronger solution for working parents than the option to take in-person night classes. A student has eighteen months from when they start the program to finish. Even if the library only has a one year contract, the student will still be able to take their course and finish their work. GEDs are also often not considered as prestigious as a high school diploma. According to a 2010 study published by the Economics of Education Review, "Eventual high school graduates have much better post-secondary education outcomes than do the similar [students] who drop out and obtain a GED." Libraries throughout the country have implemented this program and are graduating students. We would limit the program to students who are 21 years and over, and to those who pass a rigorous selection process. Students typically spend eight to ten hours a week for up to eighteen credits to complete the program. Because of the large investment of time it is unlikely that a student would have someone else complete their work.

Through exploratory community meetings facilitated by Susan Carlton, Community Engagement Manager, it is evident that there is strong interest in this program within the community. This program has the potential to change lives in a profound way and directly supports our core service value of pursuing access and equity. It also emphasizes the library's educational vision of lifelong learning and discovery for people of all backgrounds. Library patrons have learned to look to the library for reputable online learning resources such as Tutor.com, Treehouse.com, Lynda.com, Mango Languages, Gale Courses, eBooks, and Learning Express Library.

Through a partnership with RAILS, libraries have the opportunity to subscribe to a small amount of licenses, and the annual platform fee will be waived.

A Career Online High School license costs \$1,295. To meet the recognized need in Skokie, Mr. Jacobsen recommends board approval of the subscription to Career Online High School and the purchase of ten licenses for a total cost of \$12,950.

Mr. Jacobsen presented a Powerpoint presentation.

After lengthy discussion, Mrs. Rich made a motion, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A SUBSCRIPTION TO CAREER ONLINE HIGH SCHOOL AND PURCHASE TEN (10) LICENSES FOR A TOTAL COST OF \$12,950.

The roll was called: Dr. Maks—no; Mrs. Rich—abstain; Mr. Prospero—no; Mrs. Hunter—no; Mr. Griffin—no; Mrs. Parrilli—abstain. The motion failed.

Mr. Jacobsen left the meeting at 8:15 p.m.

APPROVAL OF INVESTMENT POLICY

Mr. Kong said earlier this year, the Board began to review the library's investment policy, last updated in December 2013. Mr. Kong suggested to Board President Mark Prospero that he bring a revised investment policy to the Board for review and approval, and he agreed.

Changes were made in consultation with Kelly Zabinski, a licensed CPA and financial consultant who works closely with local municipalities and libraries. Ms. Zabinski is in attendance at the Board meeting. Mr. Kong also reviewed investment policies from several different public libraries in the area, as well as the Public Funds Investment Act (30 ILCS 235), which was distributed.

Some key points that were made during the discussions earlier this calendar year:

- The library has approximately \$7.8 million in the Reserve Fund.
- Interest has been declining with Illinois Funds, where the library has more than half of our reserves.
- The balance of the Reserve Fund is in CDs in First Bank & Trust and North Shore Community Bank. Maturity dates of the CDs are staggered, which allows funds to become available periodically at which time we can decide whether we need the funds or can reinvest them.
- The Board expressed concern with Article VII of the current investment policy being restrictive as to which banks the library can invest in.
- The Village of Skokie has a large proportion of its reserves in Illinois Funds. George Van Geem stated that the Funds are professionally managed and he is confident in their safe keeping.
- The Skokie Park District has its reserves in local area banks.
- Both First Bank & Trust and North Shore Community Bank are willing to put up collateral for \$2-3 million of library funds. The current investment policy requires collateralization of deposits in excess of the \$250,000 FDIC-insured limit.

Once a revised investment policy is approved, we will have more clarity on what investments make the most sense for the library at this time. We can share the investment policy with potential financial institutions, brokers/dealers, and advisors to make sure they understand the types of investment instruments the Board is most interested in.

Mr. Kong recommends approval of the revised investment policy taking into consideration additional feedback and changes agreed upon by the Board.

Ms. Zabinski went through the library investment policy with the Board. She explained it was a good policy that could use tweaking as it fell down in restrictions we placed on the location of institutions that could be invested in. She also added more protection and added new things in the marketplace regarding collateral. It was noted that liquidity, return, and safety are key items in the library's investment policy.

After lengthy discussion, the Board reached consensus with the following:

Under Section VI. Authorized Investments:

- Money Market Accounts with SIPC Insurance (added)
- ~~Interest Bearing Municipal Bonds Rated at Least AA or Higher~~ (remove)
- Illinois Metropolitan Investment Fund (IMET) not to exceed \$1,000. (added)

Under Section VII. Collateralization:

- ~~Obligations with the State of Illinois (remove)~~
- ~~Municipal Bonds Rated at Least AA or Higher (remove)~~

Under Section XIII. Reporting:

The Director shall prepare a ~~monthly~~ quarterly report on investments and their returns for the Board of Library Trustees.

Mrs. Rich left the Board Room at 9:06 p.m.

Discussion continued. With the changes above, Ms. Zabinski said the policy still protects the library's finances.

Mrs. Hunter said she met with State Senator Daniel Biss regarding The Illinois Funds. He feels confident in The Illinois Funds and said they are a solid investment.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
TABLE INVESTMENT POLICY UNTIL THE OCTOBER BOARD
MEETING.

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

At 9:19 p.m. Mrs. Hunter left the Board Room, Mrs. Rich returned to the meeting and Dr. Maks left the meeting.

APPROVAL OF ADOPTION OF TAX LEVY

At this meeting, the Board needs to adopt a tax levy for transmission to the Village of Skokie. The 2016 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 2017-2018 Fiscal Year.

The 2015 levy was \$11,868,679, representing an increase of 1% over the 2014 levy of \$11,753,036. There is also a continuing levy of \$1,268,100 for payment of the library's bond debt from construction completed in 2003.

Last month, Mr. Kong gave the Board information relevant for this decision, including projected FY 2018 revenues and expenditures based on no increase in the levy, an increase of 1%, and an increase of 2%. Assuming that there will be some increase in the Cost of Labor and some increase for staff at the time of their annual review, Mr. Kong has allotted 3% more for the Salary line and corresponding increases for FICA and

IMRF. As the projected FY 2018 revenues and expenditures shows, if there is no increase in the levy, the Capital line will need to decrease significantly. Mr. Kong distributed the list reviewed by the Board last month of anticipated Capital expenditures for the next five-six years. The anticipated expenditures exceed \$4 million. Of course, this does not account for any unexpected or additional expenses that we are not able to factor in at the present time.

With these circumstances in mind, Mr. Kong recommends that the Board adopt a levy increase of at least 1% for the 2016 levy. The additional revenue will enable the Capital line to be brought to a healthier level, though still lower than previous years, and provide room for slight increases to the Salary line and other Operating lines as needed. An increase of 1% from the 2015 levy would result in a levy of \$12,007,748 for the 2016 levy (funding FY 2018).

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT AN OPERATING TAX LEVY IN THE AMOUNT OF
\$12,007,748.00 FOR THE YEAR 2016, REPRESENTING A 1%
INCREASE OVER THE 2015 LEVY.

The roll was called: Mrs. Rich—yes; Mrs. Parrilli—yes; Mr. Griffin—yes;
Mr. Prosperi—yes. The motion passed with a vote of 4 ayes and 0 nays.

Mrs. Hunter returned to the meeting.

APPROVAL OF STAFF PARKING AT ST. PAUL LUTHERAN CHURCH

In order to make more of the west parking lot available to library users, Mr. Kong has been exploring options for alternate staff parking. The most viable option at this point is to make arrangements with St. Paul Lutheran Church to allow some library staff to park in the lot (accessible from George St.) behind the church building. The proximity to the library (a short walk across Galitz St. to get to the library's south staff entrance) and the general availability of the parking lot during weekdays and Saturdays makes this an attractive option. Depending on how many parking spaces we can use, this arrangement has the potential to free up approximately 20-25 more parking spots.

Based on conversations with Jason Steele, a member of the church's board of elders, the church is open to this type of arrangement. Details of the arrangement have not yet been finalized, but the following two options have been discussed:

1. The library can pay a periodic fee in exchange for permission to have 20-25 staff cars parked in the church's lot. Depending on further discussions with the church, the frequency may end up being monthly, quarterly, bi-annually, or annually. The exact fee amount can also be negotiated with the church.
2. The library and church can enter into a licensing agreement in which the library will help pay for a portion or all of the costs for a sealcoating and re-striping project that needs to happen before we begin to use the lot. A proration mechanism would be put into place to guarantee that the library would receive money back if either the church or library needs to end the agreement prior to its intended duration. Based on quotes obtained by the library, anticipated costs to sealcoat and re-stripe the parking lot is approximately \$11,000.

Mr. Kong distributed a drawing of the parking lot with the reconfiguration recommended by the Village's Planning Division.

Mr. Kong provided recent developments and said library legal counsel and the church's attorney have agreed to let library staff use the parking lot for an annual fee (TBD). The library will not pay for resurfacing the lot. The license agreement will be brought to the Board in October. No action is required at this time.

APPROVAL OF RENEWAL OF ENCORE/SYNERGY

The library's subscription to Innovative's Synergy module is up for renewal. This is a one year subscription (September 1, 2016-August 31, 2017) which costs \$10,712.25. Synergy integrates relevant article results from research databases into the Encore (public catalog system) search interface. User testing of Synergy was conducted in the spring and additional testing will be conducted during 2016-17 to ensure that the product is meeting user needs in an efficient, user-friendly way.

Laura McGrath, manager of Access Services, recommends approval of the renewal of Synergy at a total cost of \$10,712.25. This expense will come from the Technology budget line.

The invoice from Innovative includes \$21,157.00 for Encore. This is the fee for the third year of a three-year contract for Encore. The entire three-year contract was approved by the Board in August, 2014 and no action is needed for that expenditure.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM INNOVATIVE INTERFACES FOR SYNERGY AT A TOTAL COST OF \$10,712.25.

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

APPROVAL OF DIRECTOR'S EVALUATION FORM

Last month, Mr. Kong shared a draft of the new director's evaluation form. The draft is based on examples of director evaluation forms used at a number of other libraries.

Board President Mark Prosperi asked Mr. Kong to draft a form to be considered by the board. The form was distributed.

Mr. Prosperi requested the following be added to the director's evaluation form:

Each year the library director shall submit to the Board a written summary of the director's accomplishments occurring within that year. This summary shall address each of the areas of evaluation set out in the library director evaluation form.

Brief discussion followed. Mr. Griffin made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DIRECTOR'S EVALUATION FORM INCORPORATING THE ADDITIONAL TWO SENTENCES REQUESTED BY MR. PROSPERI.

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

DIGITAL CONTENT QUARTERLY REPORT, SEPTEMBER 2016

First quarter digital content circulation

Last fiscal year we saw a 30-55% increase in streaming/downloadable resources across formats. We're continuing to see that trend continue in the first quarter of FY16-17 with our digital collection as a whole:

		May	June	July	August
eCollection	2016-17	13,204	9,315	9,688	10,150
	2015-16	6,814	6,824	6,915	7,106
	% change	+93.78%	+36.50%	+40.10%	+42.84%

The growth is fueled again by jumps in the year-over-year use of Hoopla and TumbleBooks. Hoopla continues to add content; in past two years of promotion we've had more than 3,100 registered patrons check out at least one item. Our pilot partnership

program with the children’s ebook platform Tumblebooks also lead to a significant increase in checkouts when school was in session in May and August. This summer we officially signed on to a program allowing us to grant unlimited Tumblebooks access directly to seven local schools: Devonshire, Fairview, East Prairie, Elizabeth Meyer, Stenson, Middleton and Highland.

Numbers for OverDrive were also up, though by not so great a percentage as Hoopla and Tumblebooks. It will be interesting to see how these numbers track over the next year or two. According to the [“Book Readership 2016” report](#) released by the Pew Research Center on September 1, eBook readership seems to have hit a plateau: after jumping from 17% to 28% over 2011 to 2014, there has been no change in the last two years (28% of those surveyed reported reading an eBook in the last year). On the other hand, more patrons may continue to discover eBooks through their libraries, especially as we work to make more eBook content available.

Cost per circulation

Total circulation is not the only metric used in analyzing products. Given the high price of digital content, another key number is cost per circulation. The chart below gives the amount we’ve spent since May 2014 on each of our three major eBook platforms:

Resource	Expenditure	Circulation	Average Cost per Checkout
OverDrive	\$183,795	93,654	\$1.96
Cloud Library	\$95,548	16,759	\$5.70
Hoopla	\$93,495.22	49,258	\$1.90

As is evident, the average cost per checkout for Cloud Library is far higher than the other platforms. We are currently surveying the few nearby libraries that also have all three platforms to see how their numbers compare. We’ll take all this information into account as we make renewal decisions and negotiate new vendor contracts, as our current three-year Cloud Library contract expires in December and our two-year OverDrive contract expires next summer.

Brief discussion followed.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the following highlights from the August 12, 2016, RAILS Board of Directors meeting's videoconference and supporting documents.

Financial Report: In the absence of Finance Director Jim Kregor, a RAILS staff member from the Finance Department reported that the General Fund unassigned cash and investment balance ending July 31, 2016, totaled \$13,300,000 covering 13.8 months of operation. Total funds in cash and investments stood at \$23,500,000, including a recently purchased six-month CD with Wintrust bank in the amount of \$5,000,000. July expenditures were \$247,606 under budget.

Executive Director's Report: Executive Director Dee Brennan, in her written report, stated that since FY2012, RAILS offered over 600 Continued Education programs, with over 9,400 attendees. She mentioned that she met the new Skokie Public Library director, Richard Kong, and he expressed his appreciation on behalf of the library's staff for maintaining this service.

President Dave Barry announced the new appointments to the Board committees: Consortia, Delivery, Policy, and System Membership Standards. An at-large Board member was still required for the Executive Committee. The position was filled with a nomination by President Barry and Board approval.

The next meeting: Friday, September 23, 2016, at the Quincy Public Library.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

CLOSED SESSION

At 9:39 p.m., a motion was made by Mr. Griffin, seconded by Mrs. Hunter, to go in to closed session pursuant to 5ILCS 12/2(c)1 of the Open Meetings Act (The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body.) The motion was approved unanimously. The vote was 5 ayes and 0 nays.

After discussion, a motion was made by Mrs. Parrilli, seconded by Mr. Griffin, to go out of closed session and return to open session at 9:49 p.m. The motion was approved unanimously. The vote was 5 ayes and 0 nays.

ADJOURNMENT

At 9:50 p.m. a motion was made by Mrs. Parrilli, seconded by Mr. Griffin to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary