

September 13, 2017

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, September 13, 2017.

CALL TO ORDER

Diana Hunter, Vice President/President Emerita, called the meeting to order at 6:37 p.m.

Members present: Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Mira Barbir; Susan Greer; Eugene F. Griffin; Jonathan H. Maks, MD; and Richard Kong, Director.

Member absent: Mark Prosperi, President.

Staff present: Laura McGrath, Deputy Director.

COMMENTS FROM OBSERVERS

No observers were present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 9, 2017

Mrs. Barbir made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular meeting of August 9, 2017, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

BILLS

Mr. Kong answered questions regarding canine services, Warehouse Direct, and Unique Management Services.

A motion was made by Mr. Griffin, 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.

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

Brief discussion followed. Mrs. Barbir asked if would be appropriate for a trustee to attend SEED seminar series. Mr. Kong said it would be appropriate.

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. PERSONNEL: PROMOTION: LORRIE HANSEN, FROM FULL-TIME ADMINISTRATIVE ASSISTANT, ADMINISTRATION, TO FULL-TIME COMMUNITY ENGAGEMENT LIBRARIAN—SCHOOL SERVICES, EFFECTIVE AUGUST 21, 2017; HIRE: TIMOTHY MURPHY, FULL-TIME FACILITIES SUPERVISOR, MAINTENANCE, EFFECTIVE OCTOBER 9, 2017; POSITION CHANGE: JENNIFER COMELLO, FROM FULL-TIME COMMUNITY ENGAGEMENT LIBRARIAN—SCHOOL SERVICES, COMMUNITY ENGAGEMENT, TO FULL-TIME YOUNG ADULT LIBRARIAN, LEARNING EXPERIENCES, EFFECTIVE AUGUST 7, 2017; TERMINATIONS: HANNA MOSES, PART-TIME CATALOGER, ACCESS SERVICES, EFFECTIVE AUGUST 8, 2017; ELIZABETH ANTWI-NSIAH, LOGAN SUTHERLAND, ANNA YABLOCH, TEMPORARY SUMMER READING CLUB ASSISTANTS, ADULT SERVICES, EFFECTIVE AUGUST 15, 2017; MICHAEL ANTWI-NSIAH, TEMPORARY SUMMER READING CLUB ASSISTANT, ADULT SERVICES, EFFECTIVE AUGUST 18, 2017; CHRISTOPHER SCHEITHAUER, TEMPORARY CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE AUGUST 26, 2017; MARNI BALINT, YOUNG ADULT ADVISORY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE OCTOBER 4, 2017.

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

DIRECTOR'S REPORT

Eclipse Program

We had a huge turnout for the eclipse program on August 21, 2017. Over 1,100 community members joined library staff on the Village Green and gladly shared special glasses that were passed out. Youth and Family Programming Supervisor, Amy Koester, and many other staff worked hard to make sure this was a successful event. We also experienced a bump in circulation statistics and visitors that day. More photos and details about the event can be found on our blog: <https://skokielibrary.info/blog/125/skokie-solar-eclipse-party/>.



Skokie Cares Community SEED Cohort

Working with the Skokie Cares partners, the library will host a SEED (Seeking Educational Equity and Diversity) seminar series for community members and some library staff. The intent is to use this and future seminars to drive personal, organizational, and community change toward greater equity and diversity. The ongoing work of the Skokie Cares group demonstrates the success of our approach to community engagement using the Harwood methodology.

New Library Catalog

The implementation of the new public library catalog, approved by the Board in May, is progressing smoothly. The new catalog, called BiblioCore, will provide a smarter search experience and more intuitive account management features. It will also be much more user-friendly on mobile devices. Training for staff is scheduled for later this month, and a “soft launch” for the public will begin in mid-October. The full launch will occur in late November.

BOOMbox Space Theme and Space Exhibit

During the next several months through December, the BOOMbox will offer visitors the opportunity to explore and learn about space (i.e., outer space). Drop-in hours and scheduled micro workshops will be offered to patrons of all ages. From October 25-December 29, 2017, we will host a traveling exhibition called “Explore Space: A Cosmic Journey,” which is supported through a grant from the National Science Foundation.

Mrs. Barbir will bring in information from the eclipse in Carbondale for staff use for BOOMbox Space.

Pavement Project

The pavement project, approved by the Board in August, was completed successfully. The contractor, Quality Blacktop, efficiently handled the patching, sealcoating, and restriping of the west parking lot, south driveway, and east driveway. There was minimal disruption to the public and staff.

Policy Updates

As part of the ongoing review and update of policies, staff are working on revisions to both the personnel code (i.e., HR policy) and the borrowing/circulation policy. Mr. Kong plans to bring the personnel code to the Board for approval in October, and the borrowing/circulation policy later in the year. As he has mentioned before, the personnel code will include recommended changes to the vacation policy and a new parental leave policy.

Staffing Update

Susan Carlton retired as the Community Engagement Manager after almost four years of building the department after our organizational realignment. Thanks to her hard work and leadership, the library has increased and strengthened its relationships with community members and organizations. Fortunately, Susan will stay involved with the Skokie Cares group.

Adult Volunteer Luncheon

The Adult Volunteer Luncheon will take place on Sunday, September 17, 2017 at the DoubleTree Hotel in Skokie. As Mr. Kong has mentioned previously, we received an event sponsorship from MB Financial Bank to make this a bigger, better event to honor our dedicated volunteers. Board members are encouraged to attend.

Community Demographics

Terry Ratoff, Business Services Librarian, recently attended an event at which Steve Marciani, Village of Skokie Planning Supervisor, shared some thoughts about the community. According to Marciani, the number of new immigrants is declining, but there is a growing international community working in the village. There is an increase in non-family members living in households. There is not enough new rental housing in Skokie, and home-sharing programs are increasing. Fewer seniors are living alone, and there is a significant population of “boomerang” kids (10% of total population). The number one language spoken in homes, besides English, is Urdu, with Spanish ranking second. The number of homes in which Arabic is used is also growing.

Development on Former Desiree Restaurant Site

The Village is planning to make an announcement on September 12, 2017 about a new development project planned for the NW corner of Oakton Street and Lincoln Avenue (known as the Desiree lot). Mr. Kong was invited to attend a special meeting to be one of the first to hear the details of this new project on Tuesday, September 12, 2017 at 8am, and Board members should have also received an invite for a preview that same day at 1pm. There will also be an open house on September 13, 2017 between 4-7pm for the public. What he has heard about the project thus far is that it will be a mixed-use building with luxury residential units and businesses.

Insurance Coverage Options

In preparation of the Board’s consideration of the library’s insurance coverages (i.e., Property & Liability, Workers Compensation, Auto, Cyber Liability, Directors and Officers, etc.) in November/December, Mr. Kong has been in discussion with LIRA (Libraries of Illinois Risk Agency). LIRA is an insurance pool that is made up of many local libraries, and may provide savings over our current insurance broker, Horton Group. Working with LIRA may also provide broader coverage with increased limits, more stability with our premium each year, and a potential return of surplus. After examining our options, Mr. Kong will provide more information to the Board in November.

PLA Board Meeting

Mr. Kong will be attending the PLA (Public Library Association) Board meeting on September 25-26, 2017 in Chicago. Part of the agenda will include strategic planning work for the association and a discussion based on the work of the PLA EDI (equity, diversity, inclusion) Task Force, of which he is the co-chair.

ILA 2017 Conference

The Illinois Library Association annual conference will be held on October 10-12, 2017 in Tinley Park. Staff members, Mick Jacobsen and Leah White, are both serving on the conference planning committee. Since the conference is held in the Chicago area, we will send a large group of staff, including the following who will be presenting:

- Allyson Coan and Kathy Sexton: “Inclusive Readers’ Advisory”
- Jarrett Dapier: “The Benefits of Studying Cultural Competence”
- Jane Hanna and Christie Robinson: “Personalization with Privacy”
- Laurel Johnson: “Keeping the Peace with Teens”
- Amy Koester and Mimosa Shah: “The Civic Lab and Beyond”
- Richard Kong: “Elevating Library Leadership in Illinois”
- Annabelle Mortensen : “How to Improve Everything with Usability Testing” and “Proactively Serving Communities Through Authentic Representation”
- Mimosa Shah and Leah White: “Mindfulness at the Library”
- Dawn Wlezien: “Create Volunteer Opportunities for Young Adults with Disabilities”

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 2017 levy will be introduced as part of the Village’s Levy Ordinance in early December and acted on by the Village Board before the end of December. This levy will fund the library’s 2018-2019 Fiscal Year.

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

Last month, Mr. Kong gave the Board information relevant for this decision, including projected FY 2019 revenues and expenditures based on no increase in the levy, an increase of 1%, an increase of 1.5%, 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, he has allotted 3.6% more for the Salary line and corresponding increases for FICA and IMRF.

As the projected FY 2019 revenues and expenditures shows, if there is either a 0% or 1% increase in the levy, the Capital line will need to decrease significantly, and fall short of our goal of contributing \$550,000 per year into capital improvements (i.e., “Annual Reserve Fund Contribution” in the capital asset plan). The upcoming master planning process will also inform us of additional capital projects that will need to be factored into the long-term projections. Of course, there is always the possibility of encountering

unexpected or additional expenses that we are not able to factor in now. With an increase of 1.5%, the Capital line in the budget would meet our goal of contributing \$550,000 towards capital improvements.

With these circumstances in mind, Mr. Kong recommends that the Board adopt a levy increase of at least 1.5% for the 2017 levy. An increase of 1.5% from the 2016 levy would result in a levy of \$12,205,561 for the 2017 levy (funding FY 2019), not including the \$1,269,425 for next year's bond payment.

Mrs. Hunter suggested the library apply for more grants; lengthy discussion followed. Mrs. Hunter was in favor of a 1% increase in the levy.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT AN OPERATING TAX LEVY IN THE AMOUNT OF
\$12,205,561.00 FOR THE YEAR 2017, REPRESENTING A 1.5%
INCREASE OVER THE 2016 LEVY.

The roll was called. Dr. Maks—yes; Mrs. Barbir—yes; Mrs. Greer—yes; Mrs. Parrilli—yes; Mrs. Hunter—no; Mr. Griffin—yes. The motion passed with a vote of 5 ayes and 1 nay.

APPROVAL OF ACCESS CONTROL SYSTEM PROPOSAL

As previously mentioned, Mr. Kong has been working with library staff and outside consultants to determine what steps need to be taken to improve the security of our facility and safety of our patrons and staff. One major concern is our outdated access control system for exterior and interior doors. Currently, we have a combination of punch-code door locks and an RFID card system with many other doors left unsecured.

Moving to a modern, unified system will provide two main benefits:

- **Enhanced security for staff-only areas.** Currently, access to the third floor is possible through two stairwells and the public elevators. Although we have taken steps to secure staff office areas on the floor, we still have issues with non-staff members wandering the floor unattended. This contributes to a sense of insecurity among staff and opens us up to potential dangers or theft. The new system will give us the ability to control who has access to the third floor. It will also provide greater security in other areas, such as the south staff hallway on the first floor leading into the security office, loading dock, and staff stairwell leading up to the second and third floors. The Community Engagement office and the Bookmobile

office will also have a video intercom system installed, similar to the one used in the Administration office.

- **Tighter and more efficient access management.** Currently, if an individual's employment at the library ends, they may still have access to staff areas since it is infeasible to change the punch-code door locks each time someone leaves. In addition, staff currently share sets of keys for many rooms throughout the building, which can cause confusion and inconvenience. The new system will allow for centralized, remote access management and remove the need for most staff to carry physical keys. Each employee will be given a key fob that can be used to access various parts of the facility as needed.

We posted an RFP (request for proposals) for the complete installation of a new access control system, including hardware, electrical connections, software, and support of the system. After many discussions and walk-throughs of the entire building, we identified 40 doorways and both public elevators that should be prioritized.

We received four bids, which were thoroughly reviewed by both Rich Simon, Maintenance and Security Manager, and Mark Kadzie, IT Manager. We determined that the lowest bid is also the strongest. Vice-president Janusz M. Sochacki, from eNorman Security Systems of Naperville, IL, visited the library for a walk-through and impressed staff with his expertise, responsiveness, and overall approach. The bid from eNorman Security Systems came in at a total of \$119,397.10. The other three proposals ranged from \$129,000 to \$203,000.

Rich Simon spoke to several references provided by eNorman, including Gail Borden Public Library District, and received positive comments from each. They were happy with the installation, and expressed a desire to work with eNorman on future projects.

The project would be scheduled immediately upon Board approval. The current lead-time is about 4-5 weeks and the entire project will take approximately six weeks to complete. Based on this timeline, the project could be completed by late November.

Mr. Sochacki also provided an optional proposal for an intrusion detection system, which was not part of the original RFP. This system would provide a combination of door contacts, glass break detectors, motion detectors, panic buttons (to be mounted under selected desks), and an exterior siren with blue strobe light at a total cost of \$17,790.31. Rich Simon and Mr. Kong believe that installing an intrusion detection system makes sense. Coordinating this work with the installation of the access control system would save costs and provide an immediate boost to our overall security.

Mr. Kong recommends Board approval of the bid from eNorman Security Systems to complete both the access control project (\$119,397.10) and the optional proposal for an intrusion detection system (\$17,790.31) at a total cost of \$137,187.41. This expense would come out of the capital line.

Lengthy discussion followed. The Board requested a revised quote from eNorman Security Systems removing ten (10) doors as discussed. The Board asked for clarification:

1. Would eNorman Security Systems work with staff during future remodeling projects? Would they charge a consulting fee or waive the fee?
2. Would hardware and equipment be reusable if changes were made once the Master Plan is completed?

The revised quote along with the optional quote for the intrusion detection system will be put on the October agenda.

APPROVAL OF ADOPTION OF POLICY ON ENFORCEMENT OF LIBRARY USE RULES

During the meeting in July, the Board approved a revision of the library's Appropriate Library Use Policy, which clearly states the rules and expectations for patron conduct. The Policy on Enforcement of Library Use Rules provides guidelines to promote the fair and equitable application of the library's rules for patron conduct and outlines the range of potential consequences for misconduct.

The Policy on Enforcement of Library Use Rules is based on a draft and additional feedback from our legal counsel, Heidi A. Katz of Robbins Schwartz, feedback from library staff, and a review of similar policies from other public libraries locally and across the country.

Depending on the nature and severity of a violation of the rules of patron conduct, the potential consequences may range from verbal warnings and/or exclusions from the library for the remainder of a day to lengthier suspensions for one year or longer. The policy includes guidelines for suspension periods.

The proposed policy also includes guidelines for a patron to appeal a suspension by making a written request to the library director. The patron will be provided a reasonable opportunity to address the suspension.

After their suspension period expires, patrons would be able to request a meeting with the library's security manager to request reinstatement of library use privileges. This is based on our past and current practice.

The policy also includes a template to be used by the security manager and administrators for notifying a patron of a suspension of library use privileges.

Mr. Kong recommends adoption of the Policy on Enforcement of Library Use Rules.

Brief discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADOPTION OF THE POLICY ON ENFORCEMENT OF LIBRARY USE RULES AS PRESENTED (COPY ATTACHED).

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

APPROVAL OF SHORT LIST FOR ARCHITECT INTERVIEWS

We received an overwhelming response to our RFQ (request for qualifications) for architectural services. Twenty-one architecture firms sent statements of qualifications.

Packets containing the qualifications were delivered to board members' homes last week, along with a memo with instructions on how to complete an online rating form for each proposal. Ratings were completed by Monday, September 11, 2017, and Mr. Kong compiled them to provide useful data spreadsheet for tonight's discussion in order to create a short list of three to five firms to invite for interviews in October.

The five highest scoring firms were discussed. However, Mr. Kong asked that consideration also be given to Andrew Berman.

Mrs. Barbir would like to read Gensler's three year library study.

Lengthy discussion followed. By consensus the Board agreed to interview three architectural firms on October 16 (6 p.m., 7 p.m., and 8 p.m.) and two firms at their regular October 18 meeting (7 p.m. and 8 p.m.). The October 18 meeting will begin at 6 p.m.

The firms chosen for interviews (in alphabetical order) are: Andrew Berman, Gensler, MSR Design, OPN Architects, and Skidmore, Owings, and Merrill.

Each interview will consist of a 10 minute presentation, 35 minutes of Q&A, followed by a 15 minute break. The director will ask the interview questions, with follow up questions by the Board.

Mrs. Greer left the meeting at 8:57 p.m.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported the following highlights from the August 25, 2017, RAILS Board of Directors meeting from supporting documents and recorded videoconference.

Financial Report: Finance Director Jim Kregor's reported that the General Fund unassigned cash and investment balance ending July 31, 2017, totaled \$12.3 million covering 13.2 months of operation, which he considers "a good cushion." RAILS has not, as of that date, received from the State the \$3,962,120 of last fiscal year's Area and Per Capita grant, but he is hopeful that it will be received in the near future. Expenses remain under budget, with personnel operating costs below budget because of open positions not filled.

Executive Director's Report: Board President Kate Hall announced that Executive Director Dee Brennan was named Illinois Library Luminary by Illinois Library Association.

Ms. Brennan reported that she and RAILS staff had a successful meeting with staff at the Illinois State Library on creating library programs and providing services for the unserved in the state. The largest segment (approximately 450,000 people) of the unserved population resides in Cook County. A map indicating the unserved population can be found on the RAILS website.

Ms. Brennan presented and asked for approval of changes to the Paid Family Leave Policy. The Board agreed to table this item until the September meeting.

Illinois State Library: An ISL representative announced that Heartland Library System has received the remainder of its FY2017 Area and Per Capita grant and RAILS can expect their portion soon. Their office has not heard any announcements on the FY2018 grant distributions.

The Board approved full membership to a new special library, Poetry Foundation Library of Chicago, which serves approximately 5,000 adults and children nationally.

Next meeting: Friday, September 22, 2017, at Coal Valley Service Center.

COMMENTS FROM TRUSTEES

Mr. Kong asked the Board if they would still like to receive the New Fiction list in future board packets. The Board said it was not necessary as the list may be found on the library website.

ADJOURNMENT

At 8:59 p.m. a motion was made by Mr. Griffin, seconded Mrs. Barbir by to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary



POLICY ON ENFORCEMENT OF LIBRARY USE RULES

POLICY PURPOSES AND SCOPE

The Skokie Public Library Board of Trustees and library staff recognize the need to provide a welcoming environment in which patrons and staff can be free from harassment, intimidation, or other threats to safety and well-being, and in which library facilities and resources are protected from damage or loss. The library offers spaces and opportunities for reading, studying, writing, listening to written or electronically transmitted materials, attending programs and meetings sponsored by the library or community groups, and working collaboratively to improve the quality of life for Skokie residents.

With these purposes and uses in mind, the Library Board of Trustees has adopted an Appropriate Library Use Policy setting out rules for patron conduct. This Policy on Enforcement of Library Use Rules is intended to provide procedures to promote the fair and equitable application of the library's rules for patron conduct.

This Policy also describes the range of potential consequences for misconduct which, when serious or repeated, may include removal from the library and/or suspension of library use privileges as allowed under Local Library Act Section 4-7, paragraph 11 which states that any person who willfully violates rules prescribed by a library board may be excluded from use of the library. 75 ILCS 5/4-7. Illegal activity may result in exclusion from all library facilities and resources, and arrest for violation of applicable federal, state or local laws.

STAFF RESPONSE TO VIOLATIONS OF LIBRARY USE RULES

Authorized library staff members shall follow the procedures set out below to enforce the library's use rules in a fair and reasonable manner. Authorized staff members include administrators, security personnel, managers, supervisors, or staff members designated by a supervisor to intervene with patrons to secure compliance with library use rules.

Library staff responding to possible violations of use rules may at any time request that patrons identify themselves by showing library cards or other documents such as a driver's license or school ID. The library reserves the right to inspect all bags, purses, briefcases, or backpacks for concealed library materials or weapons.

INITIAL WARNING OR EXCLUSION FOR REMAINDER OF DAY

A patron who does not comply with one or more of the library's conduct rules will ordinarily receive an initial verbal warning from library staff, unless the patron's misconduct involves actual or potential harm to another patron, or misuse of or actual or potential damage to library property. Staff will inform the patron involved of the relevant conduct policy and rule(s), and warn the patron that continued violation will result in a loss of library use privileges. If the misconduct continues, or if library staff consider the misconduct sufficiently disruptive, the patron may be asked to leave the library for the remainder of that day.

Written notice is not required for initial warnings or exclusions for the remainder of a day. If the patron believes that the treatment is unfair, a supervisor or ranking staff member may be called upon to consider the patron's objection. The supervisor's or ranking staff member's decision will be final.

When a patron under 18 years of age is to be excluded, staff will attempt to notify his or her parent or guardian of the exclusion by telephone, text, or email before the minor patron leaves the library.

SUSPENSIONS FOR ONE DAY OR LONGER

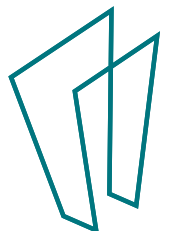
Some misconduct may result in a patron being suspended for longer periods of from one full day up to a full year, depending upon the severity or repeated character of the misconduct. The library director, deputy director, and security manager are authorized to suspend patrons from library use privileges for periods of one full day or longer.

Suspension of library use privileges denies the patron access to the library building and grounds, the bookmobile, online spaces, phone calls to library staff other than the security manager, and all library programs.

Violation of the terms of suspension, including trespassing on library property or harassment of staff by phone or in online environments, will be reported to the Skokie Police Department and may be subject to criminal prosecution or other legal action.

A Notice of Suspension of Library Use Privileges will be provided by receipted-for delivery in person to the patron at the time the suspension is imposed, if possible, or sent to the patron by regular and certified mail at his or her last known address. The Notice shall state the rule violation(s) upon which suspension is based, and inform the patron of the procedure for requesting review of the suspension by the library director. When use privileges of a patron under age 18 are suspended, the patron's parent or guardian will also be notified and will be provided a copy of the Notice of Suspension by regular mail.

The security manager will provide a copy of each Notice of Suspension, marked "Confidential", to the director, deputy director, security personnel, and other appropriate staff so that they are informed of the patron's exclusion as soon as possible.



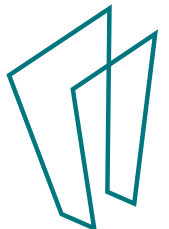
SUSPENSIONS FOR ONE DAY OR LONGER (CONTINUED)

The following are guidelines for suspension periods, which may vary based on the severity of a patron's misconduct and on any past non-compliance by the patron with library use rules.

Length of Suspension	Misconduct Involved
One Day	<ul style="list-style-type: none">• Ignoring repeated warnings about disruptive behavior• Refusing to follow the directions of library staff
One Week	<ul style="list-style-type: none">• Trespassing on library property or bookmobile after having been asked to leave the premises• Minor damage to library property• A repeat or escalation of any of the above misconduct
One Month	<ul style="list-style-type: none">• Threatening or harassing others with hostile or inappropriate remarks• Possession or use of intoxicating or controlled substance• A repeat or escalation of any of the above misconduct
Six Months	<ul style="list-style-type: none">• Stealing from other patrons or the library• Serious damage to library property• A repeat or escalation of any of the above misconduct
One Year or Longer	<ul style="list-style-type: none">• Physically assaulting or inappropriately making contact with other patrons or staff• Lewd conduct• A repeat or escalation of any of the above misconduct

APPEAL PROCEDURE

A patron who wishes to appeal a suspension may do so by making a written request to the library director within 10 days of the date of the Notice of Suspension at the library's address, or by email to the director at the email address provided on the library's website. The library will offer the patron notice of and a reasonable opportunity to be heard by the library director concerning information that the patron deems relevant. The library director's decision on any appeal shall be final.



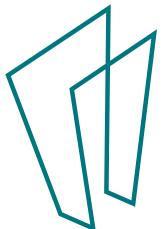
RE-ENTRY MEETING WITH SECURITY MANAGER

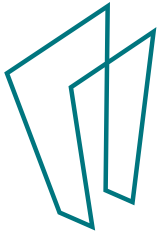
The patron must request a meeting with the library security manager in order for the suspension to be lifted and for the patron's library use privileges to be reinstated after the end of the suspension. The purpose of the meeting is to review the Appropriate Library Use Policy and the library's suspension process. In the case of a patron under age 18, a parent, guardian, or other adult will be encouraged to accompany the minor to the meeting. To request a re-entry meeting, the suspended patron should call the library and ask to speak with the security manager.

During the re-entry meeting, the security manager will:

- Review the reason(s) for the suspension
- Review the current Appropriate Library Use Policy
- Review the current Policy on Enforcement of Library Use Rules
- Request a signature noting the patron understands and agrees to follow the Appropriate Library Use Policy

Adopted by Skokie Public Library Board of Trustees September 13, 2017





SKOKIE PUBLIC LIBRARY

5215 Oakton Street | Skokie, IL 60077 | 847-673-7774 | www.skokielibrary.info

NOTICE OF SUSPENSION OF LIBRARY USE PRIVILEGES

To: _____ Library Card No. _____

On _____ at approximately _____,

you were observed at the _____ of Skokie Public Library.

At that time you were engaging in the following conduct which violated the Appropriate Library Use Policy, a copy of which has been provided to you and which is also attached to this Notice:

- Disruptive behavior affecting staff or patrons
- In possession of objects or substances prohibited at the library
- Unreasonably loud use of cell phone or other electronic device
- Selling products or services or soliciting donations
- Other conduct violating the Appropriate Library Use Policy (see below)

Because of the inappropriate conduct noted above, and/or other history of inappropriate conduct at Skokie Public Library or on library property, your library privileges are suspended until the date shown below. If you come into the library or onto library property before that date, police may be called and you will be subject to arrest for trespassing.

You may appeal this loss of library privileges by sending a written request within 10 days of the date of this Notice of Suspension, addressed to the Library Director at 5215 Oakton Street, Skokie, IL 60077, or by email to the director at director@skokielibrary.info. Your request should explain the reasons why your library use privileges should not be suspended.

Unless the director issues a written determination altering the terms of your suspension, your suspension will be in effect until the date shown below, and until you have requested and participated in a required re-entry meeting with the library's security manager.

Date of suspension of library use privileges: _____

Date on which privileges will be restored: _____, if required re-entry meeting has been held.

Staff member name and title: _____

Signed: _____

Attached: Appropriate Library Use Policy