

June 12, 2019

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, June 12, 2019.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:32 p.m.

Members present: Mark Prosperi, President; Karen Parrilli, Secretary; Mira Barbir; Susan Greer; Eugene Griffin; and Richard Kong, Director.

Members absent: Diana Hunter, Vice President/President Emerita; Jonathan H. Maks, MD;

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

Others present: Julian Prendi, Samuel Cavnar

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS  
OF MAY 8, 2019

Mr. Griffin made a motion, seconded by Mrs. Parrilli to approve the minutes of the regular meeting of May 8, 2019, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

Mr. Griffin made a motion, seconded by Mrs. Parrilli to approve the minutes of the closed meeting of May 8, 2019, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

APPROVAL OF DESTRUCTION OF AUDIO RECORDINGS OF CLOSED SESSION  
MINUTES OF AUGUST 10, 2016 AND SEPTEMBER 14, 2016

Mrs. Parrilli made a motion, seconded by Ms. Greer to approve the destruction of the audio recordings of the closed session minutes of August 10, 2016 and September 14, 2016. The vote was 5 ayes and 0 nays.

REVIEW OF CLOSED SESSION MINUTES OF: July 11, 2007; August 15, 2007; January 12, 2011; September 10, 2014; July 8, 2015; June 8, 2016; August 10, 2016; September 14, 2016; January 11, 2017 (a); March 15, 2017; April 12, 2017; June 14, 2017; July 12, 2017; October 18, 2017; December 13, 2017; May 9, 2018

The Board reviewed all closed session minutes.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY STILL EXISTS FOR THE JULY 11, 2007; AUGUST 15, 2007; JANUARY 12, 2011; SEPTEMBER 10, 2014; JULY 8, 2015; JUNE 8, 2016; AUGUST 10, 2016; SEPTEMBER 14, 2016; JANUARY 11, 2017 (a); MARCH 15, 2017; APRIL 12, 2017; JUNE 14, 2017; JULY 12, 2017; OCTOBER 18, 2017; DECEMBER 13, 2017; AND MAY 9, 2018 MINUTES AND THEY SHALL REMAIN CLOSED.

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

Mr. Kong introduced guests Sam Cavnar and Julian Prendi.

## DIRECTOR'S REPORT

### Renovation Update

Andrew Berman Architect (ABA) visited once again June 10-12, 2019. The first day was set aside for meetings with consultants (i.e., structural, lighting, and MEP), the second day was used for meetings with library staff and graphic designer Neil Donnelly, and the third day was spent at the furniture showcase NeoCon in Chicago.

Mr. Kong shared that Mr. Berman has been very impressed with the consultants he has been working with. Mr. Kong will share slides showing Mr. Donnelly's designs for signage with the Board at a future date.

Recently, Shales McNutt (SMC) shared updated cost estimates based on design development files provided by ABA. The projected budget looks to be on target, and it will continue to be adjusted until July 2019, when we will have a more accurate projection after 50% completion of construction documents. The most updated budget estimates will be shared with the Board.

Mr. Kong convened a meeting with the Village Mayor, Manager, and other Village leaders on May 31 to provide an update on the library's overall plans. The response was very positive, and the attendees expressed excitement and support for the project. Mr. Kong will also present about the renovation to the Chamber of Commerce Board and the Village Health Commission during the summer. More information will be presented to the broader public through a display in the library and the library website by the end of the summer.

As the Board requested, Village Finance Manager Julian Prendi and library attorney Samuel Cavnar were present at the June Board meeting to review the bond process and answer any questions from

the Board.

### Summer Reading Program

This year's summer reading program, "Friends and Neighbors," got off to a strong start with over 1100 people registering by the first week of June. Youth Librarian Cathy Maassen once again spearheaded a tremendous effort to raise donations for the program that will go towards t-shirts for participants and prizes. The program, which emphasizes not only reading but also various fun activities that encourage engagement with one's community, is open to Skokie cardholders of all ages.

### Clergy Forum

Mr. Kong recently attended the monthly Skokie Clergy Forum hosted by Rabbi Jeffrey Weill at Ezra-Habonim, the Niles Township Jewish Congregation. The group was very welcoming, and expressed interest in the information he provided about the SEED cohorts for 2019-2020 and the library's summer reading program. Mr. Kong plans to attend as a guest more often as there are opportunities to engage and work with residents through the various faith communities.

### Skokie Pride Event

The library was a major supporter of a new Skokie Pride event organized by the Skokie Park District. Designed to be a family-friendly LGBTQ event, it was held on June 9, 1-5 pm, at Edison School, and featured food, entertainment, and educational opportunities.

### RAILS Partnership Grant

The library received a \$3800 RAILS Partnership Grant for its work in organizing community SEED (Seeking Educational Equity and Diversity) cohorts with Skokie Cares partner organizations. The purpose of these grants is to encourage RAILS members to pursue partnerships featuring creative solutions that address community needs and further RAILS goals and strategic initiatives. The funding will be used to compensate facilitators for the upcoming program in 2019-2020.

### ILA News

Community Information Coordinator Miguel Ruiz was recently elected as Director-at-Large to the Illinois Library Association Executive Board. He will serve a three-year term starting July 1, 2019. Mr. Kong was appointed to the 2019-2020 Nominating Committee, which is responsible for developing a slate of candidates for the Executive Board. Community Engagement Librarian Kate Belogorsky will also serve as the Co-chair of the Diversity and Inclusion Committee and Patron Engagement Manager Lynnanne Pearson will serve on the Awards Committee.

### ALA Annual Conference

A group of staff will attend the ALA (American Library Association) Annual Conference in Washington, D.C. later this month. Mr. Kong will be attending his last PLA (Public Library Association) Board meeting as he ends his three-year term, and will be touring some recently renovated libraries in the area. Annabelle Mortensen (Program/Presentation), Mimosa Shah (ALA

Emerging Leaders Program and Panel Discussion), Mary Michell (ALSC Intellectual Freedom Committee), Amy Koester (ALSC Board), Jarrett Dapier (Panel Discussion), Lorrie Hansen (Batchelder Award Committee), and Matt MacKellar will be attending the conference as well.

Mr. Kong informed the Board that the library will potentially be receiving \$250,000 in the upcoming state capital funding bill for the renovation project. The Board asked whether the money was specifically earmarked for a certain part of the project. Mr. Kong stated that it would potentially be used for the makerspace and experiential learning aspects of the renovation.

#### DISCUSSION OF UPCOMING BOND PROCESS

Mr. Prendi presented the bond issuance process to the Board. Mr. Cavnar spoke about his role in the bond process and throughout the renovation. The trustees asked clarifying questions of both Mr. Prendi and Mr. Cavnar.

A resolution regarding the treatment of change orders and authority for spending will be brought to the Board in the fall.

Messrs. Cavnar and Kong will be setting up a regular schedule of phone calls to be on top of any needs relating to the renovation project.

Mr. Griffin asked a question regarding contingencies if the project gets off schedule. Mr. Kong will follow up.

Ms. Greer left the meeting at 7:36 pm and returned at 7:38 pm.

Mr. Prendi and Mr. Cavnar left the meeting at 7:41 pm.

#### BILLS

Ms. Barbir asked a clarifying question about the amount for Innovative Interfaces, Inc. Mr. Kong also reminded the Board that the payment for Bibliocommons is the third payment of a three year contract approved by the Board in 2017.

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

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

The roll call vote for approval was 5 ayes and 0 nays; the motion passed unanimously.

Mr. Griffin left the meeting at 7:43 pm and returned at 7:44 pm.

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

The Board appreciated the change to the formatting of the circulation/statistics report. Mr. Prospero asked a question about the number of active cardholders. There was brief discussion about being able to capture more numbers regarding library use that include more than just circulation.

Mrs. Parrilli made a motion, seconded by Ms. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. STATISTICS REPORT
2. REPORTS FROM DEPARTMENT HEADS
3. GIFTS: \$500 FROM ALAN TUTZER IN MEMORY OF LILLIAN MICHAELS; \$1000 FROM DIMITRIOS P. TRIVIZAS, LTD. IN SUPPORT OF SUMMER READING; \$500 FROM EVANSTON SUBARU IN SUPPORT OF SUMMER READING; \$1000 FROM FIRST BANK CHICAGO IN SUPPORT OF SUMMER READING
4. PERSONNEL: HIRES: MON BUSTOS, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES DEPARTMENT, EFFECTIVE MAY 20, 2019; SABA MAHMUD, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES DEPARTMENT, EFFECTIVE MAY 20, 2019; FARISHTA QADER, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES DEPARTMENT, EFFECTIVE MAY 20, 2019; JANET SMITH, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES DEPARTMENT, EFFECTIVE MAY 20, 2019; SUMMER HIRES AND INTERNS: CRISTINA AVILES, COMMUNITY ENGAGEMENT INTERN, EFFECTIVE JUNE 14, 2019; ABBY ANTWINSHIAH, SUMMER READING CLUB ASSISTANT, EFFECTIVE MAY 13, 2019; MAYA MUNSON, YOUTH SERVICES INTERN, EFFECTIVE MAY 21, 2019; ZINNIA SCHWARTZ, SUMMER READING CLUB ASSISTANT, EFFECTIVE MAY 13, 2019; LEXI SWEILEM, SUMMER READING CLUB ASSISTANT, EFFECTIVE MAY 13, 2019; TARAL TALATI, SUMMER READING CLUB ASSISTANT, EFFECTIVE MAY 13, 2019; AIRAH ZAIDI, SUMMER LEARNING EXPERIENCES INTERN, EFFECTIVE JUNE 10, 2019; PROMOTIONS: CAITLIN MYERS, INFORMATION SERVICES SUPERVISOR, EFFECTIVE JUNE 10, 2019; LEAH WHITE, LEARNING AND DEVELOPMENT

MANAGER, EFFECTIVE MAY 1, 2019; RETIREMENT: SHIRLEY AKWA, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE MAY 31, 2019; TERMINATIONS: MAHEEN ANWAR, PART-TIME CUSTOMER SERVICES ASSISTANT, EFFECTIVE MAY 28, 2019; LINDSAY BRADDY, FULL-TIME ACCESS SERVICES ASSISTANT MANAGER, EFFECTIVE JUNE 21, 2019

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

#### ANNUAL REPORTS FY 2018-2019

The Board noted the reports. Mr. Kong mentioned his discussions with the Communications and Multimedia Engagement department regarding increasing our social media presence and reach.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ANNUAL REPORTS AS PRESENTED.**

The vote for approval was 5 ayes and 0 nays; the motion passed unanimously.

Mr. Kong shared with the Board his conversations with Ms. McGrath regarding the monitoring of budgeted hours and making sure the library is in a position to hire additional staff that will be needed after the renovation. They discussed some of the service model changes that have been occurring recently.

#### PROJECTED YEAR-END BALANCE AND APPROVAL OF YEAR-END TRANSFER OF FUNDS

The Board was provided with a projected balance sheet for FY 2019 ending April 30, 2019. Some expenses from FY 2019 carried over into May, and there are tax revenues that the auditors may assign to FY 2019. The estimated revenue balance for the year is approximately \$1.3 million. In the past, the Board has approved a transfer of funds to the Reserve Fund for Sites and Buildings when there has been a revenue balance.

In recent years, the Cook County administration has issued property tax bills in a timely manner, so the library's tax revenues have come in on schedule. The Finance Policy states that the Reserve Fund should represent no less than five months of annual operating expenditures. Five months of a projected annual operating expense of about \$12 million (excluding the capital line) would be about \$5 million, so our current Reserve Fund balance of approximately \$8.8 million meets the requirements of our Finance Policy.

Mr. Kong recommended Board approval of the transfer of \$1.2 million from the General Operating Fund to the Reserve Fund for Sites and Buildings.

Mr. Prosperi asked a question about whether there's an advantage to not transferring the entire amount proposed.

A motion was made by Mr. Griffin, seconded by Ms. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF \$1.2 MILLION FROM THE GENERAL OPERATING FUND TO THE RESERVE FUND FOR SITES AND BUILDINGS.

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

Mr. Kong stated that he is planning to perform another capital asset study after the renovation.

#### ACTION ON PARTICIPATION IN NON-RESIDENT FEE PROGRAM

The Board of each public library in RAILS is required by Illinois law to decide annually and take action on whether to participate in or opt-out of the state's non-resident fee program. This law pertains only to the possibility of providing service to persons residing "outside the taxing area of a public library" [23 Ill. Adm. Code 3030.10].

The Illinois compiled statutes Chapter 75 Act 5, Section 4-7, Paragraph 12 states,

"A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The non-resident cards shall allow for borrowing privileges at all participating libraries in the regional library system."

In the past, it was recommended that the Board approve participation in the program due to the thought that residents of the Village of Golf may choose to obtain a library card at our library. However, the "closest public library" is determined by school district, and we learned that the Village of Golf annexed itself out of District 219 years ago. All residents from the Village of Golf attend Glenview schools, which means they would apply for non-resident cards at Glenview Public Library. Therefore, there is no one from an unserved area who would apply for a library card at our library.

Last year, the Board voted to decline participation in the state's non-resident fee program since it is not applicable to our library.

Mr. Kong recommended that the Board once again vote to decline participation in the state's non-resident fee program since it is not applicable to our library.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DECLINE PARTICIPATION IN THE STATE'S NON-RESIDENT FEE PROGRAM.

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

#### APPROVAL OF NIGHT CLEANING SERVICE PROPOSAL

Last year the Board approved a proposal from Crystal Maintenance Services to provide after-hours cleaning in the library. This supplemental cleaning allows the library's building services staff to focus on other areas that require attention, such as detail cleaning, repairs, painting, and inspections.

Since we are generally pleased with the quality of cleaning provided by Crystal Maintenance Services, and since they have not raised their annual quote, Building Services and Safety Manager Tim Murphy and Mr. Kong both recommended renewing for another year with them.

If the proposal were to be approved by the Board, the contractor would provide cleaning services for seven days per week after the library closes to the public. A regular cleaning crew would be assigned to the library. They would empty all waste and recycling containers, vacuum all carpeted areas, mop all hard surfaces, and clean and stock restrooms.

This supplemental cleaning cost has already been budgeted for in the building and grounds budget line for FY 2020.

Mr. Kong recommended that the Board approve the proposal from Crystal Maintenance Services at \$65,940 for one year of cleaning services, covering July 2019-June 2020.

Mr. Griffin asked if there is any anticipated increase or decrease in need of cleaning services with the renovation. Mr. Kong explained that he discussed it with Mr. Murphy and there are plans for having the cleaning company tackle other projects while the second floor is being renovated, for example.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE PROPOSAL FROM CRYSTAL MAINTENANCE  
SERVICES AT \$65,940 FOR ONE YEAR OF CLEANING SERVICES,  
COVERING JULY 2019-JUNE 2020.

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

#### APPROVAL OF DIRECTOR'S SALARY EFFECTIVE JULY 16, 2019

Public Act 97-609, effective January 1, 2012, added a new section to the Open Meetings Act (51LCS 120/7.3) that created a new posting obligation for IMRF employers, and which states the Total Compensation Packet (TCP) for each IMRF-covered employee earning a minimum of \$150,000 in TCP, shall be posted at least 6 days prior to approving such employee's TCP.



Since Mr. Kong's salary was posted in the library's Administrative Office since May 10, 2019, meeting all posting obligations, Ms. Barbir made a motion, seconded by Ms. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE AN INCREASE OF LIBRARY DIRECTOR RICHARD KONG'S SALARY BY \$10,000 EFFECTIVE ON HIS ANNIVERSARY DATE OF JULY 16.

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

#### ADOPTION OF RESOLUTION TO RECOGNIZE DIANA HUNTER

Diana Hunter, Board Vice President/President Emerita, has faithfully served on the Library Board for 50 years between 1969 to the present. In recognition of her dedication and service to the library, we will honor her on Monday, June 17, at a reception held at the library.

Mr. Kong recommended that the Board adopt a resolution to formally recognize Vice President/President Emerita Diana Hunter for her contributions to the library. The resolution will be printed and framed to present to Mrs. Hunter during the reception.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT A RESOLUTION TO FORMALLY RECOGNIZE VICE PRESIDENT/PRESIDENT EMERITA DIANA HUNTER FOR HER CONTRIBUTIONS TO THE LIBRARY.

The vote for approval was 5 ayes and 0 nays; the motion passed unanimously.

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

RAILS Board of Directors Meeting

Friday, May 24, 2019

Burr Ridge Service Center

The following are highlights from the May 24, 2019, RAILS Board of Directors meeting's supporting documents and recorded videoconference.

**Financial Report:** Mr. Jim Kregor reported that the unassigned General Fund total cash and investment balance ending April 30, 2019, was \$14,400,000, covering the 14.8 months of operation. RAILS received no payments from the FY2019 Area and Per Capita Grant. Mr. Kregor announced that nine new employees were hired to fill empty positions at the Burr Ridge and East Peoria Service Centers.

**Executive Director's Report:** Deirdre Brennan announced that the Nominating Committee is

currently contacting the elected candidates from the May 17 RAILS Board meeting. Also, the Committee is putting together a slate of Board officers.

Ms. Brennan reported on the status of Universal Service, which updated the RAILS website to offer more information to the unserved population. She has also contacted a few real estate professionals to pursue how property listings can specifically include if homes participate in a library taxing district. Public libraries can expect receiving a survey about how their libraries “serve the unserved.”

Next meeting: Friday, June 28, 2019, at Burr Ridge Service Center.

Respectfully submitted,  
Karen Parrilli

#### COMMENTS FROM TRUSTEES

There were no comments from trustees.

#### ADJOURNMENT

At 8:26 pm a motion was made by Mrs. Parrilli, seconded by Ms. Greer to adjourn the regular meeting. The motion passed unanimously.

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Karen Parrilli, Secretary