

June 14, 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, June 14, 2017.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:30 p.m.

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

Staff present: Laura McGrath, Deputy Director; Mark Kadzie, Information Technology Manager.

Observers present: Kevin Long.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF MAY 3, 2017  
AND THE REGULAR AND CLOSED MEETINGS OF MAY 10, 2017

Mrs. Hunter made a motion, seconded by Mr. Griffin, to approve the minutes of the special meeting of May 3, 2017 and the regular and closed meetings of May 10, 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 7 ayes and 0 nays.

Mr. Prosperi asked the Board to move the regular order of business and move to Comments from Observers. The Board unanimously agreed.

COMMENTS FROM OBSERVERS

In response to a request by Skokie resident and library patron Kevin Long for an opportunity to speak to the Board, Mr. Prosperi informed Mr. Long he could do so for 15 minutes starting at 6:30 p.m. Mr. Long addressed the Board regarding an incident that occurred in the library on June 13 and what he alleged to be a pattern of harassment from an employee on the library's security staff. Mr. Long said he comes to the library five to seven days per week, and has an understanding with the library's security manager Rich Simon.

Mr. Long said that while in the library on June 13, he talked for 20 minutes to a patron who was accompanied by four children. He said he did not interact with the children. Mr. Long stated he has no children and has never interacted with kids in the library. He said that he might want to look for books for his nieces, neighbors, or nephews in the Youth Services area, and that there is a charging station and a BOOMbox for adults to use in

Youth Services. He said that Youth Services staff members look “oddly” at adults who are present in Youth Services without children.

Mr. Long said that while he was talking to the patron and engaging in “adult conversation”, a staff member at the Youth Services desk called security to report that there was an adult without a child present in that area. Mr. Long said he was standing 15-20 feet from the Youth Services desk at the time. After 7 to 10 minutes, a female security staff member approached the patron with whom Mr. Long had been talking and asked to speak to her.

Mr. Long contended that there is “a paranoia” in the building. He stated repeatedly that he wants to be left alone when he is at the library. Mr. Long said he works in the medical/legal fields, and then threatened to bring a lawsuit. Mrs. Greer asked Mr. Long if he was threatening the Board. Mr. Long said he was making a lawful threat. He then asked for the Board’s position on the matter. Mr. Prosperi stated the Board’s position is consistent with the content of Director Kong’s letter to Mr. Long dated April 6, 2017.

Mr. Long left the meeting at 6:46 p.m.

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); January 11, 2017 (b); March 15, 2017; April 12, 2017

The Board reviewed all closed session minutes.

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

**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, AND APRIL 12, 2017 MINUTES AND THEY SHALL REMAIN CLOSED AND THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE JANUARY 11, 2016 (b) MINUTES AND THEY SHALL BE OPENED.**

The motion was approved unanimously with a vote of 7 ayes and 0 nays.

Approval of Destruction of Audio Recordings of the Closed Recordings of December 10, 2014; July 8, 2015; and August 12, 2015

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVES DESTRUCTION OF THE VERBATIM AUDIO RECORDINGS OF THE FOLLOWING CLOSED MINUTES: AUGUST 12, 2015. ALL WRITTEN MINUTE REQUIREMENTS HAVE BEEN MET PER [5 ILCS 12/2.06 SUBSECTION (a).]**

The motion was approved unanimously. The vote was 7 ayes and 0 nays.

### BILLS

Mr. Kong distributed the Visa and American Express invoices (hard copies) to the Board. He reminded the Board that these documents, along with receipts for each transaction, are brought to each board meeting and are available for perusal.

The Board would like to have charges above \$500 on a separate spreadsheet for each credit card.

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 7 ayes and 0 nays; the motion passed unanimously.

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

Mr. Kong asked the Board for direction in terms of the annual and quarterly departmental reports. Four options were presented; the Board would like three quarterly reports and an annual report from each department. All quarterly reports should be presented on the same schedule with a two-page limit per report.

Dr. Maks left the meeting briefly.

Mr. Griffin made a motion, seconded by Mrs. Barbir:

**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: \$10,500. FROM TRACY IRWIN IN MEMORY OF MARK D. IRWIN FOR ACTIVITIES, BOOK PURCHASES, DISCUSSION GROUPS, AND SPEAKERS IN SCIFI AND FANTASY GENRES; FOR SUMMER READING: \$1,000. FROM FIRST BANK & TRUST, \$500. FROM KALEIDOSCOPE DANCE, \$500. FROM HUNTINGTON LEARNING CENTER, \$500. FROM EVANSTON SUBARU IN SKOKIE, \$500. FROM NORTH SHORE CENTER FOR THE PERFORMING ARTS IN SKOKIE
4. PERSONNEL: HIRES: HANNAH CARLTON, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE MAY 8, 2017; MICHAEL HAUSLER, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE MAY 8, 2017; ELIZABETH ANTWI-NSIAH, MICHAEL ANTWI-NSIAH, AND LOGAN SUTHERLAND, SUMMER READING CLUB PROGRAM ASSISTANTS, ADULT SERVICES, MAY 17, 2017 TO AUGUST 13, 2017; CHRISTOPHER SCHEITHAUER, SEASONAL PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE MAY 26, 2017; CAITLIN SAVAGE, FULL-TIME LIBRARIAN, YOUTH SERVICES, EFFECTIVE JUNE 5, 2017; AYESHA KHAN AND LIANA WALLACE, FULL-TIME SUMMER LIBRARY INTERNS, LEARNING EXPERIENCES, EFFECTIVE JUNE 8, 2017; TERMINATIONS: MICHAEL ABRAHAM, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE MAY 7, 2017; KENNETH WABOMNOR, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE MAY 16, 2017; EVA THALER-SROUSSI, PART-TIME EARLY CHILDHOOD SERVICES LIBRARIAN, COMMUNITY ENGAGEMENT, EFFECTIVE JUNE 30, 2017; SHAUNA ANDERSON, FULL-TIME YOUNG ADULT SERVICES SUPERVISOR, LEARNING EXPERIENCES, EFFECTIVE JULY 12, 2017.

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

Dr. Maks returned to the meeting.

## ANNUAL REPORTS FISCAL YEAR 2016-2017

### General Operating Fund

### Reserve Fund for the Purchase of Sites and Buildings

### 2001 Debt Fund

### Access Services / State of the Collection / Annual Dashboard

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, 2001 DEBT FUND, AND ACCESS SERVICES/STATE OF THE COLLECTION/ANNUAL DASHBOARD ANNUAL REPORTS AS PRESENTED.**

The motion passed unanimously. There were 7 ayes and 0 nays.

## DIRECTOR'S REPORT

### Usage

Starting this month, Mr. Kong will remove the "Usage" section from the director's report since most of the information is included separately in the circulation statistics and dashboard. Laura McGrath and Richard Kong will highlight statistics related to circulation, programming, room use, and other services when appropriate. Questions about any of the usage statistics are always welcome.

### First Bank & Trust CDs

David Putrus, Vice-President of First Bank & Trust, informed Mr. Kong that they are able to offer us an interest rate of 1% on the renewals of the two largest CDs we have with the bank. The third, smaller CD has a rate of 0.44% and will mature in September 2017. We can examine how to handle this and other investment accounts when a decision is made about hiring an investment manager. The Board decided to wait for the hiring of the Finance Manager before making a final decision about a potential investment manager.

The Board requested that the library's new finance manager attend the July Board meeting; her resume should be included in the board folders for the July meeting.

### Village Finance Director Appointment

The Village announced that Julian Prendi has been promoted as their new Finance Director. George Van Geem retired last month. Mr. Prendi previously served as the Assistant Director of Finance since 2013, and he has been very helpful with library financial matters related to payroll and IMRF. We will work with Mr. Prendi to make the necessary changes to our bank accounts.

### Food for Fines

Many people participated in the two-week Food for Fines program. We collected over 1,800 items, which were delivered to the Niles Township Food Pantry. We waived approximately \$1,700 in fines. On a somewhat related note, we are also preparing for our third year as a site for the summer lunch program run by the Greater Chicago Food Depository. This program will run from June 7 to August 11, and will provide healthy lunches to children in the library.

### Festival of Cultures

The Festival of Cultures took place May 20-21, 2017 at Oakton Park. The attendance was not good on Saturday due to the rain and cold weather, but more people attended on Sunday. The bookmobile parked outside of the swimming pool both days, and 165 people registered early for summer reading. Cathy Maassen staffed the childrens' activity tent both days. The Skokie Cares group also sponsored a new residents' reception on Saturday where Mr. Kong had an opportunity to welcome new families and invite them to visit the library.

### ALA Annual Conference

American Library Association will hold its Annual Conference in Chicago June 24-27, 2017. Mr. Kong will be on two different panel programs, one focusing on leadership lessons for those making the transition from middle management to administration, and the other focusing on organizational culture. Mr. Kong will also participate in an all-day strategic workshop for the PLA EDI Task Force and a PLA Board meeting. Other staff will be participating in committee work or presenting programs, including:

- Leah White is serving on the Advisory committee for the Sarah Jessica Parker Book Club.
- Christie Robinson is presenting "Patron-Centered Library Marketing" with other panelists.
- Laurel Johnson is participating on the panel for the YALSA President's Program and in the Emerging Leaders poster session.

- Amy Koester is presenting, “You Can’t Stay Neutral on a Moving Train: Making Critical Librarianship Tangible through Library Programs and Exhibits.”

Ms. Barbir asked to receive a free exhibits pass for the conference.

#### Taste of Skokie Valley

The Taste of Skokie Valley will take place from 5:30pm to 8:30pm on June 22, 2017 at the North Shore Center for the Performing Arts. This event, co-presented by the Skokie Chamber of Commerce and the Rotary Club of Skokie Valley, will give people an opportunity to sample food from local restaurants and caterers.

#### Coming Together in Skokie and Niles Township 2018

The planning committee for Coming Together in Skokie and Niles Township met to discuss ideas for next year’s theme. The group reached consensus on exploring the question, “What does it mean to be Muslim?” The intent is to look at the range of Muslim identity and culture through books, which have yet to be selected, and programming for all ages.

#### LED Lighting Rebate

We received a notice from the Illinois Department of Commerce & Economic Opportunity informing us that they approved our application to receive a rebate for our recent LED lighting project in the west parking lot. We expect to receive \$2,071.06. Thanks to Trustee Parrilli for suggesting the rebate and to Rich Simon, Maintenance and Security Manager, for completing the application.

#### Trustee Orientation

Mr. Kong welcomed Mira Barbir to the Library Board and provided an orientation that covered many topics, including the library’s organizational structure, strategic plan, finances, policies, and the role of a trustee. We had a very positive conversation, and he looks forward to working with her.

#### Director’s University

Mr. Kong attended the first annual Director’s University June 5-8, 2017. A group of first-time public library directors from libraries of all sizes learned about topics such as leadership, board/director relations, library laws, records retention, levies and budgets, policies, human resources, and building maintenance.

#### PLA Inclusive Internship Initiative

PLA has asked Mr. Kong to share some insights from his personal career path during the kick-off event for their Inclusive Internship Initiative. Held at the Library of Congress on June 16-17, 2017, this event will provide information about the library profession to high school students from diverse, underrepresented backgrounds. We were selected as one of the host libraries for this paid internship experience, and we will have two local high school students join us this summer. PLA will cover Mr. Kong's costs to attend this event.

### LIBRARY CYBERSECURITY PRESENTATION

Mark Kadzie, Information Technology Manager, was introduced.

Earlier in the year, the Board asked the Director for information on how the library approaches cybersecurity. The following addresses that request. Please note this is informational only. There is no associated purchase request or related approval pending. Also, as this is a public document, current library technologies will not be named but only spoken of in general terms.

Cybersecurity is an important topic. The dangers are very real, as recent news headlines attest. It is an immense topic as well; however, the IT Staff's cybersecurity philosophy can be summed up in three simple principles: being proactive, using a layered approach, and managing risk.

Being proactive means being on top of the security game. Staff uses the latest and most secure Microsoft technologies. Windows updates are automated and usually applied within a week of release. In addition, we use specialized software to keep many third-party applications up-to-date. IT staff utilizes the wealth of information available on blogs, websites, and in newsletters in order to keep current on the latest cyber threats. Finally, experts generally agree that the end user is the weakest link in the security chain. The library is currently exploring options for ongoing security awareness training in order to help keep staff informed on the dangers out there and to teach best practices for avoiding them.

Good security consists of many layers. Layered security makes it harder for an intruder to launch a successful attack, and ultimately to encourage the attacker to give up and try elsewhere. The first line of digital defense begins at the network perimeter, which in our case is an industry-leading firewall. All Internet traffic coming in and out of the building passes through this security appliance. With a threat analysis subscription, the firewall knows within minutes about the latest threats found around the world and is able to combat them. In order to improve the effectiveness of this subscription, the IT



Department would like to one day enable auto-decryption for staff network traffic in order to prevent malicious content from entering; public Internet traffic would not be touched. However, before this can happen, library policies would need to be reviewed, revised, and approved by the Board.

Only library-owned devices are able to use the cabled network. If someone unplugs one of our computers from a live data jack and tries to plug in theirs it will not work. In addition, the physical network itself is segmented, which means public and staff network traffic is physically isolated from each other.

Staff computers and laptops use Microsoft's antivirus software. Specialized software protects public computers. When enabled, the software provides the ultimate protection by preserving the computer's current settings and configuration. A simple reboot and the machine is restored to its previous, pristine state—providing 100% availability. Because public computers are easily restored, and have no direct access to staff resources, the potential for lasting damage due to a virus or infection on a public computer is minimal.

Incoming email passes through a premium filtering service with multiple security checks. 60% of all inbound email is denied delivery by this service either because it is malicious or is marked as junk.

Ultimately, security isn't about risk avoidance but risk management. The IT department has to be right every time; hackers only have to be successful once. If and when that day comes, and we are victimized, how are we going to minimize the impact? Being able to restore data from reliable backups is the most important part of any recovery plan. Managing risk is also a compromise between security and usability. Nothing exemplifies this better than the principle of least privilege. It states that the user only has as much privilege on the network as required to do their job, minimizing the damage any one user can possibly inflict if compromised. In addition, we are working with staff to modifying file management workflows in order to save more data as read-only, protecting it from modification, deletion, or encryption.

While we feel we are well protected and well prepared, there is always room for improvement. Our firewall is very sophisticated, and we are always looking to utilize more of its capabilities. Placing all public-facing servers in a more secured network segment is one place to start. We would also like to reconfigure the network so that all wireless and all public traffic travels through the firewall first, before accessing our internal networks. Another area of future investigation is the possibility of "whitelisting" known software. When only vetted applications are allowed to run we are safer. Finally,

we continue looking for new and effective solutions to put the security intelligence in the network, monitoring behavior, and isolating or dropping computers or devices that are exhibiting suspicious behavior.

Discussion followed.

The Board thanked Mr. Kadzie for his informative presentation; Mr. Kadzie left the meeting at 7:44 p.m.

#### APPROVAL OF PROJECTED YEAR-END BALANCE

Mr. Kong distributed a projected balance sheet for FY 2017 ending April 30, 2017. Some expenses from FY 2017 carried over into May, and there are tax revenues that the auditors may assign to FY 2017. The estimated revenue balance for the year is about \$405,000. In the past, the Board has approved a transfer of funds to the Reserve Fund for Sites and Buildings when we have had a revenue balance.

In recent years, the Cook County administration has issued property tax bills in a timely manner, so our tax revenues have come in on schedule for the most part. In the past, the Board asked that the library maintain five months of operating expense in reserve at all times in the event of a disruption in tax receipts. 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 \$7.8 million is well over that required amount.

Mr. Kong recommends Board approval of the transfer of \$200,000 to the Reserve Fund for Sites and Buildings.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF \$200,000. TO THE RESERVE FUND FOR SITES AND BUILDINGS AS RECOMMENDED BY THE DIRECTOR.**

The roll call vote for approval was unanimous. The vote was 7 ayes and 0 nays.

#### APPROVAL OF EQUITY CONSULTATION PROPOSAL

In July 2016, the library hired Corrie Wallace to provide consultation and training to staff as part of our effort to explore concepts of race and systems of oppression, ways we can improve our ability to interact respectfully and effectively with colleagues and members of our diverse community. Mr. Kong feels it is important to continue building on this

work, and asked Ms. Wallace to provide another proposal for consultation and training services in FY 2018. The intent is to build on awareness related to race equity, and expand to issues surrounding other aspects of identity (e.g., sexual orientation, gender identity, disability, and accessibility).

Early on in FY 2017, Ms. Wallace worked with an internal EDI (equity, diversity, inclusion) committee to provide an initial set of mandatory training designed to increase awareness and understanding of interpersonal and structural bias. She also led a monthly discussion series called “Word of the Month” which was designed to create a shared language and framework related to equity, diversity, and inclusion. Many staff have participated in this series and have found it helpful, so the EDI committee recommends continuing it. Ms. Wallace also consulted staff with other initiatives, such as creating a baseline survey to gain a stronger sense of the diversity we already have within our staff. Library staff have built on this EDI work by examining and improving our HR practices. Our HR Manager, Beth Dostert, now includes standard language in each job posting expressing our desire for applicants from members of underrepresented groups, and affirming that we are an EEO (Equal Employment Opportunity) employer.

The new proposal from Ms. Wallace outlines a number of ways we hope to continue our EDI initiatives, including the following:

- Support for the development of an EDI roadmap (i.e., benchmarks for measuring progress with EDI initiatives)
- Continuation of discussions and workshops for staff, including the addition of at least one training session for the library Board
- Assistance with improving our HR practices to ensure stronger recruitment and retention of employees from underrepresented groups.
- Co-facilitation of a new SEED (Seeking Educational Equity & Diversity) cohort with Youth Services Manager Shelley Sutherland focused on equity and social justice. This group would consist of some staff and local community members.

Mr. Kong recommends Board approval for the proposal from Corrie Wallace to provide equity consultation and training services for a total amount of \$13,250 for work done through April 2018.

Discussion followed regarding the library’s EDI initiatives.

Mrs. Greer left the meeting at 8:02 p.m.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM CORRIE WALLACE TO PROVIDE EQUITY CONSULTATION AND TRAINING SERVICES FOR A TOTAL AMOUNT OF \$13,250. FOR WORK DONE THROUGH APRIL 2018.

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

#### APPROVAL OF NON-RESIDENT SERVICES

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

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

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

Since Skokie does not have a significant neighboring unserved population, in the past it was recommended that the Board approve participation in the program. Since the “closest public library” is determined by school district and the close-by area of Golf does not have public library service, there is a small number (estimated at 50) of students from Golf who attend Niles North and might want to purchase a Skokie Public Library card. In fact, we sold twenty-one (21) non-resident borrowers’ cards in 2016; twenty-eight (28) non-resident borrowers’ card in 2015; and twenty-eight (28) non-resident borrowers’ cards in 2014. Typically, not more than one or two of these cards are sold to Golf residents each year, a volume which does not present a problem. At the present time, there are no Golf residents holding fee cards for the Skokie Public Library, but three Golf residents registered as reciprocal borrowers from Glenview.

Mr. Kong recommends that the Board renew approval of participation in the Non-resident Services program for the year from July 1, 2017-June 30, 2018.

Mrs. Greer returned to the meeting at 8:04 p.m.

A motion was made by Mr. Griffin, seconded by Mr. Prosperi:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF PARTICIPATION IN THE NON-RESIDENT SERVICES PROGRAM FOR THE YEAR FROM JULY 1, 2017-JUNE 30, 2018.**

The roll call vote for approval was unanimous. The vote was 7 ayes and 0 nays.

**APPROVAL OF AMERICANS WITH DISABILITIES (ADA) POLICY REVISION**

The library's Americans with Disabilities Act (ADA) policy was adopted by the Board in August 2005. It states the library's commitment to serving individuals with disabilities to the best of our abilities as it relates to our services, collections, programs, spaces, etc.

Recently, Susan Carlton (Community Engagement Manager), Dawn Wlezien (Volunteer and SALS Coordinator), and Holly Jin (Community Engagement Supervisor) led an objective that included an examination of the ADA policy using the *Renewing the Commitment: An ADA Compliance Guide for Nonprofits*.

The revisions were minor in nature, mostly updating the positions involved in the complaint process. The revision also includes language that addresses job applicants who may need an accommodation to apply for a position at the library.

During the process of creating a master space plan, we would look at all of our facility to ensure that we comply with ADA. We have also invited an ADA expert to present an overview of ADA to our management team and conduct a walk-through of the library to identify non-architectural barriers to use of our spaces and services.

Mr. Kong recommends approval of the revision of the ADA (Americans with Disabilities Act) Policy.

Brief discussion followed.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED AMERICAN WITH DISABILITIES ACT (ADA) POLICY AS PRESENTED (COPY ATTACHED).**

The roll call vote for approval was unanimous. The vote was 7 ayes and 0 nays.

#### APPROVAL OF OUTCOME REPORT ON FY 2017 OBJECTIVES

Three years after the significant organizational realignment in 2014, we continue to see the ways in which our organization is positioned to pursue our strategic goals and objectives. The outcome report for FY 2017 objectives, which were based on the 2016-2019 strategic plan, was distributed.

Staff took on an ambitious slate of objectives related to building stronger partnerships, creating more social and relevant learning experiences, making better data-driven decisions, promoting equity, designing more user-centered experiences, and encouraging a healthier organizational culture.

Highlights include the formation of a new community stakeholders' group called Skokie Cares, which led to the creation of the "Skokie Welcomes Everyone" campaign. The library has strengthened relationships with key community partners such as the Village of Skokie, Skokie Park District, District 219, District 73.5, ELL Parent Center, Turning Point, and Niles Township. It is exciting to think about what initiatives this group may pursue.

Another important development came with the launch of the Civic Lab, which is a pop-up programming installation that allowed us to invite community members to engage in dialogue and learning about important topics such as immigration, income inequality, systemic racism, and what it means to be American. While we will continue to offer presentation-style programming, we will use what we have learned with the Civic Lab to offer more ways for people of all ages to learn through open dialogue and access to our resources.

We have also placed a greater focus on identifying and capturing the right types of data to inform our decisions and advocacy. Staff are now more data-literate, and are more likely to ask relevant questions about outcomes and outputs at the early stages of planning a project.

This focus on data-driven decisions also plays into our recent efforts to develop services, programs, and collections that take into consideration the diversity of our community. Rather than provide the exact same services to everyone in the community, our staff considered the specific circumstances and needs of the most vulnerable in our community. This led to working with local school districts, preschools, and other organizations towards a more equitable approach to digital inclusion and early literacy.

Objectives related to Goal 5 involved taking a serious look at the experiences we are offering to the community through both our physical and virtual environments. Through design thinking methods and user research, staff gained insights about the need for better, more cohesive spaces in both the Youth Services area and the 2<sup>nd</sup> floor. These insights can inform a master space planning process later this year. Staff also determined the need to offer a more intuitive, robust experience with our public catalog/account management interface. This led to the recommendation, and subsequent Board approval, of a switch to the BiblioCore catalog. Using a new customized marketing platform, staff are also now able to provide better recommendations for collections and services.

Finally, staff worked hard to improve the organizational culture of the library. Our increased engagement with library volunteers strengthens our ability to provide services to our community, such as ESL tutoring and homebound delivery. In addition, it helps more members of the community feel connected to the library's mission. Our progress with initiatives related to EDI (equity, diversity, inclusion) allows us to be more thoughtful not only with the way we work together as a staff, but also how we serve our diverse community. Through training opportunities like word-of-the-month discussions, our staff have grown in our individual and collective awareness of how race, identity, and equity factor into our work.

Overall, Mr. Kong is very proud of the work our staff accomplished during the past year. They should be commended for their diligence, commitment, and creativity. The FY 2018 objectives will allow us to build on the progress made last year.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
ACCEPT THE OUTCOME REPORT ON FY 2017 OBJECTIVES AS  
PRESENTED.**

The motion passed unanimously. The vote was 7 ayes and 0 nays.

#### PRESENTATION ON LIBRARY SPACE ANALYSIS AND TRENDS

Dr. Moks left the meeting at 8:17 p.m.

Mr. Kong provided a PowerPoint presentation of parts of master plans from a number of libraries. He is not suggesting a new building or expansion of our current building, nor is he suggesting a drastic reduction of the collection. His goal is to have a long term master plan that is fiscally responsible and will provide patrons with spaces that meet their needs.

Mr. Kong showcased Skokie Public Library's assets and also some areas of the library that could be improved upon such as a larger BOOMbox area, a larger café/vending area, a different arrangement for the Tech Help Desk/Reference area to name a few.

Dr. Maks returned to the meeting at 8:24 p.m.

Mr. Kong would like to start with an RFQ (Request for Qualifications) for an architect. The architect chosen would discuss space planning with the Board and then create a master plan for the library.

Lengthy discussion followed about taxes, cost of a master plan, and architects.

For the July Board meeting, the Board asked the director to provide a template of an RFQ for an architect that could be voted on or the template could be refined.

Mrs. Hunter requested that Skidmore, Owings, and Merrill be invited.

#### APPROVAL OF DIRECTOR'S SALARY EFFECTIVE JULY 16, 2017

Public Act 97-609, effective January 1, 2012, added a new section to the Open Meetings Act (5ILCS 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 11, 2017 meeting all posting obligations, Dr. Maks made a motion, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE SET LIBRARY DIRECTOR RICHARD KONG'S SALARY AT \$146,500.00 EFFECTIVE ON HIS ANNIVERSARY DATE OF JULY 16.

The roll was called and the motion passed unanimously. The vote was 7 ayes and 0 nays.

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

Mrs. Parrilli reported the following highlights from the May 26, 2017, RAILS Board of Directors meeting from supporting documents. The videoconference was not available for viewing.

*Financial Report:* In Finance Director Jim Kregor's report to the Board, he stated that the General Fund unassigned cash and investment balance ending April 30, 2017, totaled \$8,500,000 covering 9.1 months of operation. Also mentioned was the end of FY2017 General Fund balance will be less by \$5.2 million from the June 30, 2016 balance.



*Executive Director's Report:* Executive Director Dee Brennan, in her written report, confirmed the election results to fill the vacancies on the RAILS Board of Directors for the upcoming fiscal year. The new Board members were announced in this week RAILS eNewsletter, and they will take their oath of office at the July Board meeting.

Both she and Finance Director Jim Kregor presented the 147-page Plan of Service and budget for FY2018, based on full funding from the system grant of \$9,879,110. As recommended by the Illinois State Library, RAILS is prepared to make the necessary cuts to programs and services if full funding is not received.

In a separate memo, Director Brennan asked the Board for their input on alternative locations for the next three or four Board meetings, as the Burr Ridge Service Center will be under major construction.

The Board was asked to approve a draft of the updated system membership standards.

Next meeting: June 16, 2017, at Galesburg Public Library.

#### COMMENTS FROM TRUSTEES

There were No Comments from Trustees.

#### CLOSED SESSION

At 9:07 p.m., a motion was made by Mrs. Parrilli, seconded by Mrs. Hunter, to go in to closed session pursuant to 5ILCS 12/2(c)11 of the Open Meetings Act (Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.) The motion was approved unanimously. The vote was 7 ayes and 0 nays. The motion passed.

The Board discussed imminent litigation.

#### Adjournment

At 9:27 p.m. a motion was made by Mrs. Parrilli, seconded by Mr. Griffin:

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

The motion passed unanimously. The vote was 7 ayes and 0 nays.

#### Open Session

ADJOURNMENT

At 9:28 p.m. a motion was made by Mrs. Parrilli, seconded by Mrs. Hunter to adjourn the regular meeting. The motion passed unanimously.

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Karen Parrilli, Secretary



# AMERICANS WITH DISABILITIES ACT (ADA) POLICY

The library is committed to complying with the Americans with Disabilities Act (ADA) to ensure that individuals with disabilities do not encounter discrimination, including intentional exclusion, discriminatory effects, architectural discrimination, and attitudinal or communication barriers. The library's policy is to maximize the full inclusion and integration of people with disabilities in all library programs, services, and employment.

## I. DISCRIMINATION PROHIBITED

The library will not discriminate against patrons, employees, or applicants with disabilities. It is the library's policy not to discriminate against any qualified employee or applicant in regard to any term or condition of employment because of such person's disability or perceived disability so long as the employee can perform the essential functions of the job.

## II. CONTRACTUAL OR OTHER ARRANGEMENTS

The library will not participate in a contractual arrangement or relationship which would subject qualified applicants, employees, or patrons with disabilities to discrimination prohibited by the ADA.

## III. REASONABLE ACCOMMODATION

The library will make reasonable accommodation for the known disabilities of any applicant, employee, or patron unless the accommodation poses an undue burden. After a qualified individual requests a reasonable accommodation, the library will make every appropriate effort to determine and provide a reasonable accommodation. Patrons desiring an accommodation should contact the Community Engagement Manager. Employees or applicants with disabilities who believe they require a reasonable accommodation to apply for a position or to perform the essential function of their job should contact their supervisor and/or the Human Resources Manager.

#### IV. COMPLAINT PROCESS

The Director will investigate any complaint against the library regarding the ADA. The Director can be reached at 847-673-7774 or by writing to Skokie Public Library, 5215 Oakton Street, Skokie, Illinois 60077. Employees should raise concerns about the ADA with the Human Resources Manager. Persons who are dissatisfied with the initial response to their complaint may contact the Director.

#### V. RETALIATION ABSOLUTELY PROHIBITED

The library will not coerce, intimidate, threaten, harass or interfere with any individual exercising his or her rights under the ADA or because the individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA.

*Adopted by the Skokie Public Library Board of Trustees, June 14, 2017*

