

December 11, 2013

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, December 11, 2013.

CALL TO ORDER

Mark Proseri, President, called the meeting to order at 7:34 p.m.

Members present: Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Susan Greer; Jonathan H. Maks, MD (arrived at 7:35 p.m.); Denis O'Keefe; Zelda Rich; and Carolyn A. Anthony, Director.

Staff present: Richard Kong, Deputy Director.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 2013

Mrs. Parrilli made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of November 13, 2013, subject to additions and/or corrections. There being no corrections, the minutes were approved and placed on file.

Dr. Maks arrived at 7:35 p.m.

Mrs. Hunter asked that in the future "Comments from Visitors" be changed to "Comments from Observers". The Board unanimously agreed to this change.

Review of Closed Session Minutes

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE SEPTEMBER 9, 2009; SEPTEMBER 15, 2010; SEPTEMBER 14, 2001; AUGUST 15, 2012; and AUGUST 14, 2013.

The motion passed unanimously.

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

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, AND JANUARY 12, 2011, MINUTES AND THEY SHALL REMAIN CLOSED.

The motion was approved unanimously.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Program Statistics Second Quarter F.Y. 2013-2014; Report(s) from Department Head(s); Correspondence; Gifts)

Mrs. Parrilli made a motion, seconded by Mrs. 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. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS SECOND QUARTER F.Y. 2013-2014
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. CORRESPONDENCE: LETTER FROM ANNE CRAIG, DIRECTOR, ILLINOIS STATE LIBRARY, TO CAROLYN ANTHONY DATED NOVEMBER 13, 2013 RE SKOKIE PUBLIC LIBRARY'S BEING NAMED A 4 STAR LIBRARY BY *LIBRARY JOURNAL* MAGAZINE
6. GIFTS: \$100. FROM KAREN AND DANIEL PARRILLI IN HONOR OF JOHN GRAHAM'S SERVICE TO SKOKIE PUBLIC LIBRARY; \$100. FROM FELICITA CLARKE IN MEMORY OF WILLIAM KATZ; \$100. FROM EVELYN MARKS SIEGEL IN APPRECIATION; \$400. FROM EVANSTON SUBARU IN SKOKIE FOR WINTER READING PROGRAM; \$400. FROM FIRST BANK & TRUST FOR WINTER READING PROGRAM.

The motion passed unanimously.

BILLS

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

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

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in November was down 5.7% from the same month last year, with declines of 7% and 6% in Adult and Youth book circulation respectively. Use of eBooks has more than doubled from last year, but still represents less than 5% of total Adult circulation. Overdrive statistics show that 637 people are registered to use eBooks, with just over 100 having signed up in November. AV circulation also shows declines for both Adults and Youth. Interlibrary Loan posted slight gains for the month although the larger increase continues to be in direct loan through LINKin. Unusually, our borrowing from other libraries is up more than our lending although we continue to be a strong net lender. The volume of questions in November and the number of Reference transactions were both up about 10%. Self-check increased 38% from November last year. Laptop check-outs and study room use were also up, but the Gate Count was down 26%. It seems clear that either the count from last year or this year is not accurate as a decrease of that level would be noticeable in the Library. We will investigate. Use of online databases was down 2% in November and 18% fewer individuals logged in. For the calendar year, there was an 11% increase in the number of individuals logging into databases.

LIBRARY LEVY----Mrs. Anthony attended the Village Board meeting December 2 for the presentation of the Village and Library levies. The new Village Finance Officer has structured the levy request to Cook County somewhat differently, subtracting the funds for bond repayment from the Library Board's levy request. This represents just over \$1,200,000. Mr. Van Geem stated that the funds for the repayment of outstanding debt are built into the levy request and do not need to be re-levied each year. On the other hand, he intends to accept Cook County's automatic addition of 3% to the levy for loss in collection due to appeals, etc., a provision which has been waived in the past by the Village. Mrs. Anthony questioned the levy adjustment, but Mr. Van Geem assured her that the Library would receive the funds needed for repayment of the debt.

STAFF DAY----Staff Day will be held Friday, December 13. Board members are welcome to attend any or all of the day. Please let Susan Dickens know if you will be present so that you can be introduced to staff and provision is made for sufficient lunches. The keynote will be given by Kelly Krieg-Segman, Director of the LaCrosse Public Library in Wisconsin. She will talk about change in public library services in the keynote and give a break-out session on creativity and innovation.

AUTHOR APPEARANCE/FUND-RAISER----We have been contacted by the publicist for author Steve Berry, a best-selling author of thriller and criminal fiction, who will have a new book coming out in the spring and would like to have a Chicago area appearance May 11 (Sunday) or May 12 (Monday). Mr. Berry is a former attorney and has a great

interest in history. He and his wife started the foundation History Matters. He is a big supporter of libraries and would like his appearance to be in part a library fund-raiser. They are offering a two-part presentation that would include a paid reception with guests having the opportunity to mingle with the author and each guest receiving a parcel of several books and the second part being a free public presentation. Lynnanne Pearson is enthusiastic about the opportunity to have such an author of best-sellers here at the Library. We could perhaps look at a nearby venue for the paid reception if the Board is agreeable to this possibility.

Discussion ensued. The Board would like this item placed on the January agenda and to be given more specifics regarding a foundation sponsoring the author appearance. In terms of a date, the Board prefers May 12.

LJ DIRECTORS' SUMMIT----Mr. Kong and Mrs. Anthony attended the LJ Directors' Summit in Chicago for two half days in November on the topic of "Innovation from the Top: Where Design Thinking and Impact Measures Meet". It was a worthwhile and provocative session. Michelle Ha, a principal designer and project lead for IDEO was one of the key speakers on Design Thinking. She described Design Thinking as a set of methods and a practice used by IDEO to implement human-centered design of products and services. They always start with direct observation of behavior in order to better understand the need and to develop empathy for the client. The design development of solutions is an experimental process that involves hypotheses and learning along the way. The Gates Foundation is funding a project for IDEO to work with the Chicago Public Library and the Aarhus Library in Denmark on open-source design thinking for libraries. Another presentation was by Brian Fabes, CEO of the Civic Consulting Alliance, on Designing for Impact. He dealt with measurement and talked about understanding what it is we are supposed to be doing as a first step and a starting point for a disciplined process of making things better. A panel of experts from IMLS, the Pew Research Center, the Gates Foundation and the Urban Libraries Council rounded out the program with a presentation about trends in the assessment of library services.

I LOVE MY LIBRARIAN AWARDS----Mrs. Anthony will be in New York December 16 and 17 for the presentation of awards in the I Love My Librarian award competition sponsored by the Carnegie Foundation and the *New York Times*. As President of PLA, Mrs. Anthony was a judge for the competition this year. She looks forward to meeting the ten winners who are from public, academic, and school libraries.

DR. JOHN WOZNIAK'S PASSING-----We have just recently learned of the passing of former Board member Dr. John Wozniak at the age of 97. He was a scholar and a gentleman with a lively mind and a wonderful sense of humor that included an appreciation for irony. As an exemplar of a person committed to lifelong learning and an engaged citizen, he brought much wisdom and knowledge to the Library Board. He could speak paragraphs in Latin or Greek, yet recognized the value of computer technology to the transmission of knowledge and the operation of the Library. As devoted as he was to reading and learning, he always had time for people and a good conversation.

#### APPROVAL OF APPOINTMENT OF LIBRARY TRUSTEE

The Board unanimously approved the appointment of Denis O'Keefe as library trustee. Mr. O'Keefe reported he was sworn in by the Skokie Village Clerk on December 10.

#### APPROVAL OF UPDATE ON REALIGNMENT

The staff realignment project is being undertaken in keeping with the recently adopted Strategic Plan, along with Goal V: Staffing and organizational structure will be used creatively to support strategic foci and goals, revising position responsibilities and cross-training staff as needed. As library work has changed significantly in the past decade, we are working to realign staffing structure and positions to better support newer service priorities. When the Assistant Director for Technical Services (P7) retired in January, 2013, the position was filled through internal promotion at the P6 level as Head of Technical Services only. The Assistant Department Head (and cataloger P5) position was not filled. The Associate Director's position at P8 was filled with a new Deputy Director at the same grade level. However, both the Assistant Director and Associate Director were at top of scale after many years in the positions and the recent appointees were hired lower on the range. We also did not fill a part-time secretary position in Adult Services or a half-time circulation clerk position. Therefore, we have realized some savings both in FTE and in the salary budget line.

In the new realignment, Access Services will include the former Technical Services and all aspects of collection from selection and acquisitions to the handling of materials returned from circulation and the shelving of those materials. What has been Circulation will divide into Materials Handling which will become part of Access Services and Customer Services which will greet people, register them for cards, help direct them to services, and handle any problems. There will still be an Adult Department, reduced in size, which will staff service desks (although not with the same number of people at each desk), conduct book discussions and sponsor reading clubs. The Youth Department will

also provide service to patrons in the Library, conduct storytimes and summer and winter reading programs. The new department of Learning Experiences will coordinate all library programming and digital instruction. Another new department Community Engagement will conduct outreach programs, partnerships and virtual community-building through digital communications. Several positions for program assistants, a production specialist, an adult program specialist, and lead staff in Customer Service and Materials Handling are being posted internally only. It is our intent to place staff in positions that optimally use their skills and abilities while also serving the Library's needs. Every effort is being made to not increase the number of FTE staff, nor the size of the payroll.

The effective date for switchover to the new structure and position assignments is January 13. This week, managers have been meeting with their current staff to advise them of how their work may be changing and to which department they will report. Next week, managers will meet with their new staff to describe the scope of their new duties and how each member's work will further the goals of the department and the Library. Staff who have been in Adult or Youth Services, but are now assigned to a new department, will continue to work some desk hours on a public desk in their former department.

One position for which there was near universal support by the Strategic Planning Committee and subcommittees was for a Graphic Designer. The position is needed to improve the quality of printed and digital communications, present better branding, having staff do the work they do best (currently about 25 different staff produce some type of printed booklist, flyer, calendar, etc.), improve work flow, efficiency and timeliness in a world in which communication is increasingly graphic in nature, and to achieve better overall cohesion among graphic production in print, on the Library website and the plasma screens in the Library. Currently, we are not doing as much as we could with the plasma screens because we lack the staff with the skills and time to program them. We could have better informational and promotional signage for exhibits, especially as we look to feature more interactive exhibits. The new website and our social media presences will have ongoing needs for images and graphic work that current staff are not equipped to provide. Working with freelancers often involves prolonged production time when a quick turn-around is desired.

The Library now produces a variety of materials that do not look like they belong to the same organization and that do not support and communicate the Library's brand and values consistently and effectively. Design work needs to be centralized to a significant

extent and templates designed and monitored for simpler projects. This past year, we spent about \$15,000. for contracted design services for printed products and another \$15,000. for graphic design for the new website. It is estimated that additional contracted design for a variety of other projects would add at least \$20,000. in addition to current contracts as well as doubling the project management time required. Coordinating arrangements with external designers is more complex and time-consuming than working with an in-house staff person. A position description for a Graphic Designer at the P4 level with a current salary range of \$49,181. - \$72,670. was distributed. This grade was determined through a market study of comparable positions in the area.

The second new position which is seen as necessary is a Desktop and Device Administrator who would report to the Network Manager and be responsible for the administration and maintenance of all Library desktop computers (currently 287), laptops, tablets, and mobile devices. The position would be responsible for configuring and maintaining the computers, device security, software distribution and application management, patch management and providing Tier 2 help desk support. The Library has a number of MACs now as well as PCs. This position is at the P3 level with a salary range of \$44,709 - \$69,364. It is Library policy to hire within the bottom half of the range, depending on the applicant's qualifications and experience.

A third position which we may need to hire externally if we cannot fill internally is for an Adult Program Specialist at 25 hours per week. This bachelor-degreed person would plan and implement a variety of adult programs related to 21<sup>st</sup> century skills, community interests, and civic engagement. A position description was distributed for this position which is at the P2 level with a pay range of \$20.84 - \$30.80 per hour.

We should be able to absorb the cost of these new positions within the scope of the vacancies and turnover of high-level positions already experienced and that which is expected within the next Fiscal Year.

Mrs. Anthony requested Board approval to fill these new positions.

Discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE FILLING THE NEW POSITION OF GRAPHIC DESIGNER.

The roll call vote for approval was unanimous.

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

MOTION THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE FILLING THE NEW POSITION OF DESKTOP AND DEVICE ADMINISTRATOR.

The roll call vote for approval was unanimous.

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

MOTION THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE FILLING THE NEW POSITION OF ADULT PROGRAM SPECIALIST.

The roll call vote for approval was unanimous.

For the January meeting, the Board would like to see an organizational chart, a brief description of what each staff member is responsible for, names of staff members, and photos of managers.

#### APPROVAL OF VOCERA PROPOSAL

As we implement our current Strategic Plan, more of our professional staff will focus on developing learning experiences for our patrons, forming partnerships with community agencies, and building collections that are most useful to our community. This shift requires more flexibility in scheduling staff to achieve a “just in time” model of service rather than one that is based on a “just in case” approach.

The Vocera Communications System would allow a wide range of Library staff to instantly communicate with each other throughout the building in order to provide better service to our patrons. Mobile staff would use communication badges to contact specific individuals or any member of a particular group. For example, if a staff member greets a patron and realizes that the person needs a Spanish translator, that staff member could use Vocera to contact any staff member who is logged into the system and part of the “Spanish Translators” group for prompt assistance. A librarian at a desk might summon a shelver to retrieve materials from the collection for a patron. A staff member on the first floor might alert someone at the Reference Desk that a patron is on the way up to find a biography that was not in the new nonfiction section where he had expected to find it.

Vocera has a variety of options for their clients and currently works with libraries including Columbus Metropolitan Library, Orange County Library System (FL), and the Beverly Hills Public Library. Vocera has also been used successfully at NorthShore Hospital in Skokie for several years. Our package would allow 50 simultaneous users at any given time. After calculating the number of staff throughout the building who would



be using the system, we determined that 50 simultaneous users would be sufficient even during our busiest times.

A Wi-Fi connectivity assessment was conducted by a Vocera technical engineer, alongside our own IT staff. Our existing Wi-Fi coverage would allow Vocera to be functional in most parts of the building. Our IT staff can add a few additional access points over time to make sure we have coverage elsewhere.

Mrs. Anthony presented a quote for the Vocera Communication System. The quote includes the cost of software, hardware, software maintenance and support services, and a warranty provided by Vocera. A separate quote was distributed for the implementation of and training for the system, which would be handled by NeTeam Innovations.

The amount of the Vocera quote is \$54,329.00 and the amount of the NeTeam quote is \$14,400.00. The total requested amount is \$68,729.00, with the purchase to be paid from Capital funds. In subsequent years, the annual fee to cover maintenance and support would be \$5,791.00, to be paid from the Technology line.

Mrs. Anthony requested approval from the Board.

Lengthy discussion followed.

A motion was made by Mrs. Rich, seconded by Mr. O'Keefe:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE THE VOCERA QUOTE IN THE AMOUNT OF \$54,329.00 AND THE QUOTE FROM NETEAM IN THE AMOUNT OF \$14,400.00 FOR A TOTAL AMOUNT OF \$68,729.00. IN SUBSEQUENT YEARS, THE ANNUAL FEE TO COVER MAINTENANCE AND SUPPORT WOULD BE \$5,791.00 TO BE PAID FROM THE TECHNOLOGY LINE.

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

#### APPROVAL OF REQUIRED ELEVATOR REPAIRS

Rich Simon, Head of Maintenance, advised that the installation of door restrictors on the elevators would be required in early 2014 to make the Library in compliance with new building code. Making this change to all four elevators will also require replacement of some of the door operators so that the door restrictors and operators can operate together in a coordinated manner. Another related upgrade is to the top of car station because the older, currently installed stations will not communicate with the new GAL door

operators. The current door operator is mounted on top of the car and is sitting on the wiring trough. The trough will need to be re-directed and moved further back on the car top and the wiring re-run. Finally, there is a need to replace the tank heater for the elevator. All these repairs are interrelated and necessary due to code requirements. Our new elevator maintenance contractor, Mid-American Elevator has offered to perform the work at a 15% discount on the labor rate from \$403.00 per team hour to \$342.55 per team hour.

Mrs. Anthony distributed three proposals, breaking the work down into component parts. The Board will note that a significant part of the cost is for 80 hours of labor to perform the required work. Therefore, the discounted labor rate effects a considerable savings. All four elevators will be brought up to code with these modifications totaling \$33,289.80.

As this work is required to keep the elevators in conformance with code, Mrs. Anthony recommends approval of this work by the Board at a cost of \$33,289.80.

Dr. Maks left the meeting at 8:35 p.m. and returned at 8:36 p.m.

A motion was made by Mrs. Hunter, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTES FROM MID-AMERICAN ELEVATOR FOR MODIFICATIONS TO ALL FOUR ELEVATORS TO KEEP THE ELEVATORS IN CONFORMANCE WITH CODE AS PRESENTED IN THE AMOUNT OF \$33,289.80. THIS AMOUNT WILL BE TAKEN FROM THE CAPITAL LINE.

The roll call vote for approval was unanimous.

#### APPROVAL OF RENEWAL OF INSURANCE COVERAGES

Last month, the Board reviewed quotations for renewal of the Business Package Policy with Travelers at an increase of 4.6% and the Workers Compensation through the Illinois Public Risk Fund at an increase of 10% due primarily to an increase in the number of drivers on the Bookmobile.

The quote for Directors and Officers Liability Coverage with Great American Insurance Company came through this month at \$9,047., an increase of 4.9% from last year. The quotation for the Directors and Officers Liability was distributed as was a Premium Summary from last month for the other coverages.

In summary, the Business Package Policy, together with the Umbrella and Boiler and Machinery is \$74,934.; Workers Compensation is \$43,647. and D&O is \$9,047. for a total of \$127,628. Board approval of the renewal of insurance coverages is needed this month for the coverages to be effective January 1, 2014.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM TRAVELERS FOR BUSINESS PACKAGE, UMBRELLA, AND BOILER AND MACHINERY FOR \$74,934.; THE INSURANCE PROPOSAL FROM ILLINOIS PUBLIC RISK FUND FOR WORKERS' COMPENSATION FOR \$43,647.; AND DIRECTORS & OFFICERS FROM GREAT AMERICAN INSURANCE COMPANY FOR \$9,047. AS PRESENTED BY BOYLE, FLAGG & SEAMAN, INC.

The roll call vote for approval was unanimous.

#### APPROVAL OF LIBRARY'S INVESTMENT POLICY

Last month, the Board tabled the matter of acceptable collateral for deposits in excess of the FDIC-insured level of \$250,000. pending additional opinion about the proposal of collateral from Cole Taylor Bank. Cole Taylor Bank suggested using a letter of credit from the Federal Home Loan Bank as collateral for excess deposits in the Library's account. The Board may recall that the Library's account with Cole Taylor is used for the payment of bills and that funds are transferred into the account from the Illinois Funds as needed for the payment of bills. It is not unusual for the balance in the account to exceed \$300,000., although generally the overage is for a short duration, pending the clearance of checks issued in payment of debt.

As requested by the Board, Mrs. Anthony talked with Ross Mathee of NorthShore Community Bank for an opinion about the use of a letter of credit from the Federal Home Loan Bank as collateral. Mr. Mathee spoke with their Treasury Management department at Wintrust and they said that the Federal Home Loan Bank has an AA rating and offers excellent collateral via a letter of credit. Wintrust will also begin offering this type of collateral sometime in the first quarter of next year as the cost to the bank for this type of collateral is a quarter of a basis point less expensive than traditional investment collateral. David Hayes, our Customer Relationship Manager with Cole Taylor Bank, said that Cole Taylor Bank would not charge the Library if the Board were to require collateral pledged

specifically to the Library, but he will get back to Mrs. Anthony regarding what alternate arrangements could be made if the letter of credit is not acceptable collateral to the Skokie Public Library Board.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES REVISE THE LIBRARY'S INVESTMENT POLICY TO INCLUDE THE LETTER OF CREDIT FROM THE FEDERAL HOME LOAN BANK AS ACCEPTABLE COLLATERAL FOR AMOUNTS OVER \$250,000.

The roll call vote for approval was unanimous.

#### INTERIM REPORT ON GOALS & OBJECTIVES FY 2013-2014

Mrs. Anthony distributed the Interim Report on Goals & Objectives for FY 2013 – 2014. Some highlights and themes that emerge from the objectives and activity are:

- Planning for staff realignment to reflect changes in the nature of library work as well as the priorities in the Library's Strategic Plan for 2013-2016; preparation for improved support for programming
- Renewed focus on measurement and evaluation of services with trials of outcome measurement, development of a new statistics dashboard by primary value areas to better show relations among statistics in categories, completion of Edge Assessment, and participation in the Impact Survey
- Focus on development of Readers Services with renewal of the physical configuration of the area including changes in the arrangement and height of the shelving, the removal of study tables and computers, and transformation into a readers lounge; rethinking of the book discussion program to reach new participants; initiation of a program in support of local authors
- Focus on early literacy with expanded training for Every Child Ready to Read and development of a Little Learners area in Youth Services for children and caregivers working together
- Streamlining of collection development for efficiency, timeliness, and coordination of collection development in physical and digital formats
- Increase in the use of self-check, facilitated by additional stations, improved access to AV reserves and more reliable DVD unlockers
- Planning for redesign of the Library website with a content management system that will facilitate contributions by multiple staff and interaction with patrons

- Partnership with the new Erie Family Health Clinic and Assyrian American Pharmacy for improved access to health care for Assyrian Americans
- Further development of service to junior high patrons with partnership with Y.O.U. and the School/Community Liaison at Lincoln Junior High; introduction of gaming in the Jr. High Zone
- Expansion of digital learning and training for 21<sup>st</sup> Century Skills; implementation of a classroom set of iPads for use in programming; implementation of Content Pro for improved access to digital collections that showcase local history
- Design and furnishing of a new enclosed high school lounge for collaborative learning

The full report by Strategic Goal area and objective was also distributed. As intended, some objectives will not be completed until later in the Fiscal Year. No Board action is required on this report of interim progress in the first six months of the Fiscal Year through October.

The Board noted the Interim Report on Goals & Objectives FY 2013-2014.

#### APPROVAL OF DATE OF THE JANUARY BOARD MEETING

As Mrs. Anthony looked at the calendar for 2014, she realized that the January Board meeting as scheduled on the second Wednesday will fall on January 8, the earliest such a meeting can occur. Because January 1 is a holiday, there will not be sufficient time to prepare financial and statistical reports to send to the Board Friday, January 3, as is our custom. If the Board is willing, Mrs. Anthony proposes moving the January Board meeting to Wednesday, January 15, to allow time for preparation of the Board materials. If approved, staff will make the necessary changes on the website and in the press to inform the public of the change in meeting date.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
MOVE THE JANUARY 2014 BOARD MEETING FROM JANUARY 8  
TO JANUARY 15, 2014:

The roll call vote for approval was unanimous.

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

Mrs. Parrilli reported on the highlights from the November 22, 2013, RAILS Board of Directors meeting held at the Galesburg Public Library.

The meeting began with an introduction of a Galesburg Public Library representative who gave a brief history (established 1874) of the library and plans for future growth (a new building).

Treasurer's Report: Jim Kregor reported on the financial status ending October 31, 2013, with cash and investments totaling \$17,800,000, which reflects 22.5 months of general operating funds. He reminded the Board that the financial statements were divided to show separate balances for the General Fund (operating funds) and Special Revenue Fund (funds in reserve). Year-to-date expenditures are 8.2% below budget.

Executive Director Report: As part of the Strategic Plan Project, Dee Brennan initiated a discussion with the Board members asking them to consider conducting an annual meeting at different locations/libraries throughout the RAILS region.

Ms. Brennan also mentioned that she answered questions received from the Illinois State Library, asking if professional memberships are covered for RAILS staff and Board members. RAILS policy and its budget cover 14 employees and all 15 Board members, unless Board members have membership in ILA through their libraries. If not, RAILS will cover the cost.

Strategic Plan Project: A 66-page draft report was presented to Board members outlining the ten categories that nine focus groups were asked to rate their importance, based on the possible vision statement: *RAILS is a leader, innovator, and partner in meeting the diverse needs of all types of member libraries.*

Next meeting: A special Board meeting is called for Thursday, December 19, to vote on the contract with CTS to provide delivery services through the Burr Ridge Service Center. The next regular meeting is January 31.

In the December 11 RAILS eNews, RAILS is looking to fill a board vacancy with a public library trustee.

#### COMMENTS FROM TRUSTEES

Mrs. Hunter commented on the DVDs and requests that we have a 'spot check' system in place as many of the DVDs she checks out are unplayable and make a whirring sound in her machine.

Dr. Maks and Mrs. Parrilli suggested that the photos of the Library Board in the lobby be updated – either with a group photo or new individual photos.

#### ADJOURNMENT

At 8:55 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script that reads "Karen Parrilli". The signature is written in dark ink and is positioned above a horizontal line.

Karen Parrilli, Secretary