

February 11, 2015

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, February 11, 2015.

CALL TO ORDER

Diana Hunter, Vice President/President Emerita, called the meeting to order at 7:29 p.m.

Members present:: Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Eugene F. Griffin; Jonathan H. Maks, MD; Zelda Rich; and Carolyn A. Anthony, Director.

Members absent: Mark Prosperi, President; Susan Greer.

Staff present: Richard Kong, Deputy Director; Jessica Goodman, Digital Collections Librarian.

The Board welcomed Mr. Griffin.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 14, 2015

Mrs. Parrilli made a motion, seconded by Dr. Maks, to approve the minutes of the regular meeting of January 14, 2015, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

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

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

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

1. CIRCULATION REPORT/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. CORRESPONDENCE: LETTER FROM JESSE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN TO CAROLYN ATNHONY DATED JANUARY 5, 2015 RE SKOKIE PUBLIC LIBRARY BEING NAMED A "STAR LIBRARY" BY *LIBRARY JOURNAL*; LETTER FROM JESSE WHITE,

SECRETARY OF STATE AND STATE LIBRARIAN TO
CAROLYN ANTHONY DATED JANUARY 7, 2015 RE AWARD
OF FY15 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT

4. PERSONNEL: TERMINATION: JESSICA SABELLA, PART-TIME PROGRAM ASSISTANT, LEARNING EXPERIENCES, EFFECTIVE FEBRUARY 1, 2015; HIRES: DESI RUSSELL, FULL-TIME ADMINISTRATIVE ASSISTANT, ADMINISTRATION, EFFECTIVE JANUARY 26, 2015; VINH NGUYEN, FULL-TIME IT SPECIALIST, INFORMATION TECHNOLOGY, EFFECTIVE FEBRUARY 2, 2015; RETIREMENT: JAN WATKINS, FULL-TIME YOUTH SERVICES MANAGER, YOUTH SERVICES, EFFECTIVE FEBRUARY 26, 2015; STATUS CHANGE: HILDA MORALES, FULL-TIME MATERIAL HANDLER, ACCESS SERVICES, TO PART-TIME MATERIAL HANDLER, ACCESS SERVICES, EFFECTIVE MARCH 2, 2015.

The roll call vote for approval was unanimous.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was discussed briefly.

BILLS

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

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

The roll call vote for approval was unanimous.

BALANCE SHEET FOR THE NINE MONTHS ENDING FROM 5/1/14 THRU 1/31/15

Mrs. Anthony gave an overview of the Balance Sheet for the Nine Months Ending from 5/1/14 thru 1/31/15.

Mrs. Hunter mentioned that Highland Park Public Library received a large digitization grant. She questioned why Skokie Public Library did not receive the grant. Mrs. Anthony will investigate.

DIRECTOR'S REPORT

USAGE----Circulation in January was up more than 9% over the same month last year, led by big gains in check-out of DVDs by adults and youth. In fact, circulation of AV and digital formats combined exceed print check-outs although those were up also for both youth and adults. Bookmobile circulation was also up sharply, increasing by more than 12%. Computer use was up 29% and study room bookings up nearly 19%. The Tech Help Desk continued to host the most interactions at 4,544, followed by the AV Desk at 3,430. Three hundred twenty five people used the BOOMbox and staff in the BOOMbox answered 437 questions. A total of 3,075 people attended a library program. The Gate Count increased by 4% to exceed 61,000. Another 36,526 people visited the library's website and 17,874 people read one of the library's blogs.

WEATHER CLOSING----The Skokie Public Library was closed Sunday, February 1 due to blizzard conditions forecast to last throughout the day. The prediction of continuous snowfall, increasing winds and falling temperatures combined to suggest that it could be unsafe for staff to travel to work. Mrs. Anthony received no complaints about the closure. We opened on time Monday morning at 9 a.m. thanks to the Village plowing the parking lot and library Maintenance working hard to clear entrances and walkways. There was no RAILS delivery February 2, but otherwise the library operated as usual.

NASA TRAINING----Amy Holcomb, library staff member working with the BOOMbox and Youth Computer Lab, has been selected as one of 30 librarians nationally to attend a training session at NASA in Houston on library programming about the moon for children. Amy was a chemistry undergraduate major and is enthusiastic about engaging children in science-related programming. She will attend the day plus training later this month.

COMING TOGETHER----Coming Together in Skokie and Niles Township: Voices of Race kicked off at the Illinois Holocaust Museum January 11 with over 300 people in attendance. The following Sunday, the North Shore Center featured a special one-man show of *Dar He: The Story of Emmett Till*. The library hosted Illinois Secretary of State Jesse White and Skokie Mayor George Van Dusen at the library on Martin Luther King Day in a conversation about the Secretary's personal experience of racism as a baseball player at a university in Alabama, continuing the discussion through events up to the present time. That event and other library-sponsored programs for Coming Together have been well attended. So far, 370 individuals and nearly 50 families have taken the back-pack kits that encourage reflection and discussion about race in our society.

JAN WATKINS RETIREMENT----Jan Watkins will retire at the end of February after 14 years as Youth Services Manager at Skokie Public Library. Jan introduced the Voice of Youth Advocacy program to encourage school-age children to read some of the best contemporary literature for youth. Having served on both the Newbery and Caldecott committees, she used her contacts with publishers to bring prominent authors of children's literature to the library, always scheduling them to also visit one or two schools in the area. This practice helped build our good relations with the schools. Most recently, she developed plans for the Baby Garden and oversaw its installation. Jan and her husband plan to relocate to North Carolina.

ALA MIDWINTER----Fifteen staff members were registered for attendance at one or more days of the Chicago Conference and another fourteen visited the exhibits with free passes. Trustee Jonathan Maks was among those who attended. Not surprisingly, the blizzard was probably the biggest topic of conversation. Many also talked about the additional \$1.5 million dollars in eRate funding secured by the FCC. Another big topic was the announcement of legacy gifts by the Bill and Melinda Gates Foundation to the Public Library Association, IFLA, and TASCHA, a research institute at the Information School at the University of Washington. The Gates Foundation is interested in furthering advocacy, leadership, and outcomes assessment as means of ensuring the sustainability of public libraries. Mrs. Anthony attended meetings of the PLA Board, the PLA Leadership Committee, the PLA Performance Measures Task Force, and the ALA Digital Content Working Group. The latter is a group of representatives from a number of ALA units that meets to discuss priorities regarding eBook use in academic and public libraries.

ILA LEGISLATIVE BREAKFAST----The ILA Legislative Breakfast will again be held on President's Day February 16 at the Arboretum Club in Buffalo Grove. Local representatives Laura Fine and Lou Lang have indicated that they will attend as has State Senator Daniel Biss. ILA's lobbyist Kip Kolkmeier will give his usual read on the climate in Springfield as well as an overview of the issues targeted by ILA's Public Policy Committee. With a new Governor and known budget woes for the State, all will be eager to hear news from the gathered legislators.

PRESENTATION ON DIGITAL RESOURCES

Jessica Goodman described her work as Digital Collections Librarian. She demonstrated the various digitized collections on the Nazi March, Skokie Fire Department History, the library's permanent art collection, the newspaper index, and the obituary index. She has other projects planned including the library Board minutes from 1956 to present. The

Board thanked Ms. Goodman for her interesting presentation and she left the meeting at 8:16 p.m.

PROPOSED BUDGET FY 2015-2016

Mrs. Anthony prepared a new draft of the proposed FY 2016 operating budget, taking into account the Nine Month Statement of Revenues and Expenditures as well as the Bureau of Labor's updated table of Wages and Salaries for State and Local Government Workers. The Nine Month Statement of Revenues served to confirm our initial revenue projections. Although the fall tax collection was 9% short, much of that is made up in the spring collection which is billed at 55% of the total prior year's taxes paid. Revenues for FY2015 will be reviewed again at the end of March, allowing for a final correction before the budget is adopted by the Board in April.

The Bureau of Labor Statistics updated their table of Wages and Salaries for State and Local Government Workers, reflecting the last quarter and entire calendar year for 2014. Mrs. Anthony distributed a table which shows the increase in the cost of labor for state and local government workers in 2014 was 1.6%. Mrs. Anthony will recommend that the Board approve a 2% merit increase for staff who earn it and are not at top of scale. Merit increases are given at the time of the performance review, based on employment date or position anniversary while the cost of labor increase is given to all staff in the first paycheck in May. If the Board approves both increase levels, many staff will receive a 3.6% increase for the year. Last year, the increases were 1.1% in the cost of labor and 2% for merit for a total of 3.1%. The Salary line as shown will allow for the proposed increases.

Another adjustment on the expense side is to the Printing and Publicity line which has been increased \$5,500. from this year. Staff propose moving from a quarterly program calendar to a bi-monthly calendar beginning with September-October. That will mean the production of five calendars in FY2016 and six calendars in FY2017. This year, the summer calendar for three months will be 16 pages, while the November-December calendar will be only 8 pages as programming is lighter over the holiday season. (When the move to six calendars per year is made in FY2017, the July-August calendar will also only be 8 pages.)

The Health, Dental and Life Insurance line will be kept at the current year's budget. We know that there will not be an increase in calendar 2015. Any increase for 2016 will affect only four months of the Fiscal Year and we are currently running a surplus so we should be able to accommodate the increase for one third of the year. The Library

Supplies line has also been increased to accommodate the greater amount of printing done in-house with related expense for paper and ink.

The IMRF line has been increased to \$845,000., reflecting a payment rate of 13.31%. This rate began in February 2014 and is inclusive of an annual payment of \$65,000. to the Village of Skokie which paid funds as requested by IMRF to make up a funding gap for the Village and the library. We have completed one year of the payback and have four years remaining.

Staff have not completed work on the library materials budgets yet for FY2016 so Mrs. Anthony will provide updated figures for those expense areas in March.

Brief discussion followed.

APPROVAL OF CHILLER MAINTENANCE

The library has two chillers (one larger Carrier unit and one smaller Trane unit) that are both functioning properly. According to Rich Simon, Maintenance and Security Manager, North Town Mechanical Services is recommending preventative maintenance on both chillers. The inspection would consist of a process known as Eddy current testing, which involves examination of the internal parts and mechanisms of the chillers in order to identify premature wear. Vibration analysis would further determine if there is any internal mechanical wear. This type of inspection is not covered under our normal preventative maintenance agreement with North Town and is due to be performed as recommended by the manufacturers.

If approved, this maintenance would be performed this winter before the chillers are needed for warmer temperatures. If worn parts are discovered, replacement parts plus labor would be at an extra cost. The quote from North Town for \$5,000 per chiller for a total cost of \$10,000 was distributed.

Mr. Kong recommends Board approval of the quote from North Town Mechanical Services for Eddy testing and vibration analysis of both chillers in the amount of \$10,000.

After brief discussion, a motion was made by Mr. Griffin, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM NORTH TOWN MECHANICAL SERVICES FOR CHILLER MAINTENANCE IN THE AMOUNT OF \$5,000 PER CHILLER FOR A TOTAL COST OF \$10,000.00.

The roll call vote for approval was unanimous.

APPROVAL OF DESIGNATION OF FOIA OFFICER

In January, 2010, the Board adopted a policy in keeping with the Illinois Freedom of Information Act as required by Illinois law. The FOIA law prescribes explicit steps for responding to requests for public records and sets a deadline for response to requests at five business days with a potential five-day extension. These more stringent requirements, together with stiffer penalties for compliance failure, make it advisable to have a back-up FOIA Officer.

The Board designated Susan Dickens to serve as the Library's primary Freedom of Information Officer. Judy Papke, Administrative Assistant, served as the designated back-up FOIA Officer until her retirement at the end of December. Mrs. Anthony is asking the Board to approve Desi Russell, the new Administrative Assistant, as the Library's back-up FOIA Officer.

Discussion followed.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD APPROVE
DESIGNATING DESI RUSSELL AS THE LIBRARY'S BACK-UP FOIA
OFFICER.**

The motion passed unanimously.

APPROVAL OF POLICY ON USE OF 3D PRINTERS

The American Library Association Office on Information and Technology Policy recommends that libraries hosting maker spaces with 3D printers adopt a policy governing their use.

Mick Jacobsen, Co-Manager of Learning Experiences, drafted a policy that has been reviewed and revised by the library's Counsel. As with photocopiers, the standard disclaimer regarding copyright will also be posted by the equipment.

Board approval of the policy is requested.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT THE POLICY ON USE OF 3D PRINTERS AS PRESENTED
(COPY ATTACHED).**

The motion passed unanimously.

SHORT TAKES FOR TRUSTEES VIDEO: *WHAT IT MEANS TO BE A TRUSTEE*

The Board viewed the video, *What It Means to be a Trustee*. Brief discussion followed.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the highlights from the January 23, 2015 RAILS Board of Directors meeting taken from video recording and supporting documents.

Financial Report: RAILS Finance Director Jim Kregor announced that the financial report ending December 31, 2014, reflected a balance of \$23,300,000 in cash and investments, an increase of \$1.2 million from the balance of October 31, 2014, due to receiving two payments totaling \$2,419,233 from the Area and Per Capita Grant in November and December. This month's balance represents 27.3 months of General Fund operations. Total year-to-date expenditures continue to be under budget. With another APC payment received January 2, RAILS has received 56.6% of its Fiscal Year 2015 APC grant payments.

Executive Director's Report: Executive Director Dee Brennan led a discussion to consider the current status and relevancy of the Member Advisory Group. The Board was asked to help with the transition, as MAG decides how to proceed in the future.

Ms. Brennan stated that RAILS future revenues are "clear as mud," but it is likely there will be cuts from the state. She plans on working with Finance Director Jim Kregor to devise different scenarios on what RAILS can do to stay viable and continue offering member services. Ms. Brennan stated that more information will be available in February.

Regarding changes to administrative rules in the Illinois Library System Act, which was made into law in 1965, Ms. Brennan met with ISL representatives to discuss proposed changes. She asked the Board to approve a draft of comments that she will forward to the state library.

Illinois State Library: An ISL representative commented that in just three weeks since library members were notified that this year's membership certification must be completed by March, over 1,000 libraries have completed the certification requirements out of 1,800 members.

Next meeting: Friday, February 27, 2015, Burr Ridge Service Center.

COMMENTS FROM TRUSTEES

Dr. Maks commented on the library's Book Match campaign during Valentine's week – a great idea and he was glad to hear we are not running a dating service.

Mrs. Parrilli asked if the Village has a concealed weapons policy. Mrs. Anthony will check on this.

Mrs. Hunter said she volunteers at the Mitchell Indian Museum and they were able to get a *Chicago Tribune* photographer and reporter out for three hours to photograph and see the exhibit at the museum. She is frustrated that the library never gets that kind of coverage.

Mrs. Hunter also showed a piece of clever advertising in the sports section of the *Tribune* from the Chicago Symphony.

Mrs. Parrilli will not be at the March Board meeting

ADJOURNMENT

At 8:51 p.m. a motion was made by Mrs. Parrilli, seconded by Mrs. Hunter to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, reading "Karen Parrilli", is written over a horizontal line.

Karen Parrilli, Secretary

Skokie Public Library

POLICY ON USE OF 3D PRINTERS

Skokie Public Library supports 21st Century Education Principles* which state, in part

1. Learning may occur at any time, any place, any path, and any pace.
2. Young people respond more positively to learning that is personal, interest-driven, informal, and supported by peers and mentors.
3. Technology is a catalyst for learning.

In accordance with these principles, Skokie Public Library makes 3D printers available for use by the public.

3D printing, also called additive manufacturing, means making things layer by layer according to a 3D design file. Skokie Public Library makes 3D printers available to members of the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

A maximum of 2 hours will be allowed for each print job. Timing of printing may be regulated according to demand.

There is no patron age restriction for use of the library's 3D printers, but printers may only be used with staff assistance.

The library's 3D printers may be used only for lawful purposes. They may not be used to create weapons or materials that

- Are prohibited by local, state or federal law,
- Are unsafe, harmful, dangerous or which pose an immediate threat to the well-being of others,
- Are inappropriate for the library environment, or
- Violate another person's property rights. For example, the printers will not be used to reproduce objects or materials that are subject to copyright, patent or trademark protection.

Library staff will review every object file before it is printed, and the library reserves the right to refuse any 3D print request. The nature of 3D printing does not allow complete patron privacy but the library will not share information about a patron's legal activities with third parties.

The library is not responsible for failed 3D prints, although we will do our best to assist in completing successful 3D prints.

Skokie Public Library will not be liable for functional failure of or injuries or property damage caused by objects or materials made through the use of 3D printers. The library strongly recommends that 3D printers not be used to make things that could prove harmful, or that would result in significant cost to the user if they fail.

Please note that procedures governing use of the library's 3D printers are subject to change at any time.

* Leadership Brief: Libraries Igniting Learning, Washington: Urban Libraries Council, Summer 2014

Adopted by Skokie Public Library
Board of Trustees, February 11, 2015