

May 17, 2016

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Tuesday, May 17, 2016.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:36 p.m.

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

Staff present: Richard Kong, Deputy Director.

Observer present: Jeff Byer, 5019 Jarvis, Skokie.

Guest present: Robert Korajczyk, finance professor, Northwestern University.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF APRIL 11, 2016 AND THE REGULAR AND CLOSED MEETINGS OF APRIL 13, 2016

Mrs. Hunter made a motion, seconded by Mrs. Parrilli, to approve the minutes of the special meeting of April 11, 2016 and the regular and closed meetings of April 13, 2016, 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.

CONSENT AGENDA (Financial Statement; Circulation Report/Dashboard; Reports from Department Heads; Program Statistics Fourth Quarter F.Y. 2015-2016; Correspondence; Gift; Personnel)

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

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. PROGRAM STATISTICS FOURTH QUARTER F.Y. 2015-2016
4. CORRESPONDENCE: LETTER FROM ANN RISHER RANEY, LCSW, BCD, CHIEF EXECUTIVE OFFICER, TURNING POINT

BEHAVIORAL HEALTH CARE CENTER, TO CAROLYN ANTHONY DATED APRIL 11, 2016 REGARDING THANK YOU

5. GIFT: \$1,000 FROM MB FINANCIAL BANK FOR NATIONAL LIBRARY WEEK
6. PERSONNEL: RETIREMENTS: TOBI OBERMAN, FULL-TIME STAFF TRAINING COORDINATOR, ADMINISTRATION, EFFECTIVE MAY 27, 2016; RON OBERMAN, PART-TIME YOUTH SERVICES LIBRARIAN, YOUTH SERVICES DEPARTMENT, EFFECTIVE JUNE 3, 2016; HIRES: CHRISTOPHER SCHEITHAUER, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE APRIL 26, 2016; ALEJANDRO MALDONADO, PART-TIME SECURITY GUARD, MAINTENANCE AND SECURITY, EFFECTIVE APRIL 27, 2016; MICHAEL ANTWI-NSIAH, LOGAN SUTHERLAND, AND ANNA YABLOCH, PART-TIME TEMPORARY SUMMER READING CLUB PROGRAM ASSISTANTS, YOUTH SERVICES DEPARTMENT, EFFECTIVE MAY 16 THROUGH AUGUST 12, 2016; TENZIN CHOEYING, PART-TIME BOOMBOX MENTOR, LEARNING EXPERIENCES, EFFECTIVE JULY 6, 2016; PROMOTION: ANDREI MUNTEAN, FROM PART-TIME MATERIALS PAGE, ACCESS SERVICES, TO PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE APRIL 18, 2016; TERMINATION: BRODIE AUSTIN, FULL-TIME VIRTUAL COMMUNITY ENGAGEMENT MANAGER, VIRTUAL COMMUNITY ENGAGEMENT, EFFECTIVE MAY 24, 2016.

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was discussed. Mrs. Anthony noted which budget lines were overspent or underspent, unaudited, at the close of the fiscal year.

FINANCIAL STATUS / ANALYSIS OF GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS

The Financial Status / Analysis of General Operating Fund for the Seven Fiscal Years was noted.

Discussion followed. Mrs. Anthony recommended transferring \$250,000 to the Reserve Fund. No action was taken.

BILLS

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, 0 nays; the motion passed unanimously.

DIRECTOR'S REPORT

USAGE----Circulation in April was up 3.5%, led by gains in use of eResources, although video formats also continue to circulate well and use of the Bookmobile is stronger than ever in spite of some mechanical issues that kept it off the road two days. The Gate Count was also up more than 2% for the month. Questions fielded by staff were the highest they have been in April for the past five years, led by requests at the Tech Help Desk. The Youth Desk, Audio Visual Desk and Reference Desk each fielded more than 2,000 requests for the month as did the Call Center. More Adult programs than Youth programs were offered although youth attendance continues to outpace that for adults, in part because a number of the adult offerings are small technology classes. Programs for Money Smart Week and National Library Week were highlights of the month. Computer use was up 20% in April. Community Engagement featured programs for business, Savvy Skokie Seniors, and services to schools and day care centers.

ELECTIONS----In the recent election cycle for ALA and its divisions, Richard Kong was elected to the PLA Board, Amy Koester to the ALSC Board, and Mary Michell to the Sibert Award Committee for youth non-fiction. Skokie Public Library staff is widely regarded as leaders in the field.

BOOKMOBILE LAUNCH----We expect the Bookmobile to arrive from Ohio on May 23. We're keeping the graphics local with Jay Ryan of the Bird Machine on Main Street designing the wrap for the new Bookmobile and Speedpro Imaging handling the application of the design. A launch for the new vehicle is anticipated for June 16 at 1 p.m. and Board participation in the event will be welcomed. We are all eagerly awaiting the beautiful new Bookmobile which should be a highlight in the July 4 Parade this year.

TAX REVENUES----We received a last-minute payment of \$156,333 in Corporate Replacement Tax at the very end of the Fiscal Year. This is slightly more than we were expecting. However, we received notice that the State believes it accidentally overpaid Corporate Replacement Tax in FY 2016 and plans to take back \$44,198 in FY 2017. If the State does so, it would bring the Corporate Tax revenue for the library to \$321,313 for FY 2016 which would be less than in any of the past seven years.

AWARDS----We have learned that the library will receive two awards at the ALA Annual Conference in addition to the ALA Excellence in Library Programming award. In the PR Exchange which received hundreds of submissions, evaluated in categories according to size of library by a team of 17 evaluators, two of our PR pieces were selected for awards: the Voices of Race back pack and the Teachers' Toolkit brochure. These awards are an affirmation of the excellent work of our Graphic Artist Vanessa Rosenbaum and the other staff who provided content and ideas for these publications.

INTERNET OUTAGE----The library experienced an Internet outage May 4–5, caused by an accident in which a garbage truck knocked over a utility pole on Howard Street, pulling down many lines with it, including a primary line for the I-Net connection. For two days, no inbound Internet messages could be received by the library. This had implications not only for messages to staff, but for a number of public services that involve use of the Internet such as renewal of library materials. A back-up Internet connection enabled staff to send some outbound communication during the outage. This is the longest such outage we have experienced. Staff will review the various problems encountered and consider possible arrangements for dealing with some of them in the event of another such outage. The Village and D219 were also impacted by the outage, with D219 experiencing a loss of phone service as well due to the way their phone system operates. Brief discussion followed.

ALA LEGISLATIVE DAY----Diana Hunter and Mrs. Anthony attended the ALA Legislative Day sessions in Washington, D.C. May 2 and 3. Although Congress was not in session and we talked with aides, it was useful to hear the update on the issues and to talk about library concerns with people in our legislators' offices. This year, there was a special request for prompt action on ratification of the nomination of a librarian Dr. Carla Hayden to be the Librarian of Congress. We also spoke about the importance of LSTA funding, about the Electronic Communications Privacy Act, copyright concerns, and access to taxpayer-funded research. Mrs. Anthony also attended the spring meeting of the PLA Board while in Washington. One of the key agenda items was a new positioning statement about public libraries and the role of PLA in support of them, developed by a

consulting firm with input from numerous stakeholders. The statement should be public shortly. It opens with the sentence, “Public libraries are a wellspring of possibility.”

ILLINOIS DEPT OF LABOR SURVEY----We received a request from the Illinois Department of Labor for information on any construction-related contracts completed in the past year and the rate of pay for workers involved.

COMMUNITY ENGAGEMENT----The library hosted the Skokie Chamber of Commerce Board for lunch April 18 and Terry Ratoff spoke about services available to businesses. Terry, Richard Kong, and Mrs. Anthony also attended the Chamber’s State of the Village breakfast April 29 to hear the Mayor’s update on the Village. About 40 people, including some members of the public, participated in the Stand Against Racism in front of the Library April 29. This is the second year that the Village Human Relations Commission, D219, the Library, and other entities in the Village have taken part in this national civic engagement opportunity coordinated by the YWCA.

APPROVAL OF PROPOSED OBJECTIVES FISCAL YEAR 2017

A draft of the proposed Objectives Fiscal Year 2017 was distributed. These objectives were developed by Department Heads with input from other staff. They reflect initiatives proposed to help realize the six goals of the new Strategic Plan 2016-2019 as approved last month by the Board. While the objectives do not begin to cover all aspects of the work of library staff for the year, they do identify areas to which significant attention, energy and effort will be applied.

Mrs. Anthony requested Board approval of the objectives.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE OBJECTIVES FOR FISCAL YEAR 2017 AS
PRESENTED.**

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

LIST OF POTENTIAL CAPITAL PROJECTS 2015-2022

A revised version of a list of potential capital projects, first shared with the Board in August 2015, was distributed. This revised list includes information about additional projects identified since last year (e.g., security upgrades), as well as actual costs already spent on completed projects.

The schedule is approximate and the costs presented are estimates. Circumstances may lead us to prioritize a specific project. In any case, by looking several years down the road, it is apparent that the Reserve Fund for Sites and Buildings is needed. Replacing the roof alone is expected to cost approximately \$2 million.

No action is needed at this time. This list is for informational and planning purposes only.

Discussion followed. Mr. Prosperi asked that this item be added to the agenda every six months (August and February meetings) and that recent past projects remain on the timeline so they may be reviewed.

APPROVAL OF DATE CHANGE FOR OCTOBER BOARD MEETING

The October Board meeting was previously re-scheduled to October 19 (third Wednesday) due the Yom Kippur holiday. The Illinois Library Association Conference is October 18-20 in Rosemont. After discussion it was agreed that since the conference is local the Board meeting will remain on Wednesday, October 19.

APPROVAL OF TECHNOLOGY PLAN 2016-2018

A draft of the library's Technology Plan 2016-2018 was distributed. Due to the rapid nature of change in technology, this plan is prepared every two years. The proposed plan would replace the Technology Plan for 2014-2016.

The Technology Plan provides background information about the library and community, key strategic priorities for the next two years, and a comprehensive description of the current state of the library's technology infrastructure. Current technologies in use at the library, an inventory of equipment and software, a list of key technology-centric staff roles, and information about the current technology budget are all included in the plan.

Many staff contributed to the plan, including Mark Kadzie, Dave C. Nelson, and Anna Caran from the IT department; Laura McGrath, Annabelle Mortensen, Lindsay Braddy, and Jessica Goodman from Access Services; Mick Jacobsen and Shauna Anderson from Learning Experiences; and Brodie Austin and Jane Hanna from Virtual Community Engagement. User-centered design, digital inclusion and literacy, and assessment were some of the major themes that emerged from the process, though there are several other strategic priorities described in the plan.

Mr. Kong requested Board approval of the Technology Plan 2016-2018. It is understood that such approval does not confer automatic approval of specific proposals or expense for projects listed as under consideration.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT THE TECHNOLOGY PLAN 2016-2018 AS PRESENTED.**

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

APPROVAL OF SALE OF 1998 BOOKMOBILE

The new bookmobile, approved for purchase by the Board, will be delivered by OBS, Inc. on Monday, May 23. After the graphic design wrap is installed by a local print shop and materials are loaded onto the new bookmobile, bookmobile staff will begin using it regularly in early June.

Our bookmobile consultant, Michael Swendrowski, offers a non-exclusive consignment service that would put our old bookmobile in front of many potential buyers. The listing would be free and run until sold. Mr. Swendrowski would receive a 10% commission on the final sale price of the vehicle if it is a deal that he brings to the table. The commission would then be payable only after our funds from the sale are received. In 1998, Palatine Public Library District purchased our previous bookmobile for \$5,000.

In order to proceed with this course of action, the Board would need to declare the 1998 bookmobile as surplus. We would only proceed with the sale of the 1998 bookmobile when the new bookmobile is ready for regular use in the community.

Mr. Kong recommends that the Board declare the 1998 bookmobile as surplus and approve a consignment agreement with Mr. Swendrowski in order to sell the vehicle.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
DECLARE THE 1998 BOOKMOBILE AS SURPLUS AND APPROVE
A CONSIGNMENT AGREEMENT WITH MICHAEL
SWENDROWSKI FOR A 10% COMMISSION IN ORDER TO SELL
THE 1998 BOOKMOBILE.**

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

**APPROVAL OF CHANGE OF BYLAWS OF THE BOARD OF TRUSTEES OF THE
SKOKIE PUBLIC LIBRARY**

The Board discussed Article III, Section 2 of the Bylaws which reads: "An officer may be elected to the same office for no more than two (2) consecutive terms".

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ELIMINATE ARTICLE III, SECTION 2 OF THE LIBRARY BYLAWS.
(COPY ATTACHED)**

The roll was called: Mrs. Rich—no; Dr. Maks—yes; Mr. Prosperi—abstain; Mrs. Hunter—yes; Mr. Griffin—no; Mrs. Parrilli—yes; Mrs. Greer—yes. The vote was 4 ayes; 2 nays; and 1 abstention. The motion passed.

“LEADERSHIP BRIEF: LIBRARIES SUPPORTING FAMILY LEARNING”, Urban Libraries Council

The Urban Libraries Council *Leadership Brief: Libraries Supporting Family Learning* was noted.

DIRECTOR SEARCH UPDATE

Mr. Kong left the meeting. Mrs. Anthony said she has received many compliments regarding the director search brochure. A lot of credit goes to the library’s graphics team.

Mr. Prosperi explained that the final interview questions to be chosen will be coming in the near future from consultant June Garcia. Each applicant will come to the library on separate days and spend one whole day in the library.

The following special meetings will be posted to the library’s website:

- Monday, June 13 – 7 p.m.
- Tuesday, June 14 – 7 p.m.
- Wednesday, June 15 – 3 p.m.
- Thursday, June 16 – 8 a.m.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the following highlights from the April 22, 2016, RAILS Board of Directors meeting’s videoconference and supporting documents.

Financial Report: In RAILS Finance Director Jim Kregor’s absence, Staff Accountant Bill Goetz reported that with the continued non-payments of FY2016 Area and Per Capita Grant because of the state budget crisis, the General Fund unassigned cash and investment balance ending March 31, 2016, totaled \$10,100,000, covering 12.9 months of operation. In addition, the entire FY2016 grant of \$622,309 for the Talking Book Program was received on April 12.

Executive Director Report: Executive Director Dee Brennan announced that the Nominating Committee has a slate of 19 candidates for six open seats on the Board of Trustees, representing a fairly wide geographic RAILS area. Voters are asked to refer to the RAILS map showing the candidates' districts. Elections close May 13.

Discussion followed with the announcement of a new consulting feature of the RAILS website: a state-wide FOIA hotline for library members, as a result of an agreement with Ancel, Glink, et.al.

Illinois State Library Report: Loren Tucker reported that ISL anticipates receiving written notification sometime next week for authorization to act on the FY2016 Strategic Plan and directions for the FY2017 application. With the Illinois Legislature currently in session, ISL is feeling more positive about funding, as a special spending plan for higher education was approved. Mr. Tucker believed "progress is being made."

2016 Certification Results: Veronda Pitchford, Director of Membership Development and Resource Sharing, reported on the final results of the certification process. Six school and seven special libraries did not complete the certification process, primarily for inadequate staffing. Also, ten libraries were withdrawn from RAILS membership because they no longer exist.

Next Meeting: May 27, 2016, at the Burr Ridge Service Center

COMMENTS FROM TRUSTEES

Mrs. Parrilli will be unavailable from June 16 to July 8.

Mr. Griffin will not be able to attend the regular June 8 Board meeting.

Mrs. Parrilli said the lunch for Mrs. Anthony and her family is on June 12 at noon at McCormick and Schmick's.

COMMENTS FROM OBSERVERS

Mr. Kong returned to the meeting. Robert Korajczyk, finance professor from Northwestern University addressed the Board regarding investment proposals versus the library's Investment Policy. Mr. Korajczyk said the library's policy doesn't want to assume any risk, wants to remain conservative, and wants to maximize income on investments. Mr. Korajczyk stated none of the alternatives from BMO Harris Bank fit the library's Investment policy. First Bank & Trust was the most responsive to the library's policy. Northern Trust suggested CDs but their term is longer than stated in the investment policy. Morgan Stanley provided a rate sheet for various instruments which

included CDs. Lengthy discussion followed. The Board thanked Mr. Korajczyk for his presentation.

Skokie resident Jeff Byer, 5019 Jarvis, addressed the Board regarding the lack of parking during the day. He suggests the library needs to have a comprehensive parking plan and suggests finding alternate parking for staff and monitoring the lot so no commuters who take the "L" park in the library's lot. The Board thanked Mr. Byer for his comments and will take the matter under advisement. Mr. Byer left the meeting at 9:38 p.m.

CLOSED SESSION

At 9:39 p.m., a motion was made by Mrs. Hunter, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS A PERSONNEL MATTER OF THE PUBLIC BODY PURSUANT TO 5ILCS 120/2(C)1 OF THE OPEN MEETINGS ACT.

The motion passed unanimously.

Discussion ensued.

Adjournment

At 9:50 p.m. a motion was made by Mr. Griffin, seconded by Mrs. Greer:

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

The motion passed unanimously.

ADJOURNMENT

At 9:50 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.



Karen Parrilli, Secretary