

February 14, 2018

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 14, 2018.

CALL TO ORDER

Diana Hunter, Vice President/President Emerita, called the meeting to order at 6:36 p.m.

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

Members absent: Mark Prosperi, President (attended via phone); Karen Parrilli, Secretary.

Staff present: Laura McGrath, Deputy Director.

Observers present: None.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 10, 2018

Mr. Griffin made a motion, seconded by Dr. Maks, to approve the minutes of the regular meeting of January 10, 2018, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

COMMENTS FROM OBSERVERS

No observers were present.

BILLS

A motion was made by Ms. Greer, 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 5 ayes and 0 nays; the motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Board reviewed the Year-to-Date Budgetary Status.

There was a brief discussion about the SmartLocker and other ways we can serve the community's needs more conveniently.

BALANCE SHEET FOR THE NINE MONTHS ENDING FROM 5/1/17 THRU 1/31/18

The Board reviewed the Balance Sheet for the Nine Months Ending from 5/1/17 thru 1/31/18.

Mr. Griffin made a motion, seconded by Dr. Maks, to approve the year to date budgetary status and balance sheet for the nine months ending from 5/1/17 thru 1/31/18. The motion was approved unanimously. The vote was 5 ayes and 0 nays.

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

There was a brief discussion regarding the terms used in the personnel section of the agenda. The agenda will be corrected to reflect Pedro Diaz's part time status.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, SUBJECT TO AUDIT, AND THE CHANGE OF PEDRO DIAZ'S STATUS AS PART-TIME AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. GIFT: \$100. FROM JAMES W. MOELLER IN APPRECIATION FOR INTERLIBRARY LOAN SERVICES
4. PERSONNEL: RETIREMENT: SUSAN DICKENS, ADMINISTRATIVE ASSISTANT TO THE DIRECTOR, ADMINISTRATION, EFFECTIVE MARCH 30, 2018; TERMINATION: PEDRO DIAZ, BUILDING ENGINEER, MAINTENANCE AND SECURITY, EFFECTIVE FEBRUARY 11, 2018; HIRES: MONICA CHAVEZ, ADMINISTRATIVE ASSISTANT TO THE DIRECTOR, ADMINISTRATION, EFFECTIVE JANUARY 29, 2018; ROGER MORALES, PART-TIME LIBRARIAN, ADULT SERVICES, EFFECTIVE FEBRUARY 6, 2018; DEBORAH AMORE, FULL-TIME SECURITY SUPERVISOR, MAINTENANCE AND SECURITY, EFFECTIVE FEBRUARY 15, 2018.

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

DIRECTOR'S REPORT

Master Plan Update

Andrew Berman is working on his initial designs for our master plan. He and his colleagues, including consultant Leslie Burger, joined us for staff day last month. Every staff member present at staff day had an opportunity to share their thoughts about what they think is working well in our library spaces and what could be improved. The following day, Berman and his colleagues met with key staff for each area of the library to tour the library and hear their thoughts about what improvements are needed. He also requested historical photos of the library and some data about our collections and services. After we provide some initial feedback to his first set of drawings, Berman will continue to work on his designs and return to the library sometime in late February or early March to review everything with the Board and staff. We will also plan opportunities for other community members to react to the designs.

Mr. Griffin praised Mr. Berman's presentation at Staff Day.

Ms. Barbir spoke about a visit to the Elmhurst Art Museum which is very near the Elmhurst Public Library. She spoke about her visit to the library and praised some of the displays there and the fireplace.

HVAC Preventive Maintenance RFP

Our three-year agreement with Anchor Mechanical is ending in a few months, so Tim Murphy, Maintenance and Security Manager, has prepared an RFP (request for proposals) for an HVAC preventive maintenance contract. Mr. Kong will likely bring a recommendation to the Board at the March meeting.

Staff Day

Staff day was held on January 18, 2018. Most of our staff were able to attend and benefited from a full day of training and team building. Mr. Kong gave a brief talk recapping all of our accomplishments in 2017, which was followed by Beck Tench' keynote on "mindful and heartfelt library work." Architect Andrew Berman spoke next, providing some basic information about his work, approach, and some initial conceptual considerations for our library. Staff energetically participated in an exercise designed to get everyone thinking about what works well and what doesn't in our library spaces. After lunch, staff spent the afternoon in departmental meetings, various break-out sessions, and a "choose-your-own-adventure" activity focused on team building. We ended the day with the recognition of staff who have reached significant milestones in

employment at the library, and a humorous blooper video of staff. Staff greatly appreciated the Board members who were able to attend.

Ms. Greer mentioned how nice it was to listen to the staff. She was very impressed with how much they care and how smart they are.

Legislative Breakfast

The annual ILA (Illinois Library Association) legislative breakfast will be held on Monday, February 19, 2018 at the Arboretum Club in Buffalo Grove. As usual, legislators, library trustees, and library staff will have an opportunity to discuss issues related to public, school, and academic libraries. If you would like to attend, please let Monica or Mr. Kong know.

Chamber of Commerce and Downtown Skokie Alliance

Howard Meyer from the Chamber of Commerce notified Chamber board members recently of the decision to separate from the Downtown Skokie Alliance. Formed just last year, the Downtown Skokie Alliance is led by Scott Holtz and focuses on the downtown business community. The library will continue to work with both the Chamber and Downtown Skokie Alliance.

Korean Library Interns

Two library students from Daegu, South Korea are spending two weeks at the library as interns. They are observing our staff to learn more about how collections, services, and community engagement works in a public library, with the intention of bringing back what they learn to their classmates and colleagues in Korea.

Book Bike

Staff have expressed strong interest in starting a book bike service to help us reach residents within a biking distance from the library and create a sense of goodwill and community. Other libraries such as Oak Park Public Library have had a lot of success with their book bikes. We are still working on a staffing plan, but our hope is to have a book bike up and running by the spring. Possible destinations include the Food Pantry, Oakton Park, and nearby residential neighborhoods where the bookmobile does not have a presence.

Ms. Hunter raised the question of whether our insurance would cover the book bike. Mr. Kong confirmed that our coverage would apply to the book bike under the present policy. There was a brief discussion about logistics.

PLA Year in Review

PLA (Public Library Association) recently shared their online Year in Review (<https://adobe.ly/2E4uSIB>). The Inclusive Internship Initiative was one of the highlights from the year. This program provided paid internships for 50 high school juniors and seniors from diverse backgrounds, including two students who interned at our library this past summer. The EDI (equity, diversity, inclusion) Task Force Mr. Kong is co-chairing with former library employee, Amita Lonial, is also mentioned in the report, as is the Leadership Academy, which deputy director Laura McGrath completed in December.

PROJECTED FY 2018-2019 BUDGET

Last month, Mr. Kong presented the Board with a first look at the projected operating budget for FY 2018-2019. No changes were made to the projected budget from last month.

The Bureau of Labor Statistics has issued final figures for 2017 for wages and salaries for state and local government workers and the increase for the year is 2.1%. The salary line as proposed allows for a cost of labor increase of 2.1% for staff from the start of the Fiscal Year and an increase of 1.5% at the time of the annual review for those staff who are eligible. Based on these increases, many staff would receive a total increase of 3.6% over the course of the year. Mr. Kong also has some information about increases provided by other public libraries in the Chicago area over the past year, which he can share with the Board during the February and March meetings.

During the March Board meeting, the Board will be asked to approve a cost of labor and merit increase for staff. This will allow Mr. Kong to present the final proposed budget to the Board in April.

Approval of the budget is not required until April, but Mr. Kong welcomes questions and comments from the Board at this time.

Discussion followed. Mr. Prosperi requested figures regarding state and federal employee salary increases. Ms. Barbir requested a comparison of the tax levies for the other local entities ie the park district, the village, etc.

APPROVAL OF RENEWAL OF INN-REACH

Our subscription to INN-Reach is up for renewal and we would like to renew for one year effective February 1, 2018. INN-Reach is a resource sharing software provided by Innovative Interfaces and allows us to participate in LINKin (a group of standalone public libraries in Illinois which includes Arlington Heights, Elmhurst, Naperville and

five others). Because of this shared software, requests for items are filled at least 3 times as quickly as traditional interlibrary loan.

As of July 2016, the full LINKin catalog included 2,093,536 titles with 771,858 of those items unique to individual libraries. In fall 2017, LINKin was honored with a 2016 Journal of Local Government Shared Service Best Practices award from Evelyn Sanguinetti, the Lieutenant Governor, "in recognition of exemplary intergovernmental cooperation in the State of Illinois."

This fiscal year we have averaged nearly 2200 LINKin transactions per month, an increase of 10% in both borrowing and lending. It is a valuable service that is well-used and well-liked by patrons, and it is predicted its use will only increase.

Mr. Kong recommends that the Board approve a one-year renewal of INN-Reach for \$25,645.20.

Mr. Griffin posed a question about how much faster LINKin is vs. traditional interlibrary loan. It was confirmed by Mr. Kong and Ms. McGrath that LINKin is significantly faster than traditional interlibrary loan programs.

Mr. Griffin made a motion, Dr. Maks seconded.

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE RENEWAL OF THE INN-REACH SUBSCRIPTION FOR
ONE YEAR FOR A TOTAL OF \$25,645.20.**

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

UPDATE OF ANTICIPATED CAPITAL PROJECTS

The Board has asked for an updated list of potential, upcoming capital projects every six months. Since the capital asset study, completed last year, includes a fuller picture of what capital improvements are needed, Mr. Kong included a list of completed projects from the past three years, as well as anticipated and in-progress projects for the remainder of the current fiscal year. The list of completed projects is more comprehensive since the last review of projects provided six months ago.

The installation of a modern access control system, approved by the Board in October 2017, and the repairs to the second floor air handlers are the major expenditures noted since the last update in August. Mr. Kong did not move forward on a number of other potential projects since our plans may change once the master plan is completed in a few months. Once the master plan is in place, and the Board has an opportunity to consider

potential renovation projects, we will have a better idea of potential capital expenditures for the next fiscal year.

Another updated list of anticipated capital projects for FY 2018-19 will be provided in August 2018 as the Board considers the 2018 tax levy. The complete capital asset study is available through the Board's Dropbox, and can be viewed at any time.

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

There was a brief discussion about the access control system being implemented. Dr. Maks posed a question about safety in light of recent school shootings. Mr. Kong discussed the current training in place regarding active shooter situations and plans to review our training with the newly hired Security Supervisor.

APPROVAL OF DESIGNATION OF FOIA OFFICER AND OMA DESIGNEE

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 primary FOIA Officer and OMA designee as well as a backup FOIA Officer. As the Board will recall, at the January 10, 2018 meeting, Audrey Williams, Administrative Assistant, was appointed back-up FOIA Officer.

The Board designated Susan Dickens to serve as the library's primary Freedom of Information Officer and Open Meetings Act (OMA) designee. Due to Susan's retirement, we do not currently have a primary FOIA Officer and OMA designee.

Mr. Kong recommends that the Board approve Monica Chavez, the new Administrative Assistant to the Director, as the library's primary FOIA Officer and OMA designee.

Dr. Maks made a motion, Ms. Griffin seconded.

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE MONICA CHAVEZ AS THE LIBRARY'S PRIMARY FOIA
OFFICER AND OMA DESIGNEE.**

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

SUMMARY OF STAFF ENGAGEMENT SURVEY-Laura McGrath, Deputy Director

Each January for the past four years we have invited all staff to participate in a survey designed to elicit feedback about their work and about the overall culture and work environment at the library. This year we had 122 staff complete the survey (up from the 115 staff who responded to the survey in 2017).

The survey results were very similar to last year with the overall rate of staff engagement remaining steady at 81%. Satisfaction levels were high for many of the areas covered in the survey. Highlights include:

- The Library positively affects people in the Skokie community (97% of responded that they either agree or strongly agree with this statement)
- I understand how my work contributes to the library's goals (97%)
- My co-workers and I have a strong working relationship (96%)
- My supervisors and I have a strong working relationship (95%)
- I enjoy my work (93%)
- I feel involved in and focused on my work (93%)
- Staff treat each other with respect (91%)
- Staff take the initiative to help each other when the need arises (88%)
- The library is dedicated to diversity and inclusiveness for staff (88%)

Significant increases were observed in several areas. The largest increases from January 2016 to January 2017 were found in staff who agree or strongly agree with the following:

- Staff treat each other with respect (91%, up from 83% in 2017)
- The library is dedicated to diversity and inclusiveness for staff (88%, up from 83% in 2016)
- Communication between departments or teams is good (54%, up from 50% in 2017)
- I am satisfied with my opportunities for professional growth and development (74%, up from 70% in 2017)

A few areas showed slight declines. The area that showed the greatest decline was the number of respondents who agreed or strongly agreed that there is trust between their department's managers/supervisors and staff. This percentage decreased from 82% in 2017 to 75% in 2018. There was also a drop in the number of respondents who agreed or strongly agreed that they are satisfied with their overall job security. This percentage decreased from 75% in 2017 to 70% in 2018. Responses to these two questions varied from department to department and we will work with the management team to see if we can address these issues.

As has been the case each time we have done this survey, the lowest scoring category was:

- Communication between departments or teams is good (54%)

But the level of agreement with that statement has risen from 34% (in July 2014) to 54% this year so there are signs that we are moving in the right direction. One of our objectives this year focuses on improving communication throughout the organization so hopefully we will see results from that effort on next year's survey.

The board acknowledged receipt of the survey and was pleased with the results.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli submitted a report which included the following highlights from the January 26, 2018, RAILS Board of Directors meeting from supporting documents and recorded videoconference.

Financial Report: Finance Director Jim Kregor reported that the General Fund unassigned cash and investment balance ending December 31, 2017, is \$10.7 million and would fund an estimated 11.5 months of operations. As of January 26, RAILS has not received FY 2017 Area and Per Capita Grant funds of \$3,962,120, which would fund approximately four months of operations. On a positive note, returns on investment accounts doubled because of an increase in interest rates on money market accounts. Expenditures continue to be under budget.

Executive Director's Report: Deirdre Brennan presented her Executive Director Goals for FY2018. She also announced that she and staff will do a comprehensive overhaul of the employee handbook.

Ms. Brennan reported on the Village of Coal Valley's offer to annex the Coal Valley Service Center. For only a \$50 fee Coal Valley Service Center would benefit by additional police protection through the Village, changing the zone status from residential to commercial use, and RAILS can utilize the Village website to market the sale of Coal Valley Center. A vote was taken and the Board approved the motion to accept the Village of Coal Valley's offer of annexation.

Ms. Brennan presented a report on Service to the Unserved in Illinois. She explained ideas and possible solutions discussed among participating members from RAILS, Illinois Heartland Library Service, and Illinois State Library. She referred the Board to the statistics and the Illinois map illustrating areas that are unserved throughout the state.

Illinois State Library: Greg McCormick expressed confidence that the FY2017 Area and Per Capita Grant funds awarded to RAILS, public libraries, and school libraries will be distributed within the next two weeks.

Next meeting: Friday, February 23, 2018, at Burr Ridge Service Center

COMMENTS FROM TRUSTEES

Mr. Kong spoke about the potential for the elimination of IMLS funding that he learned about at the recent ALA conference which could potentially affect the library. Ms. Hunter stressed the importance of speaking to representatives about this issue during an election year.

ADJOURNMENT

At 7:47 p.m. a motion was made by Ms. Barbir, seconded by Mr. Griffin to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary