

July 8, 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, July 8, 2015.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:31 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.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 10, 2015

Mrs. Hunter made a motion, seconded by Mr. Griffin, to approve the minutes of the regular meeting of June 10, 2015, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file.

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

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

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

1. CIRCULATION REPORT/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. GIFTS: \$270. FROM FIRST BANK & TRUST FOR PURCHASE OF 60 CHILDREN'S BOOKS FOR THE BOOKING WITH A BUDDY PROGRAM; FOR SUMMER READING CLUB: \$100. FROM ABT ELECTRONICS & APPLIANCES (GIFT CERTIFICATE); \$500. FROM MAGGIANO'S RESTAURANTS (GIFT CERTIFICATES); \$500. FROM SKOKIE DUXLER INC.; \$500. FROM HAROLD J. KRINSKY, DDS, LTD.; \$500. FROM FATHER & SON ITALIAN KITCHEN; \$2,000. FROM ROSS STORES, INC.; \$2,000. FROM NORTH SHORE COMMUNITY BANK

4. PERSONNEL: HIRES: MARTHA NELSON, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE JUNE 16, 2015; NITOSHIA FORD, FULL-TIME COMMUNITY INFORMATICS LIBRARIAN, COMMUNITY ENGAGEMENT, EFFECTIVE JULY 7, 2015; RACHEL MEIRI, PART-TIME PROGRAM ASSISTANT, LEARNING EXPERIENCES, EFFECTIVE JULY 7, 2015; SARAH MITCHELL-MACE, PART-TIME PROGRAM ASSISTANT, LEARNING EXPERIENCES, EFFECTIVE JULY 7, 2015; TERMINATIONS: JENNIFER HARGRAVE, PART-TIME PROGRAM ASSISTANT, LEARNING EXPERIENCES, EFFECTIVE JULY 15, 2015; JEANINE BREEN, PART-TIME PROGRAM ASSISTANT, LEARNING EXPERIENCES, EFFECTIVE JULY 15, 2015; JESSI SCHULTE, FULL-TIME YOUNG ADULT SERVICES SUPERVISOR, LEARNING EXPERIENCES, EFFECTIVE JULY 28, 2015; PROMOTIONS: AMY HOLCOMB, FROM FULL-TIME EXPERIENTIAL LEARNING LIBRARIAN, LEARNING EXPERIENCES, TO EXPERIENTIAL LEARNING COORDINATOR, LEARNING EXPERIENCES, EFFECTIVE JUNE 15, 2015; KATHY SEXTON, FROM FULL-TIME READERS SERVICES LIBRARIAN, ADULT SERVICES DEPARTMENT, TO FULL-TIME READERS SERVICES SUPERVISOR, ADULT SERVICES DEPARTMENT, EFFECTIVE JUNE 29, 2015.

The motion passed unanimously.

BILLS

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

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 June was up 5% over last June, with a big increase in circulation of children's materials on the Bookmobile. We still circulate more print than AV, contrary to many public libraries which experience much greater use of AV

materials. Use of eResources continues to gain, although use still represents a small portion of library circulation. Reciprocal borrowing is up, accounting for less than 8% of library circulation. The gate count was down over 3% from the same month last year. Computer use is up 39% and the Tech Help desk continues to field the greatest number of requests. The BLOOMbox welcomed 434 learners during drop-in hours for activities related to gardening. Nearly 41,000 unique visitors signed on to the library website. A total of 3,292 people have signed up for the summer reading program including 1,955 children, 515 teens, and 822 adults.

NEW VEHICLE----The new Ford Explorer was delivered to the library July 2. We can sell the old vehicle through auction at the Northwest Municipal Conference if the Board declares it to be surplus property eligible for auction. The 2002 Dodge Caravan has nearly 80,000 miles.

TREE IN SOUTH COURTYARD----The large honey locust tree in the south courtyard developed a significant split and the Village Forester advised that we have it removed. Rich Simon, Manager of Maintenance and Security, sought an additional opinion. Nels Johnson, tree experts, advised that the tree could be pruned and cabled to last another 20 years. That work has been completed.

HEALTH INSURANCE----LIMRiCC, the group insurance pool in which we participate, has indicated that we will need to become a self-insured pool as of 2016. The implications of this shift are not yet fully clear, but we will monitor the situation. Susan Dickens is currently President of the LIMRiCC Board.

NEGLECT----One of our staff observed two older children who were spending long hours in the library, extending into the evening, without supper. After consultation with me, she reported the situation to DCFS. The Village Social Worker has agreed to provide a brief instructional session for staff on what to look out for and when to report a child who may be in need of services. All staff serving youth and security staff will attend.

Brief discussion followed.

RAILS DELIVERY----As reported in this month's RAILS report, the system will be moving to contracted delivery service sometime this fall. The contracted service has been piloted in one area of RAILS and found to be superior and cost-effective. Staff will attend meetings to learn how procedures will change. The service saves time and money by scheduling pick-ups and deliveries at night when traffic is light. We will look into options for locked storage outside the building to accommodate this service.

ALA CONFERENCE----Eight staff members and Mrs. Anthony attended the Annual Conference of the American Library Association in San Francisco at the end of June. Mrs. Anthony spoke at the Project Outcome Preconference and at the program of the Digital Content Working Group (DCWG). She also attended a meeting of the Power Patron advisory group in connection with a national grant project involving ten libraries, funded by IMLS and led by the Las Vegas/Clark County Public Library. The PLA Board accepted the resignation of a member who can no longer serve and invited her to stay on the Board for an additional year to complete that unfinished term. Because of Mrs. Anthony's knowledge and involvement in both Project Outcome and the PLA Leadership Academy, she can provide needed continuity. The DCWG held a business meeting in addition to their program. A highlight of the Conference was the Carnegie Medals ceremony at which the best Fiction and Non-Fiction title of the year were announced. Richard Doerr won the Fiction award for All the Light We Cannot See and Bryan Stevenson won the Non-Fiction award for Just Mercy. Both are excellent books and the authors delivered brief, but meaningful remarks in acceptance of the awards. PLA held a first-ever membership breakfast at which Scott Bonner, Director of the Ferguson Public Library in Missouri (Library of the Year) was recognized for his role in keeping the library open and serving the public through the social unrest in that community. Tents on the tables were in memory of Cynthia Hurd, Regional Librarian at the Charleston Public Library and one of the victims of the recent terrorist shooting at a church in Charleston. Appropriate to the breakfast time slot, Al Roker of the *Today* show delivered lively and entertaining remarks after the breakfast. Most of Monday was spent in a meeting with the PLA Performance Measurement Task Force which is continuing development of uniform outcome measures for public libraries. The first group of measures was launched at the Pre-conference, attended by over 100 representatives from 62 public libraries and several State libraries.

COMMUNITY ACTIVITY----This past month, Mrs. Anthony attended the Village Human Services Open House, a Chamber Board meeting, assisted with a benefit for Skokie Valley Rotary and the Chamber, and attended a benefit for Turning Point Behavioral Health Care.

COLORADO RIPL----Mrs. Anthony will speak at a conference on public library measurement to be held in Colorado Springs July 27-30. The conference was organized by the Colorado State Library which invited her to talk about Project Outcome.

SMARTLOCKER----The Smartlocker was delivered recently and will be used at the Weber Center for early/late pick up of items.

REVIEW OF ANNUAL REPORTS F.Y. 2014-2015

The Board discussed the following Annual Reports: Community Engagement, Customer Services, Learning Experiences, Programs & Events / Annual Program Statistics, Statistics Dashboard, Virtual Community Engagement, and Youth Services.

Mrs. Rich asked to receive the Annual Reports over a three-month period next year (June, July, August). The Board agreed. Mr. Prosperi asked that acronyms be spelled out the first time they are used in a report. The Board agreed.

Community Engagement report – no comments.

Customer Services report – It was noted the gate counts are almost identical from last year. Mrs. Hunter stated her frustration by the staff in the Call Center; however, the phone is always being answered, which is good.

Learning Experiences report – Brief discussion on ADA room location and Project Outcome.

Programs and Events/Annual Program Statistics: Brief discussion on Teens Working in Lieu of Fines and Booking with a Buddy programs.

Statistics Dashboard: Mr. Griffin appreciated receiving a copy of Mrs. Anthony's article *ALA's DCWG, Ebooks, and Directions* from American Libraries, eContent supplement June 2015. There was brief discussion on eBooks.

Virtual Community Engagement report – Redoing the website was a major goal.

Mrs. Anthony presented Vanessa Rosenbaum's, graphic designer, design for new letterhead/logo. The little symbol has been interpreted to represent a gateway, the sculpture on the Village Green, or the infinite.

Youth Services report – Stargazer Nights will continue as these family engagement programs are very popular. Mrs. Hunter suggested bringing in staff from major museums, like the Shedd Aquarium, for youth programs.

TAX LEVY DISTRIBUTIONS AND COLLECTIONS TAX YEARS 2009-2013, FISCAL YEARS 2011-2015

The Board reviewed the Tax Levy Distributions and Collections Tax Years 2009-2013, Fiscal Years 2011-2015. It was noted that the library never collects all funds that are levied.

APPROVAL OF STAFF DAY

For at least twenty years, we have had Staff Day the second Friday in December. This has been an opportunity for all staff to meet together in some shared learning and fellowship, the only time during the year that everyone gets to be together since staff schedules are varied and many work part-time. We appreciate the Board's willingness to close the library one day to enable this exchange.

Typically, mid-December was a relatively quiet time in the library calendar and Friday was a relatively slow day with many preparing for the Sabbath. Last year, however, District 219 changed the school calendar to have finals and the end of the term before the holiday break. That calendar change means that students are busy preparing papers and studying for finals in mid-December. Meanwhile, Friday has become one of our busiest library use days, whether measured by people in the building or items checked out. It is a particularly big day for picking up DVDs and reading material for the weekend.

After studying library use data and considering options, it is the staff recommendation that Staff Day be moved to Thursday, January 21, 2016. Board approval to close the library for Staff Day on this date is requested.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE CLOSING THE LIBRARY ON JANUARY 26, 2016 FOR
STAFF DAY.

The motion passed unanimously.

APPROVAL OF WEST LOBBY IMPROVEMENTS TO CIRCULATION DESK AND CHECK-OUT

Mrs. Anthony explained that the pattern of check-out has changed substantially since the installation of the west check-out desk. Currently, at least 75% of circulation is completed through self-check by patrons. Now, two self-check machines are located at right angles at the end of the west customer service desk and a third is across the lobby in the midst of the reserve shelving. We actually need that space for more reserve shelving. The proposed change would add one self-check machine and group the four in a cluster near the customer services desk. While we considered placing the devices on a larger counter, we decided that free-standing devices would provide greater flexibility should we need to add a fifth at some point.

The new customer service desk will be in three components. The south station will have a greeter who welcomes visitors and directs them as needed, while also keeping an eye on

patrons at the self-check machines to see if anyone needs assistance. The other two stations will handle assisted check-out, library card registration, dealing with fines and claims returned, and other such matters. One of the two stations is lower to accommodate children and persons in wheelchairs.

Four additional lights have been suspended from the ceiling to brighten the customer services area. New ceiling-mounted lights on the west side will wash the west wall, bringing added light to the reserve shelves.

The current customer service desk will be dismantled, but the absolute granite top will be re-used in making the new desks. The new desk area will feature slatwall displays for service brochures, program calendars, and other library promotional materials. The large gap between the south work station and the other two computers will be filled by a movable, 42" book display shelving unit for impulse pick up.

Because the footprint of the desk is changing, it will be necessary to replace the walk-off carpeting in the west lobby area. Vortex, the company that put in the carpeting there now, has given us a quote for replacement of the walk-off carpeting in the west lobby.

A summary of vendors and costs is as follows:

3M	4 self-checks with trade-in	\$42,413.00
LFI	3 desks with connector & shelving	\$26,746.00
Vortex	Walk-off carpeting	\$20,488.03
Corrigan & Freres Electric Co:		
	Light Fixtures	\$8,705.00
	Installation and electric work	\$5,700.00
Lorusso Concrete – coring floor		<u>\$3,500.00</u>
Total:		\$107,552.03

Please note that 3M is the library's RFID vendor so is a sole source. LFI is willing to work with us to remove and re-use the existing granite for a net savings of \$2,500. over counters with new stone. Vortex provided a quote without detailed measurement and specifications based on prior work in the area. There would be significant additional cost to develop specifications and obtain bids for this work.

Mrs. Anthony requested Board approval of this work as presented.

Discussion followed regarding the granite tops, carpeting, and the drawers in the desk units.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE WORK IN THE WEST LOBBY: 3M, 4 SELF-CHECKS WITH TRADE-IN, \$42,413.00; LFI, 3 DESKS WITH CONNECTOR & SHELVING, \$26,746.00; VORTEX, WALK-OFF CARPETING, \$20,488.03; CORRIGAN & FRERES ELECTRIC CO, LIGHT FIXTURES, \$8,705.00, INSTALLATION AND ELECTRIC WORK, \$5,700.00; LORUSSO CONCRETE, CORING FLOOR, \$3,500.00 FOR A TOTAL PROJECT COST OF \$107,552.03.

The roll was called: Dr. Maks—yes; Mrs. Rich—yes; Mrs. Greer—yes; Mrs. Parrilli—yes; Mr. Griffin—no; Mrs. Hunter—yes; Mr. Prosperi—yes. The motion passed with a vote of 6 ayes; and 1 nay.

APPROVAL OF PERMISSION TO BID PETTY AV

Staff has been investigating an upgrade to much of the audiovisual equipment in the Petty Auditorium. There are signs of wear in the present equipment such as:

- Audible hum from speakers when stage lights are on, due to age of speaker wiring and interference from the lights; loud enough to be distracting during quieter periods of performances or talks
- Assisted-listening devices no longer work with the sound system
- Some equipment is obsolete and is well beyond its expected lifespan, particularly the screen fabric, the speakers and speaker wiring, the projector, and the sound board in the booth.

We lack some capabilities that are desirable:

- Inadequate number of wireless microphones for panel discussions, etc.
- Inability to control the sound level of individual microphones or other sound inputs; due to limitations of old equipment can only adjust overall sound
- Can't adjust sound now from anywhere but the podium; new system would allow adjustment by channel from the podium or booth as well as a simple adjustment via iPad app from anywhere in the Auditorium
- Current touchscreen on the podium is tall enough that speakers who are short can be partially obscured--new monitor screen will be wider, but shorter.

New capabilities:

- AppleTV and Google ChromeCast devices did not exist the last time improvements were made to the Petty AV system. These will be useful when we want to broadcast significant national events or sporting events such as the World Cup or Olympics. Cable is not available in the Petty.

The recommendations of a consultant, Tom Harm, from AV TechSource, Inc. were reviewed. From the itemized equipment list, he is estimating a cost of \$90,000.-\$95,000. for the new equipment. Staff request permission to seek competitive bids for this equipment.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
GIVE PERMISSION TO SEEK COMPETITIVE BIDS FOR AV
EQUIPMENT FOR THE PETTY AUDITORIUM.

The roll call vote for approval was unanimous.

APPROVAL OF SUPPLEMENTAL COOLING FOR CIRCULATION WORK ROOM

For some years, we have had complaints from staff that the Circulation Work Room is very warm, to the point of being uncomfortable. Ironically, the problem is greatest in the winter because the Circulation Work Room is directly over the boilers and experiences a direct transfer of heat from that equipment. It is not unusual for the temperatures in the Circulation Work Room to climb above 80° in the winter. Rich Simon, Head of Maintenance, has done what he can with adjusting the built-in fans and diffusers, bringing in supplemental fans, and even removing ceiling tiles to allow heat to rise above the room.

He consulted an Engineer from Anchor Mechanical regarding a possible solution to the problem through installation of a supplemental air-cooled cooling system that could operate as needed year round. The Engineer prepared specifications regarding the number of BTUs needed and suggested two alternate solutions which differ in the number of diffusers to be installed for distribution of air. The solution with six mini-diffusers affords better distribution of air while also being less disruptive to the ceiling because each diffusers fits within one ceiling tile space in the grid. Improved distribution of air is important in the area because of the different work activity areas for the call center, RFID sorter, book truck loading, and staff work stations. The solution with six mini-diffusers is also the less expensive installation.

The Engineer and Rich Simon met on site with representatives from both Anchor Mechanical and Everest Environmental to review the specifications and walk through to review existing conditions. The Engineer's specifications and the bids received from Anchor Mechanical and Everest Environmental were reviewed. For the preferred configuration, the quotes are as follows:

Anchor Mechanical Option #1	\$49,425.00
Everest Environmental	\$53,812.19

Installation of the equipment with either bid will require the services of Riddiford Roofing to open up the roof line holes and properly patch them after the supplemental AC equipment is installed. The cost for one man for one 8 hour day is \$1,123.00, plus cost of materials as needed.

Mrs. Anthony requested Board approval of the proposal from Anchor Mechanical in the amount of \$49,425. for supplemental cooling for the Circulation Work Room.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM ANCHOR MECHANICAL, OPTION #1, IN THE AMOUNT OF \$49,425.00 FOR SUPPLEMENTAL COOLING FOR THE CIRCULATION WORK ROOM.

The roll call vote for approval was unanimous.

Mrs. Hunter suggested getting a quote for external landscaping especially along Oakton Street. Mrs. Anthony said that at the August Board meeting a list of capital improvements will be provided.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the highlights from the June 19, 2015, RAILS Board of Directors meeting. The following information was taken from the video recording and supporting documents.

Financial Report: RAILS Finance Director Jim Kregor was represented by RAILS staff Bill Getz. He reported to the Board that the financial statement ending May 31, 2015, had a balance of \$25,600,000 in cash and investments, which represents 28.9 months of General Fund operations. This large increase was due to the receipt in May of Area and Per Capita Grant payments of \$106,420.21 and \$2,145,000. Total year-to-date expenditures continue to be under budget at 17.7% for the month of May.

It was noted that in May, RAILS renewed the Certificate of Deposit investments with the Wintrust Banks, in the amount of \$3,740,000 at a rate of .25% for a one year period.

Executive Director's Report: Dee Brennan worked with Mark Hatch, RAILS Delivery and Facilities Manager, to develop a road-side assistance program for RAILS staff. With the considerable driving and visitations to different libraries throughout the region, staff has found the need for road services, especially when help is needed in remote areas.

As requested by the Board, Ms. Brennan presented a list of capital projects using \$6,400,000 from the reserve fund, which is a portion of the cash balances from the legacy systems after the merger, sale of real estate, and expenditures under budget. Discussion followed with no action required.

Delivery Services: With a recommendation from the Delivery Committee, the Board was asked to approve outsourcing delivery services at the Wheeling Service Center through the Continental Transportation Services. CTS currently operates the delivery services out of the Burr Ridge Service Center. This new service, which would lay off six Wheeling delivery personnel, would be part of the upcoming contract renewal for the Burr Ridge service area. The vote was unanimous to approve outsourcing delivery in the Wheeling service area, beginning September 2015.

Next meeting: July 24, 2015, at Burr Ridge Service Center.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

CLOSED SESSION

At 8:35 p.m., a motion was made by Mrs. Parrilli, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS PENDING LITIGATION.

The motion passed unanimously.

Discussion ensued.

Adjournment

At 8:40 p.m. a motion was made by Mr. Griffin, seconded by Mrs. Parrilli:

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

The motion passed unanimously.

Open Session

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE EXECUTION OF A TOLLING AGREEMENT WITH IMET AND GIVE HEIDI KATZ OF ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, (LIBRARY LEGAL COUNSEL), THE AUTHORITY TO SIGN THE AGREEMENT ON BEHALF OF THE LIBRARY BOARD.

The motion passed unanimously.

ADJOURNMENT

At 8:50 p.m. a motion was made by Dr. Maks, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.



Karen Parrilli, Secretary