

December 14, 2011

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 14, 2011.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:31 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Karen Parrilli; and Carolyn A. Anthony, Director.

Members absent: Susan Greer; Dr. John M. Wozniak.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 9, 2011

Mr. Graham made a motion, seconded by Mrs. Parrilli to approve the minutes of the regular meeting of November 9, 2011, subject to additions and/or corrections. There being no additions/corrections, the minutes were approved and placed on file.

Review of Closed Session Minutes

After brief discussion, Mr. Graham made a motion, seconded by Mrs. Parrilli:

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, SEPTEMBER 9, 2009, SEPTEMBER 15, 2010, JANUARY 12, 2011, AND SEPTEMBER 14, 2011 MINUTES AND THEY SHALL REMAIN CLOSED FOR ANOTHER YEAR.

The motion was approved unanimously.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Program Statistics Second Quarter F.Y. 2011-2012; Report(s) from Department Head(s); Gift)

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

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. 2011-2012
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. GIFT: \$300. FROM NORTSHORE UNIVERSITY HEALTHSYSTEM FOR WINTER READING CLUB.

The motion passed unanimously.

Brief discussion followed regarding library use statistics.

### BILLS

A motion was made by Mr. Graham, 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 unanimous.

### DIRECTOR'S REPORT

LIBRARY USE---Circulation in November was down over 6.5%, with the largest decreases in the use of Adult materials. There is a marked decline in the use of both Adult and Youth Audio. The clear counter-trend is in use of eBooks which is up nearly four times from use in November last year. Reciprocal Borrowing has plummeted from 14.5% to less than 6% of total circulation. Lending to other libraries is up, however, both through LINKin and Interlibrary Loan. The volume of Reference questions is up 4% while computer use is down nearly 14%. There were 71,565 visits to the Library website, with 112,781 page views.

LIBRARY LEVY---Mrs. Anthony attended the Village Board meeting December 5 for the introduction of the Library levy request. Village Finance Officer Bob Nowak made a presentation about the lack of increase in the Village levy and included some explanation of why people may see an increase in their personal property taxes although the value of their home is down. In addition to the variable increases from different taxing bodies (particularly schools), he commented on the effect of the lessening of business taxes which has shifted more of the burden to residences. He commented that the increase in the Library levy was a very modest 1 %. There were no questions or comments from

Village Trustees or the public re the Library levy. The 2011 Library levy of \$12,507,675. is scheduled for adoption December 19.

COLE TAYLOR GRANT----Cole Taylor Bank will again sponsor National Library Week programming at the Library with a grant of \$3,000. These funds enable staff to plan some special programs that otherwise might not be possible.

TAP OF CORPORATE REPLACEMENT TAX----The threatened tap of Corporate Replacement Tax due to municipalities for use by the State in paying Regional School Superintendents was minimized to less than 1% with the signing of PA97-0619. While the amount is small, a precedent has been set.

FOUR STAR LIBRARY-----*Library Journal* has again named Skokie Public Library a Four Star Library, based on 2009 data reported to IMLS. Only 262 public libraries out of a total of 7,513 received any stars. Selection is based on Circulation per capita, Visits per capita, Public computer use per capita and Program attendance per capita.

NILES TOWNSHIP PROPERTY TAX COALITION----Mrs. Anthony attended a meeting of the Niles Township Property Tax Coalition this week. The invoice to the Library for our share of intervention in property tax appeals is \$2,535.03, an amount that continues to be a bargain for the return in preservation of assessment level. There were 16 cases in which the Library participated this past year.

STATE LIBRARY INQUIRY----Mrs. Anthony participated in a conference call with Anne Craig and others at the State Library about Skokie Public Library's Reciprocal Borrowing practice. They were clarifying the Library's policy, but made no comment on it.

VISITORS TO DIGITAL MEDIA LAB----We had visitors from a library in Bloomington, Indiana, this past month and a request from an Ohio library to visit in January to see the Digital Media Lab and learn about our experience.

COMMUNITY INVOLVEMENT----This past month Mrs. Anthony attended meetings of the Chamber Board and Executive Committee, the Turning Point Board, the Women's Board of Skokie Hospital, Skokie Valley Rotary Board, a retirement lunch for the Director of the Lincolnwood Public Library, and the Grand Opening of First Bank and Trust at Dempster and Crawford.

RAILS UPDATE----Mrs. Anthony also attended an update meeting on RAILS this week. Acting Director Michael Piper reported that RAILS has a nine month reserve of operating expense although no money from Fiscal Year 2012 which began in July has been

received as yet. While it is reassuring to know that delivery will continue for the foreseeable future, it is unclear how RAILS will spend the money allotted to it since use of funds is restricted to delivery, talking books program and LLSAPs. The talking books program does not take much money and RAILS has only four LLSAPs at the current time. There is a move in the Heartland System toward consolidation into a single LLSAP. It is hard to imagine that ever happening in RAILS.

STAFF GENEROSITY-----Staff once again showed their tremendous generosity by donating nearly \$1,000. to the Community Giving campaign. It is disturbing to learn that nearly two hundred families qualified for assistance this year, nearly twice as many as in 2010.

COMPUTER HACKING-----Irene Tam's, Administrative Assistant for Accounting, computer was hacked today and thieves tried to remove \$37,000 from Library accounts. Due to Irene's quick response, the accounts were frozen and closed by Cole Taylor. New accounts will be re-opened and Irene will have a separate computer for banking only.

The Board and Mrs. Anthony congratulated Irene for being on top of this situation.

#### APPROVAL OF ELEVATOR MAINTENANCE

The Library received a notice for renewal of the contract for maintenance on the Library's four elevators for 2012. The increase as indicated for quarterly billing will result in an annual contract price of \$10,794.60.

Maintenance has been satisfied with Schindler's service and Mrs. Anthony recommends renewal of the elevator maintenance contract in the amount of \$10,794.60 for one year.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE RENEWAL OF ELEVATOR MAINTENANCE WITH  
SCHINDLER IN THE AMOUNT OF \$10,794.60 FOR ONE YEAR.

The roll call vote for approval was unanimous.

#### APPROVAL OF INSURANCE COVERAGES

Last month, Mrs. Anthony presented a proposal from Boyle, Flagg & Seaman for renewal of the Library's insurance coverage including business package, liability, auto, boiler & machinery for a total of \$64,657. from Travelers. This represents an increase of 5% over last year's expense of \$61,525. for the same coverages. There was an optional increase in

the deductible for property damage from \$1,000. to \$2,500. for a cost savings in the premium of \$2,310.

Workers Compensation was also quoted last month at \$36,482., down from \$38,085. last year. This is based on the number of employees and our experience. The Illinois Public Risk Fund also offered the Library a grant of \$3,100. for safety-related expense which effectively reduces the premium further.

Mrs. Anthony just received the Directors and Officers Liability Coverage quote from Great American Insurance Company which has provided this coverage to us for many years. Last year, there was no increase at all in the cost of coverage over the previous year. This year they are asking for an increase of 10% for coverage for 2012, bringing the price to \$7,945. as compared to \$7,235. last year. This is hard to understand since we have had years of coverage with no claims. Great American cites an increase in Skokie's assets and salary expense, both of which are quite flat.

Boyle, Flagg and Seaman did question the quote, but Great American held firm on the price. They did offer that, if the Library agreed to pick up the first \$10,000. of any claim rather than \$5,000., they would take \$500. off the price. While we have not had a claim, Mrs. Anthony doesn't recommend this option.

Mrs. Anthony recommends approval of the quotes as presented. She talked with Tom English about shopping all the quotes next year and he agrees that we should do so.

A motion was made by Mr. Graham, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM TRAVELERS FOR PACKAGE, INLAND MARINE AND AUTOMOBILE, \$51,346.; UMBRELLA, \$8,966.; AND BOILER AND MACHINERY, \$4,345. FOR A TOTAL OF \$64,657.; THE INSURANCE PROPOSAL FROM ILLINOIS PUBLIC RISK FUND FOR WORKERS' COMPENSATION FOR \$36,482.; AND THE DIRECTORS & OFFICERS POLICY FROM GREAT AMERICAN FOR \$7,945. FOR THE SKOKIE PUBLIC LIBRARY FOR DECEMBER 15, 2011 THROUGH DECEMBER 15, 2012 AS PRESENTED BY BOYLE, FLAGG & SEAMAN, INC.

The roll call vote for approval was unanimous.

APPROVAL OF ESTIMATE OF EXPENDITURES FOR SECOND FLOOR  
REPLANNING

Staff have been working on specifications and pricing for proposed revisions to the second floor. Mrs. Anthony distributed drawings which may help the Board envision what the additional enclosed areas would look like. In review, the reconfiguration on the second floor will:

- Align the nonfiction collection in more user-friendly straight progression, integrating the 800s which were moved up from downstairs
- Create an “information commons” area with nearly all the public computers for adult use either inside or directly outside the computer lab, for easier help from Technology Assistants
- Create a Business Center with a Board/Committee Room, Program Room and Conference Room (existing) dedicated to business/employment use
- Add four public study rooms for general use
- Retain flexibility by not creating any new “permanent” walls; all KI walls would be installed over new carpet

In pricing out the work, it appears that it will be similar in cost to recarpet the whole second floor rather than to patch areas where shelving is shifted. The second floor was originally carpeted in rolled goods and the manufacturer used carpet squares in repairing buckled areas, leaving the rolled goods under the shelving. While the carpeting is all the same pattern, shifting the location of shelves and further patching with attic stock may result in an unattractive finished look. The attic stock could be used to replace the carpeting on the stairs which is now ten years old and quite worn.

The following are cost estimates rather than precise quotes, although the quotes from KI are quite specific and inclusive of the materials to be provided. If the Board approves the scope of work, staff will obtain binding quotes for the materials and work to be provided.

- KI Genius Walls and installation - \$82,093.
- KI Worksurfaces for exterior of Genius Walls - \$6,585.
- Carpet - \$100,000-\$120,000.
- HVAC - \$10,000-\$25,000.  
allowance for system adjustment (rebalancing, new ductwork, etc.)
- Electrical - \$30,000-\$50,000.  
allowance for light fixtures, new outlets, exit signs, etc.
- Life Safety - \$5,000.

allowance for the fire alarm/sprinkler head adjustment, installation of new heads/alarms

- Painting - \$5,000.

allowance (generous) for miscellaneous touchup of painted wall surfaces

- Furniture - \$15,000-\$25,000.

allowance for new lounge seating, Business Center moveable tables and chairs

- Window Treatment - \$3,000.

allowance for shades in Business Center for black-out of south-facing windows

- Shelving Reconfiguration and Collection Shift - \$100,000.
- Architectural Services – not to exceed \$15,000.
- Consulting and Engineering Design Services – not to exceed \$24,000.

Given the scope of work as described above, the estimated cost of the project would be \$395,000-\$460,000. This includes the costs for architectural and engineering services which the Board has previously approved. If this scope of the project is acceptable to the Board, Mrs. Anthony asks for approval of the KI quotes for Genius Walls and installation in the amount of \$82,093.00 and worksurfaces for the exterior of the Genius Walls (counters for computer use as we have elsewhere on the floor) in the amount of \$6,585.00. Staff will work on obtaining quotes for the other components which are currently just estimates or allowances.

After discussion, Mr. Graham made a motion, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE GOING FORWARD WITH THE SCOPE OF THE SECOND FLOOR PROJECT AS OUTLINED ABOVE.

The roll call vote for approval was unanimous.

A motion was made by Mrs. Rich, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE KI QUOTES FOR GENIUS WALLS AND INSTALLATION IN THE AMOUNT OF \$82,093.00 AND WORKSURFACES FOR THE EXTERIOR OF THE GENIUS WALLS

(COUNTERS FOR COMPUTER USE) IN THE AMOUNT OF  
\$6,585.00.

The roll call vote for approval was unanimous.

#### APPROVAL OF INTERIM REPORT ON GOALS AND OBJECTIVES

Mrs. Anthony distributed the Interim Report on Goals & Objectives. Looking back over the first half of the Fiscal Year, major accomplishments were made in implementing an updated RFID program, Automated Materials Handling, new self-checks, and the Encore Synergy Discovery product. These developments facilitate use of the Library's resources while also ensuring that resources are allocated to priority areas.

Technology enabled other service improvements in the completion of video tour segments to familiarize people with library services, the launching of a teen Facebook page, a Soap Box blog, the introduction of eReaders for youth, Playaways for preschoolers and mobile technology for desk staff. Other developments are dependent as much on staff encouragement of use and training provided to the public. This is true for fostering community use of Google Mapmaker, introducing people to the possibilities of the Digital Media Lab and encouraging participation in Skokie Stories.

Such projects take staff time and involve personalized service as do the development of new programs like the Café Society, Little Learners program or the Family Literacy Intensive Program. Staff have also spent more time on outreach, forging closer relations with the schools and extending services available to students both during the day and after school as well as through broader outreach to other community groups.

While we still have 4.5 months of the Fiscal Year to complete objectives currently in progress, the accomplishments in service enhancements and extension of the reach of the Library into the community are noteworthy.

Both the named staff specifically responsible for completion of the objectives and all the other staff who have contributed to making these achievements possible are congratulated.

The Board accepted the Interim Report on Goals & Objectives.

#### DISCUSSION RE LIBRARY BOARD VACANCY

The Board noted the letter from Dr. Wozniak to Mrs. Hunter dated December 5, 2011 informing Mrs. Hunter of his resignation from the Library Board effective February 1, 2012.



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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RESIGNATION OF DR. JOHN WOZNIAK WITH GREAT REGRET AND GREAT APPRECIATION.

The motion passed unanimously.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Highlights from Board of Directors Meeting, November 21, 2011, as submitted by Mary Witt:

*A meeting of the RAILS Board of Directors was held on Monday, November 21, at RAILS' Geneva location and via prearranged videoconference sites and video streaming.*

*The following is a brief recap of what took place at the meeting. Additional details may be found in documents distributed at the meeting and available on the RAILS website. A recording of the meeting will also be posted to the website when available.*

*Meeting highlights include:*

- *At the beginning of the meeting, board members discussed a number of items, including comments received from RAILS' members and items they would like to see on future board agendas. Board President John Chrastka responded to board member comments.*
- *RAILS Interim Executive Director Michael Piper presented his report.\* Michael also reported that all funding for the fiscal year ending in June 2011 has been received. RAILS is still awaiting the second of two annual payments for the Talking Book Service. RAILS continues to build a reserve fund as requested by the Illinois State Library.*
- *Anne Craig, Director, Illinois State Library, presented her report. (There was no written report.) Anne reported that the state budget is not out of jeopardy and systems need to continue to restrict core services to delivery, catalogs (LLSAPs) and Talking Book Services. There continues to be a delay with state payments and payments for FY 2012 have not yet begun.*
- *Correspondence was presented regarding RAILS' LLSAPs. There will be a meeting regarding the LLSAPs on Tuesday, November 29, at 9:30 a.m. The meeting will be held at Burr Ridge and via videoconference at all RAILS' facilities and other locations. More details are available on L2.*

- *Two possible designs for the RAILS logo from students at Harrington College of Design were presented. The board approved "option A" for the new RAILS logo. It was pointed out that this logo was a mirror image of "RAILS" spelled in Braille and the board would like this to be changed. RAILS will ask the student designer to make revisions.*

\*In his report to the Board, Mr. Piper announced that Tom Sloan accepted an appointment as Director of the Boca Raton Public Library. His last day with RAILS will be on November 30. Su Bochenski will begin her new position on December 1 as Associate Executive Director. Mary Witt, Communications Director, will fill in as Acting Delivery Director while RAILS recruits to fill this post.

Listed below are items of interest as reported by Renee Anderson in her communications to library members:

*Counterfeit Check Scam Alert (dated 11/11/11):*

*Recently the Reaching Across Illinois Library System (RAILS) has learned that members of the public have received checks that appeared to be from RAILS. These checks are being sent to individuals for apparently a number of reasons, such as "selection as a secret shopper" or a "nanny work assignment." These checks are counterfeit. If you attempt to deposit such a check and then follow any instructions on the funds' use, you will also become a fraud victim. Do not attempt to cash such a check. If you have already attempted to cash one of these counterfeit checks, please alert your bank immediately.*

*RAILS FY2012 Area Per Capita Allotment to Increase (dated 11-30-11):*

*The Illinois State Library has adjusted the FY2012 Area Per Capita funding for the Chicago Public Library System, the Illinois Heartland Library System (IHLS), and RAILS. This adjustment was due to the data from the U.S. Census Bureau's 2010 figures. Since RAILS serves numerous fast growing counties in Illinois, the system's FY2012 Per Capita allotment will increase by \$276,947.00. The State Library has instructed RAILS to work with the RAILS Board to prepare a plan for accommodating this increase into RAILS' operations for FY2012. Stay tuned to RAILS communications for more information at a later date.*

In a features interview, "The Next Step for Illinois Library Systems," with Michael Piper (RAILS) and Leslie Bednar (IHLS) from *ILA Reporter Magazine*, both Executive Directors stated their commitment to their library systems as they have evolved into two

state-wide systems, considering the threat to funding from the State. They both agreed that seeking additional funding through other sources is necessary.

Mrs. Parrilli took part in the RAILS Communication survey. Her responses primarily centered around reporting on the monthly RAILS Board of Directors meetings to Skokie Public Library's Board of Trustees and any new developments that might be of interest to our Board members and Executive Director.

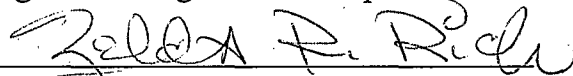
Mrs. Anthony received an email today that the president of the RAILS Board, John Chraska, has resigned.

#### COMMENTS FROM TRUSTEES

Mrs. Hunter was invited by the Levy Center in Evanston to talk about programs at the Library.

#### ADJOURNMENT

At 8:36 p.m. a motion was made by Mr. Graham, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.



Zelda Rich, Secretary