

October 16, 2019

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, October 16, 2019.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:32 pm

Members present: Mark Prosperi, President; Eugene Griffin, Vice President; Karen Parrilli, Secretary; Jonathan H. Maks, MD; and Richard Kong, Director.

Member absent: Mira Barbir; Susan Greer

Staff present: Blythe Trilling, Finance Manager; Laura McGrath, Deputy Director via phone

Observers present: None

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 11, 2019

Mrs. Parrilli made a motion, seconded by Dr. Maks to approve the minutes of the regular meeting of September 11, 2019, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 4 ayes and 0 nays.

DIRECTOR'S REPORT (Written report provided by Mr. Kong to the Board prior to the meeting)

Renovation Update

Andrew Berman Architect (ABA) visited the library on September 11-12 and October 2-4, 2019. He spent time with consultants and library staff, and we made significant progress with our discussions about finishes and furniture.

On September 16, I gave a short presentation about the renovation to the Village of Skokie Trustees and the Village Manager. Board President Mark Prosperi and Board Secretary Karen Parrilli were both in attendance as well, and the project was received with positive comments from the Mayor and Trustees. I also attended the first reading of the Village's ordinance related to the general obligation bond issuance on October 7, and will be present for the second reading on October 21.

Communications and Multimedia Engagement staff worked diligently to prepare a blog post (<https://skokielibrary.info/blog/206/renovation-plans/>) and a renovation webpage (<http://skokielibrary/renovation>) that will be used to share information and renderings. A handful of

library staff have also held a number of information pop-up sessions in the library to engage the community and provide a better understanding of the objectives and major enhancements of the renovation. I also gave presentations to more community groups, including the Chamber of Commerce Board, the Rotary Club, and the School District 73.5 PTO. The response from patrons and the broader community has been overwhelmingly positive.

On September 30, the construction bidding process began. Shales McNutt Construction, our construction manager, is handling this process along with our architect. The public bid opening will be held at the library on Friday, October 18. After the bids are received, Shales McNutt will review everything and prepare their recommendations for the Board to consider during the special Board meeting on Tuesday, October 29, 2019.

#### Per Capita Grant Application Requirements for Trustees

The requirements for the FY 2020 Per Capita Grant from the Illinois State Library include the following. Please send an email or call me to let me know that you have completed these requirements by December 1, 2019.

- A review of chapters 11-Appendices of the “Trustee Facts File Third Edition” (available on Board members’ iPads)
- Completion of at least one free online training opportunity focusing on organizational management. Trustees can find archived webinars that would satisfy this requirement on the RAILS website (<https://www.railslibraries.info/news/169820>).
- Familiarization with the services provided by the Digital Public Library of America (DPLA) (<https://dp.la/>) and the Illinois Digital Archives (IDA) (<http://www.idaillinois.org/>).

#### Plan for Existing Furniture

With the start of the renovation quickly approaching, it is necessary to plan for the disposal of some existing library furniture. While a number of furniture pieces will be reused in our renovated spaces, not every piece will be retained. The library’s finance policy states that the Board delegates authority to the Director for the sale or disposal of surplus library property, and provides guidelines for how this should happen given the unit value of a given piece of property. I asked Monica Chavez to work with a number of local furniture appraisers and buyers to determine the estimated market value of our existing second floor furniture, since the project will start with the second floor in January. The estimated unit value of most of the furniture we have is less than \$100, but we have a few tables that may have a market value of \$1,000 on the high side. Given this information, we will plan to work with a furniture expert to hold a public sale (or multiple if needed) in the next two months. Furniture that is not sold will be listed on the RAILS website for sale/donation to other tax-supported libraries, given to local organizations, or discarded through appropriate recycling and/or waste management channels.

#### ULC Innovation Award

Staff and I are very proud that one of our submissions for the annual ULC (Urban Libraries Council) Innovation Awards was recognized with an honorable mention award for the Education – Birth Thru

Teens category. Youth Programs Coordinator Angela Jones submitted a program, “Little President Portraits for Black History Month,” that was designed by Youth Librarian Sue Teller. This submission was selected from over 250 entries. We are planning to celebrate with Sue and recognize her achievement in the upcoming weeks.

#### Staff Picnic

On September 19, 2019, staff enjoyed their annual “staff picnic” in the staff lounge with food catered from local restaurant Dengeos. The library’s social committee put a lot of effort into this annual event, and many staff attended to enjoy the food and each other’s company. The staff thanks the Board once again for its continued support of this annual event.

#### Adult Volunteer Luncheon

The annual Adult Volunteer Luncheon will take place at the DoubleTree Hotel on Sunday, October 20, 2019. Board members are invited and encouraged to attend. I will give a short presentation about the library’s history and speak about the upcoming renovation plans. Once again, the event is made possible by a generous donation from Fifth Third Bank (formerly MB Financial Bank). I want to acknowledge Vice President of Business Banking Robert Baitler for his assistance with the donation.

#### Chicago Public Library Eliminates Late Fees

Starting on October 1, 2019, Chicago Public Library started to eliminate late fees and erase all outstanding overdue fees currently owed to the city. This decision was made to remove barriers to accessing the library and its resources/services. You can read more about this decision at <http://bit.ly/2MBvWZJ>.

#### Professional Activities

I was recently asked by PLA (Public Library Association) to serve as a member on the ALA Joint Working Group on eBooks and Digital Content in Libraries. Due to the importance of this group’s work, and the pressing need to address the current challenges to libraries’ access to eBooks and digital content, I accepted the request. Most of the work will be handled virtually.

I will be co-facilitating a PLA regional symposium called Social Justice and Public Libraries: Equity Starts with Us on October 28-29, 2019, in Chicago. The main trainer and facilitator will be Mia Henry, the founder and principal of Freedom Lifted and former executive director of the Arcus Center for Social Justice Leadership at Kalamazoo College.

On November 8, 2019, I will be speaking on a panel on “Creating a More Cohesive Community” at the annual *Library Journal* Directors’ Summit held at Tulsa City-County Library. *Library Journal* will be covering my housing and travel costs.

#### Discussion of Director’s Report

Mr. Kong shared with the Board some proposed changes to the redesigned second floor Business Center. Mr. Griffin asked if it would still be considered a “business center”. Mr. Kong

said that with the newly renovated spaces, he wants to revisit the meeting room policy and possibly reconsider the use of that space. Dr. Maks suggested checking with local businesses and the Chamber to see how useful they have found the room. Mrs. Parrilli said she felt we should make it more open to others to use. Mr. Prosperi asked about how frequently the room is used. Mr. Griffin suggested limiting it by hours as to who can use it. Dr. Maks brought up potential security concerns when the Chamber, for example, wants to use the room during hours when the library is closed. There was consensus regarding the change to the partitioning of the Business Center and there will be a review of the meeting policy in the future.

Mr. Kong also mentioned to the Board the idea of potentially renaming the BDR as the Cosmos Room in honor of the Cosmos Club.

Mr. Prosperi asked about how many trades are being bidding out. Mr. Kong invited the Board to the bid opening if they are interested in attending. Mr. Prosperi asked if there is an obligation to go with the lowest bidder, and if not, he would want to know why a higher bid is being selected. Mr. Kong explained that SMC will give us their recommendations and explanations for their selections. Mr. Campanelli will also be present at the special Board meeting on October 29 for the trustees to ask questions.

In light of the discussion of the disposal of the old furniture, Mr. Prosperi asked about the amount in the renovation budget designated towards new furniture. Mr. Kong stated that the budget line for fixtures and furniture is \$1,283,000. Mr. Prosperi would like that number broken down into furniture alone, separate of fixtures. There will be a separate bidding process for furniture in November. Mrs. Parrilli asked about the furniture in the junior high and high school zones.

### BILLS

Mr. Griffin asked about a bill from RAILS for technology equipment. Mr. Kong explained it is for a data analysis program called Analytics on Demand. The library gets a special rate through RAILS. Mrs. Parrilli asked about a payment of \$7,500 to Random House. Mr. Kong explained it was a down payment for the November author event. She also asked about the \$10,000 payment to Hynek. Mr. Kong explained that it was for tuckpointing work previously approved by the Board. He also informed the Board that the chiller has been repaired.

A motion was made by Mr. Griffin, 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 4 ayes and 0 nays; the motion passed unanimously.

### CONSENT AGENDA (Financial Statements; Statistics Report; Reports from Department Heads; Gifts; Personnel)

Mrs. Parrilli had a question about the budget line regarding maintenance of equipment. It

appears that there is only 19% left. Mr. Kong explained that the maintenance of the AMH equipment from Bibliotheca is a large payment of over \$62,000 per year and that this is a normal percentage to have left in the budget at this point in the fiscal year.

Mr. Prosperi asked a question about the statistics regarding fines over \$30. Mr. Kong proposed an idea of sending a letter to the people who owe large fines/replacement costs to offer them a possible payment plan or options to pay back their fines to try to get that number down. The idea is to provide a pathway back to the library.

Dr. Maks 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. STATISTICS REPORT
2. REPORTS FROM DEPARTMENT HEADS
3. GIFTS: \$3000 FROM FIFTH THIRD BANK FOR ADULT VOLUNTEER LUNCHEON; \$25 FROM KATHLEEN MEEHAN IN MEMORY OF CORALIE GINSBURG
4. PERSONNEL: HIRES: PAUL KIM, PART-TIME PATRON SERVICES ASSISTANT, EFFECTIVE OCTOBER 16, 2019; ELI OWENS, PART-TIME EXPERIENTIAL LEARNING SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE SEPTEMBER 26, 2019; PROMOTION: CALIN MUNTEAN, FULL-TIME PROGRAM SUPERVISOR, , LEARNING EXPERIENCES, EFFECTIVE SEPTEMBER 26, 2019; DEPARTURES: HENRY SHIELD, PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE SEPTEMBER 23, 2019; RETIREMENT: TOM JOHANSON, FULL-TIME CATALOGER, ACCESS SERVICES, EFFECTIVE OCTOBER 25, 2019.

The motion passed unanimously. There were 4 ayes and 0 nays.

#### APPROVAL OF RESOLUTION APPROVING PLANS AND COST ESTIMATE FOR 2020 SKOKIE PUBLIC LIBRARY RENOVATION PROJECT

A draft resolution, prepared by the library's attorney Samuel Cavnar, was presented for the library Board's consideration in order to formally approve the plans and cost estimate for the upcoming renovation project scheduled to begin in January 2020. The resolution states that the Board determines that the funds needed to finance the renovation project shall include funds resulting from general obligation bonds issued by the Village of Skokie.

Upon adoption of this resolution, Mr. Kong will transmit a copy of the resolution and the summary of the Board's decision to the Village of Skokie for their consideration and approval as the basis for

approving an ordinance to issue general obligation bonds to finance the library's renovation.

The Village of Skokie Board of Trustees held the first reading of their ordinance for the General Obligation Bonds Series 2019A during their board meeting on October 7, 2019. The second reading will occur on October 21, 2019.

Mr. Kong recommended that the Board adopt this Resolution Approving Plans and Cost Estimate for 2020 Skokie Public Library Renovation Project.

A motion was made by Mr. Griffin, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE RESOLUTION APPROVING THE PLANS AND COST ESTIMATE FOR THE 2020 SKOKIE PUBLIC LIBRARY RENOVATION PROJECT.

A roll call vote was taken and the motion passed unanimously. There were 4 ayes and 0 nays.

#### ADOPTION OF CHANGE TO EMPLOYEE HEALTH INSURANCE PLANS

LIMRiCC (Library Insurance Management and Risk Control Combination), the consortium that provides the library with medical, dental, vision, and life insurance, held its fall meeting recently. Member libraries were notified of the following:

- The medical and dental plans are set to renew at the start of 2020 with BCBS (Blue Cross Blue Shield) of IL and Delta Dental of IL.
- BCBS of IL premiums will increase by 5% from the current rates. The only change to the medical benefits will be to the embedded deductible for high deductible health plans. The IRS has increased the minimum deductible from \$2,700 to \$2,800 for individuals and from \$5,400 to \$5,600 for families. The maximum annual contribution limit for HSAs (Health Savings Accounts) is increasing to \$3,550 for individuals and \$7,100 for families.
- VSP (vision insurance) has granted a 2-year rate guarantee with a 0% increase. Life and voluntary life are under rate guarantee until January 2021.
- Delta Dental has offered a 2-year rate guarantee on dental insurance rates. The HMO dental plan will see a 10% increase while the PPO cost will remain unchanged.

The library offers three medical insurance plans, including an HMO, PPO, and an HSA/PPO. Staff who are enrolled in the HSA plan establish a savings account that secures pretax dollars for future medical expenses. The library contributes funds to employees enrolled in the HSA plan to help offset the higher deductible associated with the PPO plan. To reduce the potential financial burden for staff who will see higher deductibles in 2020, Mr. Kong recommended that the Board approve an increase of the library's HSA contribution from \$750 to \$1,000 for individuals and \$1,500 to \$2,000 for employees choosing dependent or family coverage. Offering a more substantial contribution to employee HSAs may also encourage more staff to enroll in the HSA/PPO plan, which would result in lower premium costs for staff and potential savings for the library, even with the contribution it

makes to employee HSAs. The library's contributions to employee HSAs would still be made quarterly so that the library is not extending an expense early in the year to an employee who may end their employment later in the calendar year.

Beth Dostert, Human Resources Manager, will communicate the rate changes and additional information about our medical, dental, vision, and life insurance options to eligible staff and oversee the open enrollment period between November 11 and 22, 2019.

Mr. Kong recommended that the Board approve an increase of the library's HSA contribution from \$750 to \$1,000 for individuals and \$1,500 to \$2,000 for employees choosing dependent or family coverage.

Dr. Maks asked how much the library would spend overall to increase the HSA contributions for staff currently enrolled in that plan. He also asked about potential savings if more employees moved from the HMO to the HSA plan. Mr. Griffin asked who receives the HSA contributions. Mr. Kong explained HSA contributions are made directly into employee HSA accounts.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE AN INCREASE OF THE LIBRARY'S HSA CONTRIBUTION FROM \$750 TO \$1,000 FOR INDIVIDUALS AND \$1,500 TO \$2,000 FOR EMPLOYEES CHOOSING DEPENDENT OR FAMILY COVERAGE.

A roll call vote was taken and the motion passed unanimously. There were 4 ayes and 0 nays.

#### APPROVAL OF PURCHASE OF AUTOMATED MATERIALS HANDLING SYSTEM, SELF-CHECK STATIONS, AND SECURITY GATES

Board approval is sought for the purchase of an AMH (automated materials handling) system, eight self-check stations, security gates for both entrances, and accompanying software and accessories to replace aging equipment that is nearing end-of-life. Approval is requested for a capital expenditure of \$184,408 for this purchase.

The library's current AMH was installed in 2011 and has an expected life span of 10 years. Over the past few years, it has required an increasing amount of maintenance. The move to a reconfigured staff circulation workroom in the spring of 2020 presents an ideal opportunity to replace the AMH with a newer model in a layout better suited to the new workroom and workflows. The computers running the AMH, also from the original installation, are running a soon-to-be (January 2020) unsupported operating system (Windows 7). Newer AMH models come with enhanced user interfaces and reporting features, and allow monitoring of the AMH from remote staff workstations.

The library's current self-check stations are also nearing end-of-life and have required frequent

service calls recently. They require refurbished parts, which has caused issues with unreliability. Earlier this month, three of our eight self-check stations were out of service at the same time, causing an inconvenience to patrons. The computers running the self-check stations are also running older operating systems (Windows 7 and Vista). In our renovated spaces, new desktop models will be positioned in ideal locations to better suit our patrons.

The security gates at each entrance are also aging, and the reporting system is not intuitive and lacks some of the features that are standard on newer models (e.g., our current system does not alert us when the gates are not working properly). In addition, we have not been able to upgrade to Bibliotheca's latest system management software because the new software does not support these older gates. With the reconfiguration of both entrances to the library, we will need to modify our gate system so the renovation presents an opportunity to upgrade our hardware and software while also matching our equipment to the reconfigured entrances.

All of our current equipment is from Bibliotheca. We contacted Bibliotheca, Envisionware, D-Tech, and Tech Logic to obtain quotes. Bibliotheca's proposal offers the most attractive pricing to purchase new equipment, waives the charges for the first year of maintenance and support, and includes the removal and recycling of our old equipment. Their maintenance contract for year two and beyond is slightly higher than the nearest competitor but the lower initial purchase price more than offsets the difference, making Bibliotheca the most economical option for the expected lifespan of the equipment (10 years for the AMH and 5 years for the self-check stations).

Mr. Kong recommended Board approval of the purchase of an automated materials handling system (\$128,942), eight self-check stations, two sets of security gates, and accompanying software and accessories (\$55,466) at a total cost of \$184,408 from Bibliotheca.

Mrs. Parrilli asked about the timing of the replacement of the equipment. Mr. Griffin asked about the term of the maintenance contract. Mr. Kong confirmed that the approval is for the purchase of the equipment and a five-year service plan and that when that five-year period is up, Bibliotheca will come back with a proposal for the next term. Mr. Kong also said that despite the approval of the five-year plan by the Board at this meeting, he will still bring it back to the Board yearly because of the quantity of the expense.

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

**MOTION:        THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
                     APPROVE THE PURCHASE OF AN AUTOMATED MATERIALS  
                     HANDLING SYSTEM, EIGHT SELF-CHECK STATIONS, TWO SETS OF  
                     SECURITY GATES, AND ACCOMPANYING SOFTWARE AND  
                     ACCESSORIES AT A TOTAL COST OF \$184,408 FROM BIBLIOTHECA.**

A roll call vote was taken and the motion passed unanimously. There were 4 ayes and 0 nays.



## QUARTERLY INVESTMENT UPDATE

The investment policy states that the director shall prepare a quarterly report on investments and their returns.

The library's Reserve Fund for Sites and Buildings includes the following accounts, with their respective balances at the end of the 3rd Quarter 2019.

- MB Financial Reserve Fund (\$1,056,867)
- IL Funds Reserve Account (\$5,689,323)
- IMET Reserve Fund (\$565)
- North Shore Community Bank Max Safe 4 CDs (\$1,059,613)
- North Shore Community Bank Max Safe 4 CDs (\$1,048,302)
- First Bank Chicago CD (\$1,050,947)
- First Bank & Trust CD (\$261,180)

The total balance of the Reserve Fund as of September 30, 2019 is \$10,166,797. This is a 15.53% increase from the balance at the start of the calendar year, but also includes the \$1,200,000 that was transferred into the Reserve Fund from the Operating Fund at the end of FY 2019.

Dr. Maks asked about the CDs maturing in May and when Ms. Trilling will begin to research new potential sources. She answered that she would start that process in February.

## APPROVAL OF DATES OF UPCOMING BOARD MEETINGS

A calendar of Board meeting dates for 2020 and 2021 was provided to the Board. The Board agreed to table the decision until the next meeting.

## REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

RAILS Board of Directors Meeting  
Friday, September 27, 2019  
Coal Valley Service Center

The following are highlights from the September 27, 2019, RAILS Board of Directors meeting's supporting documents and recorded video conference.

**Financial Report:** Mr. Jim Kregor reported that the unassigned General Fund total cash and investment balance ending August 31, 2019, was \$14,800,000, covering 15.7 months of operation. RAILS awaits three payments from the FY2019 Area and Per Capita Grant of \$1,072,500 each, as well as two federal grants within the next few months. RAILS received a positive audit report from their auditor, Sikich.

**Executive Director Report:** Deirdre Brennan reported on the latest developments regarding publishers and e-book sales to libraries. The most recent issue of the embargo by publishers is that

Amazon, through their data collecting, skews the information they pass on to publishers as a detriment to their bottom line. ALA and library systems are cooperatively working to convince publishers otherwise. (Read “Bibliotheca Calls Out Amazon for Meddling in the Library e-Book Market,” *Publisher’s Weekly* Newsletter, by Andrew Albanese, August 27, 2019.)

Ms. Brennan presented the RAILS FY2019 Annual Report, highlighting their activities and accomplishments.

**Board Development:** Attorney Julie Tappendorf from Ancel Glink addressed the Board on her interpretation of Illinois’ standards for confidentiality and privacy issues affecting library patrons. She talked specifically about self-service holds. Based on Illinois statutes, she views this library service as a clear violation of privacy protections.

**Membership Changes:** RAILS certified four new libraries, three school libraries, and Jacksonville Correctional Center, a minimum security facility of the Illinois Department of Corrections.

Next meeting: Friday, October 25, 2019, at New Lenox Public Library

Mrs. Parrilli brought up that the RAILS e-newsletter mentioned an upcoming training on cannabis in the workplace. Mr. Kong stated that he has already spoken to the library’s attorneys about modifications to the personnel policy and will bring it to the Board in December. There was discussion among the Trustees. Dr. Maks suggested discussing it more at length at next month’s meeting. Mr. Kong said he preferred to fold it in to the rest of the potential changes to personnel policy.

#### COMMENTS FROM TRUSTEES

There were no comments from the Trustees.

#### CLOSED SESSION

At 7:59 pm a motion was made by Mrs. Parrilli, seconded by Dr. Maks to go in to closed session pursuant to 5ILCS 120/2(c)8 of the Open Meetings Act (security procedures). The motion was approved unanimously. The vote was 4 ayes and 0 nays. The motion passed.

Ms. Trilling left the meeting.

#### ADJOURNMENT

At 8:34 pm 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. The vote was 4 ayes and 0 nays.

OPEN SESSION

ADJOURNMENT

At 8:34 pm a motion was made by Mr. Griffin, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.

---

Karen Parrilli, Secretary