

October 18, 2017

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 18, 2017.

CALL TO ORDER

Mark Prosperi, President called the meeting to order at 6:02 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Mira Barbir; Susan Greer (arrived at 6:11 p.m.); Eugene F. Griffin; Jonathan H. Maks, MD; and Richard Kong, Director.

Staff present: Laura McGrath, Deputy Director (via phone); Beth Dostert, Human Resources Manager.

Guests present: from Skidmore, Owings & Merrill, LLP: Brian Lee, Lead Designer/Design Partner, Michael Jividen, Project Manager; Kayleen Kulesza, Design Architect; and Anders Dahlgren, Library Planner (all arrived at 7 p.m.)

COMMENTS FROM OBSERVERS

No observers were present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF  
SEPTEMBER 13, 2017

Mr. Griffin made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of September 13, 2017, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

BILLS

Mr. Kong answered questions regarding invoices from Nick and Ernie's, Main Street Opera, and Tutor.com.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was 6 ayes and 0 nays; the motion passed unanimously.

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

Mrs. Greer arrived at 6:11 p.m.

The Board noted long-time staff member Bruce Brigell's retirement and wishes him well.

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. CIRCULATION REPORT/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. PERSONNEL: HIRES: THEODORE QUIBALLO, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE SEPTEMBER 19, 2017; AUDREY WILLIAMS, FULL-TIME ADMINISTRATIVE ASSISTANT, ADMINISTRATION, EFFECTIVE OCTOBER 9, 2017; NANCY KIM PHILLIPS, FULL-TIME COMMUNITY ENGAGEMENT MANAGER, COMMUNITY ENGAGEMENT, EFFECTIVE OCTOBER 16, 2017; EARL AARON, PART-TIME YOUNG ADULT ADVISORY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE OCTOBER 16, 2017; TERMINATIONS: JENNIFER RODRIGUEZ, PART-TIME LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE SEPTEMBER 24, 2017; DAMIEN JOHNSON, PART-TIME SECURITY GUARD, MAINTENANCE AND SECURITY, EFFECTIVE OCTOBER 26, 2017; RETIREMENT: BRUCE BRIGELL, FULL-TIME INFORMATION SERVICES COORDINATOR, ADULT SERVICES, EFFECTIVE JANUARY 26, 2018.

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

### DIRECTOR'S REPORT

#### ALA Media Literacy @ Your Library Program

We were one of five public libraries to be selected to participate in ALA's *Media Literacy @ Your Library* pilot program. This new program is designed to train library workers to help people become better consumers of news. Collaborating with the Center

of News Literacy at Stony Brook University, ALA will work with adult services manager Lynnanne Pearson, adult services librarian Becky Thornton, and adult programming coordinator Mimosa Shah over the next six months to adapt existing training materials for use with our community. We will also receive \$1,500 for program-related expenses. Our focus will be on helping people understand how news is made, how it is fact-checked, and how people can manage their “news diet.”

#### Insurance Rates for 2018

LIMRiCC (Library Insurance Management and Risk Control Combination), the consortium that provides us our medical, dental, vision, and life insurance, held its Fall Meeting on October 3, 2017. Member libraries were notified that there would be no increases in BCBS (Blue Cross Blue Shield of Illinois) medical premiums for 2018. The group health plan will renew with BCBS for medical, Delta Dental of Illinois for dental, VSP for vision, and Unicare for life and voluntary life. There will be some minor changes to some of the plans, and employees will be encouraged to use a new online portal to handle the open enrollment process, which will take place from November 20 to December 1, 2017. Once we receive benefit summaries to distribute to staff, human resources manager Beth Dostert will communicate changes to the plans and instructions for open enrollment to the staff.

#### Per Capita Grant Application Requirements for Trustees

The requirements for the 2018 Per Capita Grant from the Illinois State Library include a review of chapters 1-5 of the “Trustee Facts File Third Edition” (available on Board members’ iPads) and completion of at least one free online training opportunity focusing on safety. Trustees can find archived webinars on safety in the library on the RAILS website that would satisfy this requirement.

- <https://www.railslibraries.info/ce/archive/111281>
- <https://www.railslibraries.info/ce/archive/114033>

Please send an email or call Mr. Kong to let him know that this has been completed. The deadline is December 1, 2017.

#### New Online Catalog

The implementation process for our new online catalog, Bibliocore, is going well. Staff have worked hard to prepare staff through a number of training sessions. We catalog will be soft-launched to our patrons on October 17, 2017, given them the option to try it, and

then hard-launched as the default search experience from our website on November 29, 2017.

#### Adult Volunteer Luncheon

The Adult Volunteer Luncheon took place on Sunday, September 17, 2017 at the Double Tree Hotel in Skokie. Approximately 100 volunteers attended, and enjoyed the new venue and the raffle prizes that Dawn Wlezien prepared. Robert Baitler from MB Financial Bank, our main sponsor for the event, also attended to show his support. Many of the Board members attended as well, which is very much appreciated.

#### Engagement with Local School Districts

We are seeing further evidence that our community engagement approach has resulted in stronger partnerships with our local school districts. In addition to collaborating with District 219 and District 73.5 on the Skokie Cares group, we are seeing increased interest in working with the library to accomplish common goals. The superintendent of District 68 invited me to participate in a strategic planning session later this month. The principal of District 69's Lincoln Jr. High School met with us to discuss areas of possible collaboration and provide a tour of the school. The superintendent of District 72 brought her staff (including two new principals) to the library for a tour, and worked with bookmobile staff to schedule special stops at Fairview. Lastly, we are seeing large numbers of attendees for the principal/superintendent story times scheduled on weeknights for local schools.

Discussion followed regarding hot spots that the library lends to District 69.

#### Coming Together in Skokie and Niles Township

Plans for next year's program focusing on Muslim American experiences and cultures are going well. We have active, engaged partners from the Muslim community and a strong selection of books. The book selections include: *Muslim Girl: A Coming of Age* by Amani Al-Khatahtbeh for teens and adults, *Amina's Voice* by Hena Khan for upper elementary and middle school students, and *Yo Soy Muslim: A Father's Letter to His Daughter* by Mark Gonzales for younger children. The opening ceremony will take place on Sunday, January 28 at Niles West High School.

#### Proposed Changes to Local Pace and CTA Bus Service

Pace and CTA are proposing significant changes to bus service on the North Shore, and it will impact public transit users who live and/or work in Skokie. Some of our staff who commute from different areas of Chicago and the North Shore will also be impacted.

More information can be found

at [http://www.pacebus.com/pdf/Initiatives/Pace\\_CTA\\_Sept\\_2017\\_North\\_Shore\\_Open\\_House.pdf](http://www.pacebus.com/pdf/Initiatives/Pace_CTA_Sept_2017_North_Shore_Open_House.pdf).

### Federal Library Funding

The Senate Appropriations Committee approved an increase of \$4 million in funding for the Institute of Museum and Library Services (IMLS), all of which would go to the formula-based Grants to States program.

### PLA Board Meeting

Mr. Kong attended the PLA (Public Library Association) Board meeting on September 25-26, 2017 in Chicago. The Board spent the second day assessing the current strategic plan and discussing what the next plan should include. As the co-chair of the PLA EDI (equity, diversity, inclusion) Task Force, Mr. Kong provided information about the task force's work to create new educational opportunities for PLA members and institutionalize the value of EDI in the association. The PLA Board asked the task force to draft a new goal statement and objectives to be considered for the next strategic plan. Mr. Kong's participation in this strategic planning process will help inform how we approach strategic planning in late 2018-early 2019.

### Library Trends Journal Article on Internship Program

Kate Marek, Dean of Dominican University's School of Information Studies, and Mr. Kong co-wrote an article for *Library Trends* (Summer 2017) titled, "Case Study: Dominican University School of Information Studies and Skokie Public Library Internship Partnership." The article details the goals for our year-long immersive internship program, and the results we have seen from the interns who have participated over the past three years. Our program embraces a practice-based learning model that has resulted in substantial growth and development of new librarians.

### Insurance

Mr. Kong has been investigating liability insurance through LIRA, a pool sponsored by the Illinois Library Association. It may be more cost effective than the quote provided by The Horton Group. This will be brought to the Board in November and representatives from LIRA may be present to do a short presentation and explain coverages.

### Visit from King of Benin

The King of Benin will come to the library on Monday, October 23 for a tour.

### East Driveway

The dip in the east driveway has been resolved by adding three inches to the pavement.

### Library Publications

Mr. Kong asked if the Board wished to continue receiving library publications by U.S. Mail. The Board agreed it was not necessary and that new publications will be placed on a table at the board meeting for Board member pick up.

### APPROVAL OF ADOPTION OF REVISED PERSONNEL CODE

As Mr. Kong mentioned in his director's reports recently, he has been working with Beth Dostert, Human Resources Manager, to revise our Personnel Code. Revising the Personnel Code is a major part of the ongoing review of library policies. Amanda Collman, our human resources attorney at Robbins Schwartz, reviewed the entire revised Personnel Code and provided extensive feedback.

The Personnel Code contains policies and information related to the library's expectations for its employees. Originally approved by the Board in 1994, the Personnel Code was last updated and approved by the Board in January 2015. In this revision, you will find a reorganized Personnel Code with more consistent, clear language.

There are two major changes included in this revision. The first is related to how the library handles vacations. Currently our vacation policy does not allow a new employee to take vacation until after one year, though full-time salaried employees can "borrow" one week from the following year's entitlement after six months have passed. At the start of the second year, we give a lump sum of the full year's vacation time. This current policy is problematic for a couple of reasons. The first is that prospective employees have informed us that the policy is a deterrent from working at the library. Most people expect to be able to take vacation time during their first year to maintain their wellness, and requiring employees to wait even six months before taking vacation can be stressful for them. We have had prospective employees turn down our employment offer strictly due to our current vacation policy. The second major issue is that vacation time is always taken in arrears, and we often end up paying out significant amounts of vacation time (up to two years' worth in some cases) when someone's employment is terminated. This liability makes budget projections for the salary line difficult. The revised vacation policy would resolve both issues by allowing new employees to use the vacation time they have accrued in their first year. If the Board approves this change, a plan would be put into

place for current employees' accrual balances to be used within four years, staffing schedules permitting.

The second major change to the Personnel Code is the addition of a new Paid Parental Leave Policy (Section 5.3). The Family and Medical Leave Act (FMLA) gives some workers 12 weeks of unpaid parental or medical leave during which their job is protected, but there is no national mandate to provide paid parental leave. By providing paid parental leave for employees who have worked for the library for at least 12 consecutive months, we will be able to provide our employees a less stressful, healthier transition into parenthood during their first year after the birth or adoption of a child. This would result in greater productivity and performance from employees who may otherwise be reluctant or unable to take the necessary time off during their child's first year. Other possible benefits to the library include improved employee recruitment, retention, and loyalty. Most of the cost for the library is already budgeted for in the salary line, and any additional cost for "substitute" hours for work that needs to be performed by others can be covered by the cushion that is normally factored into our salary line.

The rest of the changes made to the Personnel Code are minor in nature. Of these changes, please note the following:

- The policy starts with an Employee Acknowledgment page, which all current and future employees will be required to read and sign.
- A new Ethics Statement (Section 1.2) was added to strengthen and make clear our expectations for ethical conduct from all employees. Note that the current Ethics and Gift Ban Policy, publicly viewable on our website, is still valid and exists as a separate policy.
- The existing Fleet Safety Policy (last updated in 2007), Identity Protection Policy (last updated in 2010), Committee Assignments and Conference Attendance Policy (last updated in 2000), and the recently adopted Travel, Meal, and Lodging Expenses Policy were all folded into the revision of this Personnel Code. This will make it easier to keep track of our employee-related policies.
- The Blood-borne Pathogen Exposure Policy (last updated in 2005) has been removed at the recommendation of legal counsel. A written notice for employees wherever the first-aid kits or plastic/latex gloves are kept is sufficient.

Mr. Kong recommends adoption of the revised Personnel Code that will supersede all previous editions of related policies.

Discussion followed regarding the vacation policy. Mr. Griffin noted that processes were not spelled out in the Code for example in certain sections. Ms. Dostert said legal counsel had left processes out of the Code so there could be room for interpretation on a case by case basis. The Board also discussed the review each fiscal year of the wage and salary guidelines (page 19) and how many days of sick leave could be accrued.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE REVISED PERSONNEL CODE AS PRESENTED (COPY ATTACHED).**

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

#### APPROVAL OF REVISED ACCESS CONTROL SYSTEM PROPOSAL

During the September meeting, the Board requested a revised quote from eNorman Security Systems factoring in the removal of ten doors from the proposal for a new access control system.

Janusz M. Sochacki from eNorman Security Systems provided a revised quote for a total of \$122,305.61. This includes the intrusion detection system that was originally provided in a separate proposal. The cost of the physical access control system was reduced by \$15,881.80. Most of the savings comes in reduced material costs with the rest coming from reduced labor and subcontractor costs.

Mr. Kong also received a written assurance from Mr. Sochacki that he will be glad to work with the library during a potential remodeling project next year, and noted that he would provide his consultation pro bono. He also confirmed that all hardware and equipment that is included in the proposal could be reused when being relocated.

As a reminder, moving to a modern, unified system will provide two main benefits:

- **Enhanced security for staff-only areas.** Currently, access to the third floor is possible through two stairwells and the public elevators. Although we have taken steps to secure staff office areas on the floor, we still have issues with non-staff members wandering the floor unattended. This contributes to a sense of insecurity among staff and opens us up to potential dangers or theft. The new system will give us the ability to control who has access to the third floor. It will also provide greater security in other areas, such as the south staff hallway on the first floor leading into the security office, loading dock, and staff stairwell leading up to the second and third floors. The Community Engagement office and the bookmobile



office will also have a video intercom system installed, similar to the one used in the Administrative office.

- **Tighter and more efficient access management.** Currently, if an individual's employment at the library ends, they may still have access to staff areas since it is infeasible to change the punch-code door locks each time someone leaves. In addition, staff currently share sets of keys for many rooms throughout the building, which can cause confusion and inconvenience. The new system will allow for centralized, remote access management and remove the need for most staff to carry physical keys. Each employee will be given a key fob that can be used to access various parts of the facility as needed.

Mr. Kong recommends Board approval of the revised proposal from eNorman Security Systems for both the access control system (\$104,515.30) and the intrusion detection system (\$17,790.31) at a total cost of \$122,305.61. This expense would come out of the capital line.

Brief discussion followed. Mrs. Parrilli congratulated Mr. Kong for getting this completed in a timely manner.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED ACCESS CONTROL SYSTEM PROPOSAL FROM ENORMAN SECURITY SYSTEMS FOR AN ACCESS CONTROL SYSTEM (\$104,515.30) AND AN INTRUSION DETECTION SYSTEM (\$17,790.31) FOR THE TOTAL AMOUNT OF \$122,305.61 AS PRESENTED.

The roll call vote for approval was unanimous. There were 7 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 2017.

- MB Financial Reserve Fund (\$1,011,234)
- IL Funds Reserve Account (\$3,767,765)
- IMET Reserve Fund (\$544)
- North Shore Community Bank Max Safe 4 CDs (\$1,022,449)

- First Bank & Trust CDs (\$2,279,097)

The total balance of the Reserve Fund as of September 30, 2017 is \$8,081,089.

Mr. Kong distributed a spreadsheet that provides more detail about the accounts that make up the Reserve Fund and their returns.

In addition, finance manager Blythe Trilling and Mr. Kong have had some more discussion about whether or not an investment manager would be best for us at this point. We don't believe that we need assistance with managing daily cash flow, since Ms. Trilling is capable of taking care of that. However, we agree that we would like to ask Sawyer Falduto Asset Management, Inc., whom the Board interviewed earlier this year, to come up with a more detailed proposal of how they could help us with our long-term investments. Eventually, Mr. Kong would like to have Sawyer Falduto present a specific proposal to the Board, so the Board can approve a course of action.

Discussion followed. Mrs. Hunter said we should keep in mind rate of return versus fees charged by an investment manager.

#### APPROVAL OF DATES OF UPCOMING BOARD MEETINGS

Mr. Kong distributed the calendar of Board meeting dates for 2018 and 2019 and asked the Board to review the schedule to see if there are known conflicts with religious holidays or events which might impede attendance by a majority of the Board.

Seeing no conflicts the Board agreed to the schedule which will be posted on the library's website.

A motion was made by Mrs. Barbir, seconded by Mrs. Parrilli to approve the calendar of Board meeting dates for 2018 and 2019 as presented. The motion passed unanimously. The vote was 7 ayes and 0 nays.

#### REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported the following highlights from the September 22, 2017, 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 August 31, 2017, totaled \$11.7 million covering 12.6 months of operation. RAILS is still awaiting the receipt of the \$3,962,120 of last FY2017 Area and Per Capita grant. Expenses remain under budget. Mr. Kregor mentioned that RAILS staff were just notified by the Illinois State Library that their Plan of Service for FY2018, including the budget, was approved.

*New Business:* Mr. Dan Berg of Sikich remotely presented the FY2017 audit and Associate Executive Director Jane Plass (Executive Director Dee Brennan was on vacation) presented FY2017 annual report, which was accepted and approved by the Board.

*Illinois State Library:* Staff confirmed that the Illinois Legislature approved on September 21, 2017, the FY2018 Area and Per Capita Grant of \$9,985,530 to RAILS.

*Paid Family Leave Policy:* A revised policy was presented to the Board at their September meeting. After tabling the vote last month in order to further study the document, the Board approved the revised policy. The case of extending paid family leave to retain talented employees was the main discussion among Board members.

Next meeting: Friday, October 27, 2017, at Burr Ridge Service Center.

Mrs. Parrilli will provide October's report in hard copy at the November Board meeting.

#### CLOSED SESSION

At 6:51 p.m., a motion was made by Mr. Griffin, seconded by Mrs. Parrilli to go in to closed session pursuant to 5ILCS 120/2(c)1 of the Open Meetings Act / The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity. The motion was approved unanimously. The vote was 7 ayes and 0 nays.

The Board discussed a personnel matter.

#### Adjournment

At 6:58 p.m. a motion was made by Mr. Griffin, seconded by Dr. Maks:

**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 7 ayes and 0 nays.

#### Open Session

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE PAYING THE EMPLOYER PORTION OF HEALTH  
INSURANCE FOR A LIBRARY EMPLOYEE UNTIL DECEMBER 31,**

2018, DUE TO EXTENUATING CIRCUMSTANCES AS DISCUSSED  
IN CLOSED SESSION.

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

INTERVIEW – ARCHITECTURAL FIRM

At 7:00 p.m., the Board interviewed representatives from the architectural firm of Skidmore, Owings & Merrill, LLP, Chicago.

Dr. Maks left the meeting at 7:10 p.m.

A 35-minute question and answer session was followed by the firm's 10-minute presentation.

Skidmore, Owings & Merrill representatives left the meeting at 7:55 p.m.

The Board then discussed Skidmore, Owings & Merrill's presentation.

The Board asked Mr. Kong for his comments regarding all five architectural firm interviews; feedback from references; and to rank the firms in order of Mr. Kong's top choices. The Board was tasked with ranking the firms for discussion at the November Board meeting.

COMMENTS FROM TRUSTEES

Mrs. Hunter suggested Robert Zimmer from the University of Chicago be asked to speak at the library.

ADJOURNMENT

At 8:15 p.m. a motion was made by Mrs. Parrilli, seconded Mr. Griffin by to adjourn the regular meeting. The motion passed unanimously.

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Karen Parrilli, Secretary