

December 12, 2012

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 12, 2012.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:30 p.m.

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

Member absent: Susan Greer.

Guest present: Tom English, Boyle, Flagg & Seaman, Inc.

Visitor present: Dr. Irwin Rich, 9360 Skokie Boulevard, Skokie, IL 60077.

The Board agreed to move the regular order of business so Mr. English could discuss the renewal of library insurance coverages.

APPROVAL OF RENEWAL OF LIBRARY INSURANCE COVERAGES

Last month, the Board received quotations for renewal of the Library's Business Package Policy, Umbrella, Boiler & Machinery, and Workers Compensation Coverage. The combined cost for the Business Package Policy, Umbrella and Boiler & Machinery was quoted at \$71,313. by our current carrier Travelers. This represents an increase of 10% from last year. Quotations from Chubb and Hartford were somewhat difficult to compare as each broke down the coverage somewhat differently. Tom English advised staying with Travelers for the advantages of continuity of coverage and dealing with a company with which we have developed a history.

Mrs. Anthony received the quotation for the Directors and Officers Liability which is up from \$7,965. this year to a proposed \$8,626. for next year, an increase of just over 8%.

Mr. English answered questions about the comparative quotes and values covered for the above coverage by Travelers, the Workers Compensation coverage by Illinois Public Risk Fund and the Directors and Officers Liability coverage from Great American Insurance Company. Specifically he answered questions about the combined total value of Library coverages, why each insurance company quoted differently, coverages provided by the boiler and machinery policy, and the increase in the Directors and Officers policy due to total asset and salary expense increases.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM TRAVELERS FOR PACKAGE, INLAND MARINE AND AUTOMOBILE, \$57,648.; UMBRELLA, \$9,103.; AND BOILER AND MACHINERY, \$4,562. FOR A TOTAL OF \$71,313.; AND THE INSURANCE PROPOSAL FROM ILLINOIS PUBLIC RISK FUND FOR WORKERS' COMPENSATION FOR \$39,465. AS PRESENTED BY BOYLE, FLAGG & SEAMAN, INC.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DIRECTORS & OFFICERS POLICY FROM GREAT AMERICAN INSURANCE COMPANY FOR \$8,626. FOR THE SKOKIE PUBLIC LIBRARY FOR JANUARY 1, 2013 THROUGH DECEMBER 31, 2013 AS PRESENTED BY BOYLE, FLAGG & SEAMAN, INC.

The roll call vote for approval was unanimous.

The Board thanked Mr. English for his insightful presentation. Mr. English left the meeting at 7:53 pm.

The Board returned to the regular order of business.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 14, 2012

Mrs. Parrilli made a motion, seconded by Mrs. Rich to approve the minutes of the regular meeting of November 14, 2012, subject to additions and/or corrections. Mrs. Hunter asked for a correction on page 7, second line of the motion, to insert "Carolyn A. Anthony" after "this specific director". The minutes were approved and placed on file as amended.

Review of Closed Session Minutes

After brief discussion, a motion was made by Mrs. Parrilli, seconded by Mrs. Rich:

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, SEPTEMBER 14, 2011;
AND AUGUST 15, 2012 MINUTES AND THEY SHALL REMAIN
CLOSED.

The motion was approved unanimously.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics;
Program Statistics Second Quarter F.Y. 2012-2013; Report(s) from Department Head(s);
Gifts; Personnel)

Mrs. Rich made a motion, seconded by Mr. Prosperi:

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. 2012-2013
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. GIFT: \$200. FROM ALAN TUTZER IN APPRECIATION OF
COMMUNITY SERVICES STAFF; 17 SHARES OF EXXON
MOBIL CORPORATION STOCK FROM GLORIA D. BLOOM
6. PERSONNEL: RETIREMENT: SHEILA DAVIS, PART-TIME
REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT,
EFFECTIVE DECEMBER 26, 2012; HIRE: LEV KALMENS,
PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES
DEPARTMENT, EFFECTIVE NOVEMBER 27, 2012

Mrs. Hunter mentioned the continuing decline in circulation of periodicals for youth and
adult.

The motion passed unanimously.

BILLS

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

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

USAGE---Circulation in November was up 5% from the same month last year with increases spread over several collection areas and Reciprocal Borrowing. Adult books showed the first increase in circulation in many months while use of Youth books was up nearly 7%. Use of Audio and Video materials was up sharply in Adult and circulation of video to Youth was down once again. Growth in interlibrary borrowing continues to be primarily through LINKin. Total questions answered decreased by more than 20%, with Reference questions posting a small gain. The declining use of computers and Library laptops appears to reflect an increase in users coming to the Library with their own electronic devices, using Library Wi-fi. The Gate Count confirms that more people are using the Library facility, with an increase of nearly one third over last November.

FINANCE AND BANKING---Longtime Village Finance Director Bob Nowak is leaving the Village to become the chief financial officer for Oakton Community College. He will be replaced by George Van Geem, the Village Manager of Niles and former Finance Director for that government. The Library has close financial ties with the Village so we are directly affected by this change. Bob Nowak has been consistently helpful in preparation of the levy presentation, arranging for bonding for Library construction, the refinancing of that debt, and other fiscal matters. Before we knew of this impending change, we decided to move the Library payroll account from J.P. Morgan Chase Bank to North Shore Community Trust. That change was successfully made this week in time for Friday's payroll. The Library's investment with North Shore Community Trust has been spread among various Wintrust banks so as not to exceed FDIC limits at the Skokie Bank.

ELECTION FILING DEADLINE CHANGE---The deadline for filing for the spring election had been December 24, but has now been moved to December 26 due to action by the General Assembly and the Governor's signing of Public Act 97-1134. This will impact two of our Board members Mark Proseri and Zelda Rich who will need to file election petitions if they intend to run for the Library Board.

AMERICA'S MUSIC GRANT---The Library will be the recipient of a \$1,500. grant made possible by the National Endowment for the Humanities in order to participate in a project, *America's Music: A Film History of Our Popular Music from Blues to Bluegrass*

to Broadway. The project will feature documentary film screenings and scholar-led discussions of 20th century American popular music. The Library will also receive the DVDs for the project without charge. The programming will be scheduled in FY 2013-2014.

GRANT FOR OUT-OF-SCHOOL PROGRAM FOR SKOKIE YOUTH----The Illinois State Board of Education has awarded the Youth Organizations Umbrella (Y.O.U.) and Skokie/Morton Grove School District 69 a grant of \$150,000. per year for five years to support free afterschool and summer learning programs at Lincoln Junior High. The Library wrote a letter of support for the grant and will be a participating partner in the program.

STAFF DAY 2012----Staff Day will be held Friday, December 14, and the Library will be closed to the public as approved by the Board. Kathryn Deiss, a library consultant currently employed at the American Library Association will facilitate a discussion among staff about changes in the community, technology and libraries that will impact library service. Staff will be asked to generate ideas for how the Library should respond to these changes. The discussion is preparatory to undertaking a new strategic planning process after the first of the year. Other sessions will focus on dealing with emergency situations, what the Library has learned from CommunityConnect and a discussion of this year's book for Coming Together in Skokie The Green Shore by Natalie Bakopoulos.

ACTIVITY THIS PAST MONTH----This past month Mrs. Anthony spoke on a LACONI panel about public libraries as community space, attended a planning meeting for the PLA Leadership Academy which will be held in Chicago March, 2013, attended a meeting on The Promise of Libraries, an initiative of the current ALA President, attended a Chamber Board meeting, a meeting of the Directors of libraries participating in LINKin, met with the Superintendent of Skokie School District 68, and attended the Village Board meeting for the Library's levy presentation.

APPROVAL OF FIREWALL PURCHASE REQUEST

Mrs. Anthony stated that Mark Kadzie, Network Manager is requesting Board approval for the purchase of a Palo Alto Networks PA2020 appliance, for the sum of \$19,295, to be taken from the 2012-2013 Technology budget line. The cost includes three years of Premium support (next day replacement). In addition, a three-year Threat Prevention service subscription is also included. Finally, the quote reflects significant end-of-year discounts.

The Palo Alto security appliance will replace a Cisco ASA firewall. Our Cisco appliance is five years old and requires a \$2,500 investment to bring the hardware and software to date. And, although solid in what it does, compared with the capabilities of newer Next Generation Firewall (NGFW) appliances, the Cisco appliance is quite antiquated.

Among additional functionality, a primary benefit of the NGFW is the tight integration with Intrusion Prevention System (IPS) technology. Traditional desktop antivirus software is just not very effective against today's Web threats. Adding network threat intelligence is an important layer for keeping Library computers safe and clean.

After investigating a number of options we decided on the Palo Alto appliance. Why Palo Alto?

- 1) Industry buzz: It is a "revolutionary" security appliance that Gartner, Inc. places in the Visionaries quadrant of the "Magic Quadrant for Enterprise Network Firewalls."
- 2) Enthusiastic recommendations: Two local high school districts (Niles Township 219 and Maine Township 207) use, and rave about, their Palo Alto appliances.
- 3) First-hand knowledge: The Library participated in a 30-day product evaluation and was impressed with its capabilities. We are confident it will serve the Library well.

Brief discussion ensued. A motion was made by Mrs. Hunter, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE QUOTATION FROM COMMUNICATIONS FINANCE, INC. AS PRESENTED FOR THE PURCHASE OF A PALO ALTO NETWORKS PA2020 APPLIANCE IN THE AMOUNT OF \$19,295.00.

The roll call vote for approval was unanimous.

QUARTERLY REPORT ON EBOOKS

An eBook update for the quarter includes news on the national and international fronts as well as a report on eBook activity here at the Library as prepared by Teri Room, Coordinator of Collection Development.

Nationally the "Public Library Funding & Technology Access Study, 2011-2012" reports that 76% of public libraries now offer eBooks and 39% offer eReaders for checkout. Skokie Public Library currently has 45 circulating eReaders.

In the antitrust lawsuit filed by forty-nine State Attorneys General charging conspiracy involving three major U.S. publishers conspiring to set retail prices of eBooks, the publishers agreed to settle without acknowledging wrong-doing. Settling publishers are

Hachette, HarperCollins and Simon & Schuster. Information received describes a means of claiming a settlement only for individuals who may get back \$1.32 per bestseller and \$.30 per other title. The instructions state explicitly that "Only individuals are included. Business, governments, libraries, non-profits, and other entities are not included." Elsewhere, it has been reported that states will receive a portion of the \$69 million settlement on behalf of governments and libraries.

Mrs. Hunter suggested that any monies received from the antitrust lawsuit be given to the Secretary of State's budget.

Mrs. Anthony distributed a copy of the "EBLIDA Key Principles on the acquisition of and access to eBooks by librarians" compiled by an Expert Group on Information Law and approved in the Netherlands October 22. The principles are similar to those outlined by the Urban Libraries Council and affirmed by tens of libraries including Skokie Public Library. Many of these principles are counter to current practice in the publishing world. It is helpful to have such expert opinion that is favorable to libraries, but of course the opinion is not binding on any party.

Locally, our biggest development relative to eBooks is the move to be a stand-alone library with OverDrive as of December 17, 2012. Many titles that we had acquired as "advantage" for Skokie patrons only will transfer to our new account. Staff have also been ordering many eBooks, eAudiobooks and childrens' books in preparation for the change. The intent is to have a collection more reflective of local interest, under SPL control, and available by the holidays when even more people are expected to purchase or receive an eReader as a gift. Recent figures indicate that nationally, 20% of adults now own an eReader or tablet.

Toby Greenwalt reports gains in ePub checkouts, particularly via mobile devices. He thinks that the addition of OverDrive apps through Kindle and Nook tablets has made a difference. We had 116 new sign-ups in November, 127 in October and 102 in September. Toby reports that 39% of downloads were from a mobile site. Teri Room has prepared a summary of Library eBook activity which Mrs. Anthony distributed.

No Board action is required on this matter.

Mrs. Anthony also distributed an article "The Wrong War Over eBooks: Publishers vs. Libraries" from Forbes.com dated 12/11/2012.

APPROVAL OF INTERIM REPORT ON GOALS AND OBJECTIVES

Mrs. Anthony distributed the Interim Report on Goals & Objectives for FY 2012-2013, reflecting progress in addressing goals as of the end of October.

Through a number of the objectives, Library staff are giving more focused attention to identified population groups, thereby strengthening the Library's impact on the lives of those targeted and on the community as a whole. Staff has made progress in extending the library card sign-up through the schools to children throughout all public school districts in Skokie. The potential of this program is huge as it ensures that all K-8 students will have access to digitized Library resources, a leveling of access without regard to the ability or willingness of parents to bring children to the Library.

The Business Center has just been opened, but has the potential to be of tremendous value to small and home-based business persons as well as to contribute to economic development in the Village.

The successful completion of another Penny Severns Family Literacy Grant and the extension of the Booking With a Buddy program to families at the English Language Learner Center promise to assist immigrant families in their transition to life here in Skokie, benefitting the parents, children and the community. MLIS interns from Dominican University worked on the extension of the Booking With a Buddy program and also with the development and tagging of an illustrated fiction collection in Youth Services.

Staff continue to leverage ongoing partnerships with agencies such as local school districts, the English Language Learning Center and the Skokie Chamber of Commerce to assist in accomplishing these objectives. A new partnership was begun with Latinos in Skokie to develop programs of interest to this growing group of community residents. Staff also reached out to the Chicago Lighthouse for the Blind in their new Glenview location.

Several objectives further the Library's role in developing 21st century literacy skills. We have seen an increase in use of the Digital Media Lab and the Youth Media Lab. Users are also taking on more varied projects.

We look forward to a new Strategic Planning Process that will kick-off on Staff Day, with completion largely in the New Year. In keeping with our goal of allocating staff resources in support of priorities and goals, we will work toward realigning staff in accord with the changing nature of library work.

Work on some objectives is just beginning as planned, with completion anticipated by the end of the Fiscal Year.

On page 7, Mrs. Hunter suggested staff approach the Kohl Children's Museum.

The Board accepted the Interim Report on Goals and Objectives.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The RAILS Board will not meet until the last week of January.

COMMENTS FROM TRUSTEES

Mr. Graham stated that two people have expressed an interest in Board service. Their resumes were distributed. The Board agreed to interview the candidates on December 18 at 7pm. Mrs. Parrilli will set up the interviews.

Mrs. Hunter suggested Michael Phillips come to the Library to discuss turning books into movies like he recently did at Chestnut Court Bookstore in Winnetka. Mrs. Anthony will forward this request to the Adult Services Programmer.

Mr. Prosperi praised the Racy Reads booklist.

ADJOURNMENT

At 8:45 p.m. a motion was made by Mrs. Hunter, seconded by Mr. Prosperi to adjourn the regular meeting. The motion passed unanimously.



Karen Parrilli, Secretary