

August 10, 2016

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, August 10, 2016.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:30 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Susan Greer; Eugene F. Griffin; Jonathan H. Maks, MD; and Richard Kong, Director.

Member absent: Zelda Rich.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 13, 2016

Mrs. Hunter made a motion, seconded by Dr. Maks, to approve the minutes of the regular meeting of July 13, 2016, 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.

CLOSED SESSION

At 7:31 p.m., a motion was made by Mr. Griffin, seconded by Mrs. Parrilli, to go in to closed session pursuant to 5ILCS 12/2(c)1 of the Open Meetings Act (The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body. The motion was approved unanimously. The vote was 6 ayes and 0 nays.

After discussion, a motion was made by Mrs. Hunter, seconded by Dr. Maks, to go out of closed session and return to open session at 8:12 p.m. The motion was approved unanimously. The vote was 6 ayes and 0 nays.

CONSENT AGENDA (Financial Statement; Circulation Report/Dashboard; Reports from Department Heads; Program Statistics First Quarter F.Y. 2016-17; Gift; Personnel)

The Board requested department heads shorten their reports.

After brief discussion, Mrs. Parrilli made a motion, seconded by Dr. Maks:

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

1. CIRCULATION REPORT/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. PROGRAM STATISTICS FIRST QUARTER F.Y. 2016-17
4. GIFT: \$100. FROM JAMES M. WEINER, PSY.D AND CAROLYN FRIEND-WEINER PSY.D IN HONOR OF CAROLYN ANTHONY
5. PERSONNEL: RETIREMENT: HAL DICKENS, FULL-TIME LEAD MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE AUGUST 31, 2016; HIRE: DAVID HICKMAN, PART-TIME SECURITY GUARD, MAINTENANCE AND SECURITY, EFFECTIVE JULY 20, 2016.

The motion passed unanimously. There were 6 ayes and 0 nays.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted.

BILLS

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

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

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

REVIEW OF ANNUAL REPORTS F.Y. 2015-2016 (LEARNING EXPERIENCES, VIRTUAL COMMUNITY ENGAGEMENT, YOUTH SERVICES)

Three annual reports were presented and noted by the Board.

Mrs. Parrilli commented on the behavior guidelines/restorative justice approach and would like a staff member to talk to the Board about this at a future meeting.

DIRECTOR'S REPORT

Usage

Circulation in July was down 1.5% from July of last year. Digital content, especially eAudiobooks and eMusic, continues to see big gains and is up 40.1% compared to last year. Both adult and youth circulation saw slight declines from last year. Despite this, it should be noted that we are seeing significant engagement in the summer program, Camp Curiosity, which is designed more as both a learning and reading program than as a

traditional reading program. Bookmobile circulation was up 24.6% for adult materials and 13% for youth materials, which makes sense due to the excitement generated by the new bookmobile. Circulation of materials on the adult browsing displays increased 31%. Gate count was down 2.9%. Youth computer lab use has doubled from the previous year, which is a good sign that the remodeling project last year was done well and is a success. Use of the study rooms continues to grow, with 1,603 uses of adult study rooms and 206 uses of youth study rooms in June.

Transition

Mr. Kong's first few weeks as the director of the library have been full of excitement and packed with new information and responsibilities. Staff, especially Susan Dickens, have welcomed him and helped him settle into his new role. As building relationships is one of his top priorities, he arranged to have meetings scheduled early on with individual board members, department managers, and key community leaders. He also focused much of his time and energy on building up his knowledge and understanding of the library's finances due to an unexpected staffing issue. Overall, the transition has been smooth.

Carpeting Project

Phasing plans for the 1st-floor carpeting project are set, and we expect to have the project take place during August 15-September 9. Most of the work in public areas will be finished by Friday, September 2, which will leave a few staff office areas and the digital media lab to be completed after Labor Day weekend. As the installers make their way through the 1st floor, there will be days when the Youth Services area, AV area, and other public service areas will be unavailable to patrons and staff. Staff is planning to set up a temporary Youth Services space in the Radmacher Meeting Room to help reduce the inconvenience for patrons. Small, mobile collections of new and popular materials for all ages will also be on hand near the east and west entrances.

Oakton Landscaping Project

Contour Landscaping completed the work on Oakton Street, based on the approved design. The changes present a much-improved look for people walking or driving past the north side of the library. Photos were distributed but Mr. Kong encouraged the board to take a look at the landscaping in-person.

Additional Staff Parking at St. Paul Lutheran Church

Mr. Kong is continuing to investigate the possibility of using St. Paul Lutheran Church's parking lot (across from Galitz St.) for additional staff parking (approximately 20-25

spaces). Rich Simon, head of maintenance and security, has obtained multiple quotes for seal-coating and re-stripping the parking lot, as this work is needed if we want to use the lot. Given the potential financial investment we may make for this to go through, Mr. Kong plans to work with library legal counsel to draft an agreement that assures the library use of the parking lot. The leader of the church's board continues to express interest and support for this arrangement with the library.

Equity, Diversity, and Inclusion Staff Training

Approximately 150 staff members recently participated in training focused on increasing awareness about equity, diversity, and inclusion (EDI). Sessions were led by consultant Corrie Wallace, formerly the Director of Equity and ELL at District 219. Wallace led staff in exercises and discussions that encouraged participants to explore concepts of race and systems of oppression as they relate to the intersecting identities of colleagues and their interactions with an ethnically, religiously, socioeconomically and diverse community. The training is one aspect of a larger plan formed by the EDI Committee, with more activities to follow.

Dominican Internship Program

The internship program, a partnership with Dominican University, is entering its third year. A new cohort will begin their internship experience in late August 2016. Interns will be based in Adult Services, Youth Services, Learning Experiences, and Community Engagement. Six of the seven previous interns are now working full-time with some connection to the library field, while one (Eva Thaler-Sroussi) is currently employed part-time with us in the Community Engagement department and has spearheaded the Swift Child Care Read to Me program.

Illinois Public Risk Fund (IPRF) Grant

Our grant application for the Illinois Public Risk Fund was approved and we received a check representing IPRF's Safety Grant Award for \$3,810. The money will go towards a recently completed upgrade of 13 emergency lights inside the building.

Illinois Library Leadership Summit and ILA Orientation

In July, Mr. Kong participated in both the Illinois Library Leadership Summit and the ILA Orientation, both held in Normal, IL. The Leadership Summit, for which he serves on the core planning committee, brought together close to 80 library leaders and former Synergy participants with the goal of designing a new library leadership program for Illinois librarians. The core committee will continue its work with the hopes of launching

a new program sometime in 2017. The ILA Orientation convened ILA committee and forum members to provide an introduction to the current legislative environment in the state and the work of ILA.

Librarian of Congress

On July 16, 2016 the United States Senate approved the nomination of Dr. Carla Hayden to serve as the nation's 14th Librarian of Congress. Dr. Hayden most recently served as the director of the Enoch Pratt Free Library in Baltimore, Maryland, but has also worked in leadership positions at Chicago Public Library. She is the first female and the first African American to lead the Library of Congress. She is also the first professional librarian to be confirmed in more than 60 years.

ADOPTION OF TAX LEVY (NOT FOR ACTION UNTIL SEPTEMBER MEETING)

Next month, the Board will need to adopt a tax levy for transmission to the Village of Skokie. The 2016 levy will be introduced as part of the Village's Levy Ordinance in early December and acted on by the Village Board before the end of December. This levy will fund the library's 2017-2018 Fiscal Year.

The 2015 levy was \$11,868,679.00, representing an increase of 1% over the 2014 levy of \$11,753,036.00. There is also a continuing levy of \$1,268,100. for payment of the library's bond debt from construction completed in 2003.

Collections in FY 2016 were short of budget by \$343,359. or 2.64%. This was reviewed by the Board last month.

FY2015	\$367,692.	(2.85% of collection)
FY2014	\$388,263.	(3.07% of collection)
FY2013	\$275,043.	(2.20% of collection)
FY2012	\$258,276.	(2.09% of collection)

So tax collections in recent years have been quite good, with a healthy distribution of taxes each year from the prior year, meaning that much of apparent collection shortage in a given year is in fact made up in subsequent years. We received a Per Capita Grant from the State for 2016 in the amount of \$49,938.75.

We have maintained a healthy cash balance in the General Operating Fund, spending less than revenues for the past five years. Our General Operating Fund balance as of May 1 has been as follows:

FY2016 \$5,607,690. (after transfer of \$300,000 to the Reserve Fund)
 FY2015 \$5,432,099. (after transfer of \$1 million to the Reserve Fund)
 FY2014 \$5,434,384. (after transfer of \$1 million to the Reserve Fund)
 FY2013 \$5,285,685. (after transfer of \$300,000 to the Reserve Fund)
 FY2012 \$4,859,765. (after transfer of \$.5 million to the Reserve Fund)

We have built a healthy balance in the Reserve Fund in recent years, with current status of approximately \$7,522,416. in the Reserve Fund. In addition, \$1.04 million has been budgeted in the Capital line for current capital expense in the FY 2017 budget.

With our starting balance of \$5,607,690. (unaudited) in the GOF at the start of the Fiscal Year, we have sufficient funds for about six months of operation factoring in an average monthly expenditure of \$930,000.

In summary, the library is in a favorable financial position which should allow us to minimize an increase in the FY 2016 levy. Levy increases in recent years have been curtailed as follows:

2012 levy	\$12,632,752.	1% over 2011 levy
2013 levy	\$12,885,407.	2% over 2012 levy
2014 levy	\$13,014,261.	1% over 2013 levy
2015 levy	\$13,144,404.	1% over 2014 levy

Charts were distributed showing an Analysis of the General Operating Fund for the past seven years and a gross, preliminary look at a projected budget for Fiscal Year 2017-2018. A 1% increase in the levy may be expected to yield just over \$130,000. more in FY 2018. A 2% increase in the levy may be expected to yield over \$263,000. more in FY 2018. It is anticipated that interest revenue will continue to be rather flat. Corporate Replacement Tax is estimated at \$325,000, which factors in the deductions that will be made from future CRT payments to repay the over-allocation of CRT funds totaling \$44,197.74 by the Illinois Department of Revenue. With an increase of 1-2% in the levy, necessary increases in operating costs and a salary adjustment for staff will have to be made at the expense of the Capital line in the budget which would drop below \$1 million. Since we have been able to transfer a balance to the Reserve Fund each year for the last five years in spite of short collections ranging from 1.37% to 3% of the amount budgeted

and since we are not looking to grow the Reserve Fund, Mr. Kong would recommend a levy increase of 1% for 2016 (Fiscal Year 2018).

Board action on this matter is not required until September. Brief discussion followed.

UPDATE OF ANTICIPATED CAPITAL PROJECTS

A revised list of potential capital projects was distributed in order to give the Board an idea of potential capital expenses as it considers the 2016 tax levy.

This revised list includes actual costs for a number of recently completed projects (i.e., the new bookmobile, Oakton Street landscaping, admin office door lock and intercom system, SAN replacement, and Petty Auditorium audiovisual upgrades). An additional sealcoating project was added for 2020-2021 since this work should ideally be performed every 2-3 years.

The timeline is approximate and the costs presented for future projects are estimates. It should be noted again that by looking several years down the road, it is apparent that a healthy Reserve Fund for Sites and Balances is needed. Replacing the roof alone is expected to cost approximately \$2 million, and unanticipated capital expenditures will also be required as issues surface with increasing time having lapsed since major renovations were completed.

Another update of anticipated capital projects will be provided in February 2017, as the Board begins to consider the approval of the FY 2018 budget.

No Board action is needed at this time. This update is for informational and planning purposes only.

Brief discussion followed. Mr. Prospero asked that the board be notified before projects are bid.

APPROVAL OF UPGRADE OF LIGHTS IN WEST PARKING LOT

The west parking lot consists of 22 light poles and fixtures, all of which currently use an older fluorescent lighting system. When a light fixture (ballast and/or bulb) goes out on one of the poles, replacement can be costly. In January 2016, the cost to replace four metal halide lights was \$3,400. Maintenance and Security Manager, Rich Simon, recommends upgrading the lighting system to one using LED lights, which is more efficient and brighter (13,000 lumens vs. 11,000 lumens) than the lights we have now. The LED lights are guaranteed to last 5,000 hours (approximately five years), but tests

have shown their life expectancy to be closer to 10,000 hours (approximately ten years). By upgrading the lights to LED, the library should see a cost-savings in the long-run.

We received three competitive quotes:

Eco Lighting Services and Technology	\$45,353
TelePlus, Inc.	\$49,650
Boyd Electric	\$50,378

Mr. Kong recommends approval of Eco Lighting Services and Technology, the low bidder, in the amount of \$45,353 for the installation of 22 new ATG eLucent Shoebox LED fixtures in the west parking lot.

Eco has worked on exterior light replacements for us in the past and Rich Simon has been pleased with their work. They recommend replacing the entire fixture, including the encasement (information was distributed for eLucent Area Light). If the proposal is approved, Eco plans to complete the project in one week, starting early in the morning before the library opens in order to minimize the disruption to patrons using the parking lot. Also, they do not plan to have more than one space blocked off at any given time. It would be ideal to complete this upgrade before the fall/winter when it will get darker earlier.

Discussion followed. Mrs. Parrilli asked if the library could look into the possibility of a rebate from ComEd for switching from fluorescent to LED. Mr. Kong will check on this.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM ECO LIGHTING SERVICES AND TECHNOLOGY FOR PURCHASE AND INSTALLATION OF 22 NEW ATG eLUCENT SHOEBOX LED FIXTURES FOR THE WEST PARKING LOT IN THE AMOUNT OF \$45,353.00 AS PRESENTED.

Discussion followed regarding adding an additional light or two in the dark areas of the west parking lot. With the approval of the movers, the motion was amended to:

AMENDED MOTION:

THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM ECO LIGHTING SERVICES AND TECHNOLOGY FOR PURCHASE AND INSTALLATION OF 22 NEW ATG eLUCENT SHOEBOX LED FIXTURES FOR THE WEST

PARKING LOT IN THE AMOUNT OF \$45,353.00 AS PRESENTED AND AUTHORIZE THE DIRECTOR TO SPEND UP TO AN ADDITIONAL \$5,000 FOR ADDITIONAL LIGHTS.

The roll call vote for approval of the amended motion was unanimous. The motion passed with 6 ayes and 0 nays.

APPROVAL OF CAREER ONLINE HIGH SCHOOL

Career Online High School, a product of Cengage Learning Inc., is a program designed for adults who did not graduate from high school, graduated from an unaccredited high school, or cannot produce a high school diploma. These adults can use the program to attend online classes to earn an accredited degree. Along with graduating with an accredited high school diploma, the learners will receive a certificate in a high-growth, high-demand career field such as Child Care and Education, Certified Protection Officer, Certified Transportation Services, Office Management, Homeland Security, General Career Preparations/Professional Skills, Retail Customer Service Skills, and Food and Customer Service Skills. Once these students have an accredited high school diploma they can explore career and educational opportunities that were previously closed to them.

This resource is online and self-paced, which makes it a stronger solution for working parents than the option to take in-person night classes. Those who may be intimidated by tests such as the GED may also find this online program appealing. GEDs are also often not considered as prestigious as a high school diploma. Libraries throughout the country have implemented this program and are currently graduating students. We would limit the program to students who are 21 years and over, and to those who pass a rigorous selection process.

Through exploratory community meetings facilitated by Susan Carlton, Community Engagement Manager, it is evident that there is strong interest in this program within the community. Prospective students are already calling to express their interest. This program has the potential to change lives in a profound way and supports our strategic goal of promoting equity.

Through a partnership with RAILS, ten libraries have the opportunity to subscribe to a smaller amount of licenses, and the \$30,000 annual platform fee will be waived.

Board approval of the subscription to Career Online High School and the purchase of ten licenses for a total cost of \$12,950 was requested.

Lengthy discussion followed. The Board requested more information and asked that Mikael Jacobsen, Manager of Learning Experiences, attend the September Board meeting.

Mr. Griffin made a motion, seconded by Dr. Maks:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
TABLE CAREER ONLINE HIGH SCHOOL UNTIL THE SEPTEMBER
BOARD MEETING.**

The roll was called and the motion passed unanimously; the vote was 6 ayes and 0 nays.

APPROVAL OF REIMBURSEMENT FOR MOVING EXPENSES

The offer letter for the director's position indicated that moving expenses for Mr. Kong's relocation to Skokie would be reimbursed. He recently moved to Skokie and related expenses include \$580.45 for the services of a moving company (STI Moving and Storage based in Skokie) and \$137.31 for boxes and other packing supplies.

Receipts have been submitted to the administration office.

Mr. Kong requested Board approval for a reimbursement of \$717.76 for moving expenses.

After brief discussion a motion was made by Mrs. Hunter, seconded by Dr. Maks:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE REIMBURSING RICHARD KONG, DIRECTOR, MOVING
EXPENSES IN THE AMOUNT OF \$717.76.**

The roll call vote for approval was unanimous. The vote was 6 ayes and 0 nays.

DIRECTOR EVALUATION POLICY AND FORM

Mr. Kong distributed a draft of the Director Evaluation Policy and form which the Board asked him to prepare.

Mr. Prosperi asked for two volunteers to form a subcommittee to conduct the initial evaluation of the director and work on the draft of the policy and form. Mr. Griffin and Mr. Prosperi volunteered to be the subcommittee. One member of the committee will be an officer and the committee shall be comprised of different members of the board from year to year. Director Evaluation Policy and form will be put on the September agenda.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the following highlights from the July 22, 2016, RAILS Board of Directors meeting's videoconference and supporting documents.

Board President Mary Jo Matousek asked the newly elected directors to take the oath of office. The new Board members are: Susan Busenbark, Trustee, Kewanee Public Library District; Scott Pointon, Director, White Oak Library District; Dee Runnels, Trustee, Moline Public Library; Michelle Simmons, Trustee, Warren County Public Library District; and Harriett Zipfel, Director, Galesburg Public Library.

Ms. Matousek then announced the slate of new officers. They are: President--Dave Barry, Bartlett Public Library District; Vice President--Kate Hall, Director, Northbrook Public Library; Secretary--Laura Turner, Technical Information Specialist, Caterpillar, Inc.; and Treasurer--Paul Mills, Director, Fountaindale Public Library. With no other nominations, the Board approved the new officers. President Barry presided over the remainder of the meeting.

Financial Report: RAILS Finance Director Jim Kregor began by explaining to the new Board members the details and reasons of his financial statement reporting. He stated that the General Fund unassigned cash and investment balance ending June 30, 2016, totaled \$14,124,118 covering 14.6 months of operation. Total funds in cash and investments total \$24,424,118. Mr. Kregor assumed that at this time there would be "no further receipts of Area Per Capita Grant funds or no extraordinary expenditures not currently reflected or anticipated based on the current budget and operations."

In June, he invested \$4,000,000 in a one-year CD at a rate of 1.7%. With the new Treasurer's approval, Mr. Kregor will invest \$5,000,000 in Illinois Funds at a rate of .357%. Because of the "uncertainty of funding" he felt it important to keep as much cash liquid as practical.

Illinois State Library Report: After Anne Craig left ISL and with the retirement of Loren Tucker, Greg McCormick accepted the position of Acting Deputy Director. He reported on the State's stop-gap budget and explained how it would affect the Secretary of State's office and the effect on RAILS and IHLS. He assured the Library Systems would see funding for literacy programs and eBook services in the next six months.

Executive Director Report: Executive Director Dee Brennan provided the Board with documents on the RAILS Strategic Plan, an updated organizational chart, list of physical facilities, and general information on Board meetings. She submitted her goals for the

FY 2017, focusing on under-served residents; services to academic, school, and special libraries; and further delivery outsourcing. She also explained to the new Board members the importance of serving on the various committees and the open positions currently available.

From the RAILS Services and Operations Report (supporting document), under *Delivery*, the following was reported:

On July 1, 2016, RAILS, in partnership with Illinois Heartland Library System (IHLS) and Continental Transportation Solutions (CTS), successfully assumed the Illinois Library Delivery Service (ILDS). The transition from Lanter (the previous contractor) went well. ILDS serves 141 locations. Of these, IHLS delivers to 32, RAILS to 44, and CTS to 65.

Beginning October 3, 2016, RAILS will provide delivery to the 65 locations now served by CTS. This restructuring will save RAILS \$120,000 annually. (CTS will continue regular service for the RAILS Burr Ridge and Wheeling delivery routes.)

The ILDS contract requires 24-hour turnaround time. To do this, each delivery service center within IHLS, RAILS, and CTS shuttles its materials to the RAILS Bolingbrook facility, where the materials are sorted and redistributed to each hub for delivery to ILDS libraries the following morning. To expedite the sorting process, CARLI has modified the ILDS delivery label to reflect the three-letter delivery codes used by RAILS and IHLS.

RAILS purchased six new delivery vehicles at a total cost of \$164,000 to handle the increased ILDS volume. Additional staff were also hired. Delivery volumes will continue to be monitored to ensure that staffing levels are correct.

RAILS, IHLS, and CARLI are still meeting weekly to ensure the conversion continues to run smoothly and to tweak processes as necessary. Library staff at several ILDS locations have commented favorably on the delivery consistency and turnaround time since the July 1 conversion.

The next meeting is August 12, 2016 at the Burr Ridge Service Center.

COMMENTS FROM TRUSTEES

Mr. Prosperi learned that some staff members are concerned about the public being able to access the women's washroom on the third floor. Discussion ensued regarding a dual egress door on the third floor. Mr. Prosperi asked Mr. Kong to provide a plan on how security is handled currently, how it could be handled differently, and to prepare two or

three scenarios, from a cost standpoint and levels of security for the September or October Board meeting.

ADJOURNMENT

At 9:23 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, reading "Karen Parrilli", is written over a horizontal line.

Karen Parrilli, Secretary