

September 12, 2018

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, September 12, 2018.

CALL TO ORDER

Diana Hunter, Vice President/President Emerita, called the meeting to order at 6:30 p.m.

Members present: Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Mira Barbir; Susan Greer; Eugene Griffin; and Richard Kong, Director.

Members absent: Mark Prosperi, President; Jonathan H. Maks, MD

Staff present: Laura McGrath, Deputy Director

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 8, 2018

Mr. Griffin made a motion, seconded by Mrs. Parrilli to approve the minutes of the regular meeting of August 8, 2018, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

DIRECTOR'S REPORT

Staffing Data

During last month's meeting, the Board requested more information about the staff turnover rate in recent years. A staffing data report provided to the Board shows that the average turnover rate between FY 2012-2018 is 14.1%, with the most common reasons for departures being career advancement opportunities elsewhere, retirement, attending school, and obtaining a FT employment opportunity elsewhere. In most years, the majority of turnover comes from PT positions. The average turnover rate between FY 2012-2018 drops to 10.5% when PT materials handlers and pages are not factored into the calculation. The current FY year-to-date turnover rate is 4.7% (62.5% PT and 37.5% FT). Also included in the report is data related to the diversity and demographics of the current staff.

Mrs. Barbir asked if ALA has statistics related to staff turnover. Mr. Kong stated that he does not believe that they do.

Pay Benchmark Analysis and Structure Development Project

Starting this November, HR Source (formerly Management Association of Illinois) will conduct a comprehensive market benchmarking service for the library. This will include a review of the

library's compensation strategy (to be reviewed by the Board in October), an analysis of the current market, and an analysis of current pay practices. By February 2019, we expect HR Source to deliver their final report, which will include a suggested pay structure. After HR Manager Beth Dostert and Mr. Kong review the structure, as well as the potential implementation cost, a recommended pay structure will be brought to the Board for approval.

Mrs. Hunter asked about the criteria for employee raises. Mr. Kong explained the pay raise procedure. Mrs. Barbir asked a question about the library standard for merit increases. Mr. Kong mentioned that the library's Compensation Benchmark and Strategy Policy has not been reviewed in 10 years. He will revise it and bring it to the next board meeting for review.

Strategic Planning

Mr. Kong has started some preliminary discussions with staff about the library's upcoming strategic planning process for the 2019-2022 Strategic Plan. The library creates a new plan every three years, and we are in the last year with the current plan. Mr. Kong will share more details about what the process will look like later in the fall, but would like the trustees to begin thinking about how they would like to participate in the process. Typically, a core committee made up of staff members and two library trustees is established. During the process, Mr. Kong will provide monthly updates to the full Board during its meetings.

Ms. Barbir asked about the potential times and days for the meetings.

Adult Volunteer Luncheon

The annual adult volunteer luncheon will be held at the DoubleTree Hotel on Sunday, September 30, 2018, 1-3pm. For the second year in a row, MB Financial Bank donated money to help the library pay for the costs. All of the trustees are encouraged to attend this event.

Mrs. Hunter and Ms. Barbir expressed interest in attending.

Wheelchairs and Scooter

The library placed an order for two new wheelchairs and an electric scooter from a local medical supplies seller. These are located at the entrances of the library and made available for the public.

Mrs. Parrilli asked what was going to happen to the older wheelchairs. They will be stored in the basement.

Composting

Earlier this summer the library started working with an organization called Collective Resource to begin composting in the staff lounge. Collective Resource handles the weekly bucket pick-up and drop-off, and staff have been informed of what types of items can be disposed of in the composting bucket. The library also used this composting service for the summer lunch programs in order to reduce the amount of garbage. Staff members Lukie Marriott and Monica Chavez along with others

on the Green Team and the Building Services department are coordinating this effort.

Mrs. Parrilli asked about the cost associated with the compost collection.

Book Bike Update

Earlier in the spring, the library placed an order for a custom book bike (actually a tricycle) from a company in Philadelphia. Unfortunately, we have not yet received the book bike due to production and delivery issues with the vendor. We will continue to reach out to the vendor to make sure we receive our book bike, and hope that it will make it on the road sometime this year. However, we may need to wait until next calendar year. Jay Ryan, the artist who created the design for the bookmobile, has agreed to create the design for the book bike.

The trustees expressed excitement about the bike.

Young Adult Mural

This summer, young adult services staff and local teen volunteers partnered with the Chicago Alliance Against Sexual Trafficking (CAASE) to host a 6-week art workshop titled, “Artists for Equality.” At the end of the workshop, the teens created a large mural on the inner portion of the brick wall that is located right outside of the Mary Radmacher (MR) room. The mural’s words and imagery are focused on themes of hope, freedom, and equality.

School Supplies for Fines

The library had another successful “school supplies for fines” campaign (see attached), in which we waived fines for patrons who donated school supplies for local students. This year, we raised over 1200 school supply items and waived \$846 in overdue fines. This year school supplies were donated to Districts 68 and 73.

Backlot Bash

The library helped present the Backlot Bash to the community in late August. In addition to opening our doors for film screenings and special activities for children and families, this year the Skokie Farmer’s Market took place in the library’s west parking lot. Everything went very smoothly, and we opened without any issues at noon on Sunday. Mr. Kong volunteered for the Rotary’s annual pancake breakfast, which helped raise over \$7000.

SEED in Action

To build on the success of last year’s two community SEED (Seeking Educational Equity and Diversity) cohorts, Skokie Cares partners are offering a “SEED in Action” program for people who have already completed the SEED program. This new program will focus on helping participants identify ways to implement what they have learned in SEED. Led by facilitators from D219 and hosted at the library, this program will meet for 10 months starting this September.

Taste of Skokie Valley

The Chamber of Commerce, Rotary Club of Skokie Valley, and the Niles Township Education Foundation will collaborate to host the Taste of Skokie Valley at the North Shore Center for the Performing Arts on Thursday, September 27, 2018, 5-8pm. Please let Monica or Mr. Kong know if you would like to purchase tickets (\$35 in advance or \$45 at the door) or raffle drawing tickets (\$10 each or \$25 for a set of three).

Public x Design 2018

On September 23-25, 2018, deputy director Laura McGrath and Mr. Kong will be attending the Public x Design 2018 conference in Detroit. Organized by the Gehl Institute, this conference brings together people who are interested in healthy communities and cities to explore issues related to inclusion, equity, design, and public spaces. Along with a former Skokie colleague, Shauna Anderson, and the director of Itasca Community Library, Tuki Sathaye, Mr. Kong will be presenting a program about how public libraries serve as social spaces and strengthen communities. The registration fee will be waived for him because he is leading this session.

Mr. Kong briefly discussed the library's fine forgiveness efforts.

BILLS

Ms. Barbir asked a clarifying question regarding the bill from the fire protection company.

A motion was made by Mr. Griffin, 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 5 ayes and 0 nays; the motion passed unanimously.

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

Mrs. Parrilli praised the books at the pool program. There was brief discussion regarding the open house planned for April. Mrs. Hunter expressed that she'd like information regarding library cards to be part of the packets of information given to new residents by the village.

Mrs. Parrilli made a motion, seconded by Ms. Greer:

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. REPORTS FROM DEPARTMENT HEADS

3. GIFTS: \$100 FROM MITZI WALCHAK IN MEMORY OF BRENDA B. WEISS; \$100 FROM DONNA J. GRINHAM FOR THE A/V COLLECTION; \$300 FROM ALAN TUTZER IN HONOR OF JUDY ZARTMAN
4. PERSONNEL: HIRES: KAILYN ABRAHAM, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE AUGUST 16, 2018; MAHNOOR HAIDER, PART-TIME EXPERIENTIAL LEARNING SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE AUGUST 22, 2018; ANGELA JONES, FULL-TIME YOUTH AND FAMILY PROGRAM COORDINATOR, LEARNING EXPERIENCES, EFFECTIVE OCTOBER 1, 2018; MONICA MIRELES, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE AUGUST 16, 2018; AMBER SMITH, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE AUGUST 17, 2018
TERMINATIONS: AYESHA KHAN, PART-TIME EXPERIENTIAL LEARNING SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE AUGUST 21, 2018; GERALDINE MENDOZA, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE SEPTEMBER 10, 2018.

The motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF REVISION OF BYLAWS OF THE BOARD OF TRUSTEES

The Board reviewed one minor change to its bylaws during the August meeting, and came to consensus about adding “Comments from Observers” to Article II, Section 4. “Comments from Observers” is always placed on the agenda of Board meetings, but it would be helpful to add it to the list of potential agenda items in this section.

According to Article VI Sec. 1, any changes to the Board Bylaws must be approved by a majority vote of the Board, with the actual changes presented for consideration at the regular meeting prior to the one at which action shall be taken. The proposed changes were presented to the Board last month during the August meeting.

Approval was requested in order for the Board to proceed with making the proposed changes to its Bylaws.

Ms. Barbir made a motion, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSED CHANGES TO ARTICLE VI SECTION 1

OF THE BYLAWS AS DESCRIBED ABOVE.

The motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF COMMUNICO RENEWAL

The library began using Communico, a cloud-based application suite that handles functions such as event management, digital signage, and room reservations in 2016. In July 2017 the Board approved a one-year renewal of our contract for Communico.

Library staff began using the Broadcast module within Communico in October 2016 to provide content for the plasma screens located in both lobbies, on the second floor, in Youth Services, and behind the Readers Services desk. The module is easy to use and has been a useful tool for staff.

In May 2017, the library began using the Attend module for patron program sign-ups. This module has also performed well and has been easier for staff and patrons to use than our previous software, Evanced.

In May 2018, the library began using the Reserve module for booking study rooms. This change from the previous system was also smooth and patrons are enjoying a better experience when booking study rooms as Communico's system is clearer and easier to use. Overall, staff is very pleased with Communico's modules and with the responsiveness of the company when staff have had questions or suggestions.

The library's subscription to Communico includes access to a mobile app designed for patrons. Because we have a fully responsive website we don't need this module. So Communico has offered to substitute access to the Roam module, which is designed for staff use on mobile devices. Using Roam, staff would be able to move throughout the library assisting patrons with checkout, catalog lookups, program and event information and registration, room reservations, and patron account information, without being tied to one of the service desks.

There is no increase in the fee per year for the renewal of Communico so we will pay the same amount (\$15,000 per year) for the next two years that we paid for last year's subscription.

Ms. McGrath recommended Board approval of a two-year Communico renewal at a total cost of \$15,000 per year.

Mrs. Parrilli asked a question about the section of the proposal regarding third party information. Ms. McGrath explained that the information referred to did not raise any privacy concerns.

Ms. Greer made a motion, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A TWO-YEAR COMMUNICO RENEWAL AT A TOTAL COST OF \$15,000 PER YEAR.

The roll call vote for approval was unanimous. The motion passed with 5 ayes and 0 nays.

APPROVAL REUPHOLSTERING LOUNGE CHAIRS

Located on the first and second floors of the library, there are 16 black leather lounge chairs, some that are Knoll Pfister chairs, which are very popular with patrons. The faux leather on these chairs is deteriorating badly so they need to be reupholstered. Mr. Kong is confident that these chairs will be used even after the renovation of the public spaces due to their design, quality, and popularity with patrons.

The library obtained a quote from Katie Chambers, who has helped with various furniture projects in the past. The cost of fully reupholstering the 16 chairs with black faux leather and installing new foam seat cushions is \$16,688. The pricing is comparable to the rates we had in 2013 when some of these chairs were reupholstered (backs and sides only). The faux leather from Knoll that is quoted is 500,000 double rubs on the abrasion test used to test the durability of a fabric, whereas the fabric used in 2013 was 200,000 double rubs.

Mr. Kong recommended Board approval of the quote from Katie Chambers to reupholster the 16 black lounge chairs at a total cost of \$16,688.

There was brief discussion among the Board.

A motion was made by Mr. Griffin, seconded by Ms. Barbir:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REUPHOLSTERING OF THE 16 BLACK LOUNGE CHAIRS AT A TOTAL COST OF \$16,688.

The roll call vote for approval was unanimous. The motion passed with 5 ayes and 0 nays.

APPROVAL OF PURCHASE OF STAFF TASK CHAIRS

Current staff task chairs used throughout the building are now outdated, not in good condition, and in need of replacement. After a process of inviting staff to test and rate more than ten chairs from various manufacturers, we settled on the Steelcase Think Chair.

The Think Chair is an ergonomic office chair that allows each individual user to adjust such things as the height, width, armrest position, seat depth, back support, and amount of recline. The Think Chair also features a weight-activated mechanism that recognizes the weight of the user and adjusts itself accordingly.

The warranty includes a lifetime warranty for the frame, seat shell, outerback, arm frame structure, and base; and includes a 12-year warranty on the fabric for the seat and mesh back, mechanisms, pneumatic cylinders, arm caps, foam, and casters.

The quote from Forward Space provided to the board, the closest authorized Steelcase dealer in the Chicago area, includes deeper discounts from a special pricing agreement through Steelcase. The chairs can also be shipped directly to the library, with installers off-loading, unboxing, and placing on-site, so Forward Space is able to reduce the cost of labor.

Mr. Kong recommended Board approval of the purchase of 90 Steelcase Think Chairs at a total cost of \$54,329.12.

Ms. Barbir asked about the bidding process relating to the chairs. Mr. Kong explained that since one must order Steelcase chairs from an authorized dealer, there was only one dealer in the surrounding area from which the chairs could be ordered – in this case it was Forward Space. Forward Space then negotiated the best price directly with Steelcase.

Mrs. Parrilli asked about the current Equa chairs and what the library is planning on doing with them. Mr. Kong explained the best ones would be kept and it is possible that some chairs could be donated to other taxing bodies in the village. Some of the chairs are broken, dilapidated, and unusable and there is a definite need to replace them. The question was posed about the possibility of selling the chairs but Mr. Kong explained that the resale value is very low.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE PURCHASE OF 90 STEELCASE THINK CHAIRS AT A
TOTAL COST OF \$54,329.12.**

The roll call vote for approval was unanimous. The motion passed with 5 ayes and 0 nays.

ADOPTION OF TAX LEVY

Mr. Kong explained that at this meeting, the Board needs to adopt a tax levy for transmission to the Village of Skokie. The 2018 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 2019-2020 Fiscal Year.

The 2017 operating levy was \$12,205,561, and there was a continuing levy of \$1,269,425 for payment of the library's bond debt from construction completed in 2003. The total 2017 levy was \$13,474,986, which was a 1.5% increase from the 2016 levy.

Last month, Mr. Kong gave the Board information relevant for this decision, including projected FY 2020 revenues and expenditures based on no increase in the levy, an increase of 1%, an increase of

1.5%, and an increase of 2%. Projected expenditures include a 4.62% increase for salaries, factoring in a potential increase of 3.1% for a combined merit and cost of living increase (based on what the Board approved last year) and a projected implementation cost tied to our upcoming salary scale review.

If there is a 0% increase in the levy, the total levy will remain \$13,474,986. The Capital line will need to decrease significantly, falling short of our goal of contributing \$550,000 per year into capital improvements (i.e., “Annual Reserve Fund Contribution” in the capital asset plan). However, it should be noted that additional funds would be appropriated from the Reserve Fund for Sites and Buildings as we continue with our renovation plans. The amount will be determined when the Board considers approval of the FY 2020 operating budget in April 2019.

Mr. Kong recommended that the Board adopt a levy increase of 0% for the 2018 levy, resulting in a levy of \$12,210,636 (funding FY 2020), not including the \$1,264,350 for next year’s bond payment. The total amount levied will be \$13,474,986.

Mrs. Hunter expressed concern about paying off the current bond debt and immediately applying for incurring new debt with the acquisition of a new bond. Mr. Kong clarified that this year’s levy must include what is required for repayment of the current debt.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT A LEVY INCREASE OF 0% FOR THE 2018 LEVY,
RESULTING IN A LEVY OF \$12,210,636.**

There was a roll call vote. The motion passed with 4 ayes, 0 nays, and 1 abstention (Diana Hunter).

APPROVAL OF ARCHITECT FEE PROPOSAL AND CONTRACT ADDENDUM WITH
ANDREW BERMAN ARCHITECT

Since last month’s Board decision to approve the master plan and move forward with the renovation project, Mr. Kong has been in contact with Andrew Berman Architect (ABA) to work out the fee proposal and contract for the remaining phases of the project. The phases include completion of the schematic design, design development, preparation of the construction documents, bidding and negotiation assistance, and construction administration.

Mr. Kong also consulted with attorney Samuel Cavnar of Robbins Schwartz, who assisted the library with the original contract with ABA for the master plan, which was signed in December 2017. Cavnar provided an addendum to the original agreement, and ABA reviewed the addendum as well.

The fee proposal provided to the Board contains more details about the various components of each remaining phase, the expected length of time, and the breakdown of costs for each phase. These proposed costs are in line with the renovation cost estimates provided to the Board last month, and are based on a calculation of 9% of the assumed construction budget including shelving and FFE (furniture, fixtures, and equipment). Expenses for travel, reproduction of documents, plotting, and postage/delivery are included in these costs.

Billing would occur monthly based on the progress made.

Mr. Kong recommended Board approval of the fee proposal from Andrew Berman Architect and the addendum to the original contractual agreement as presented.

Ms. Barbir asked a number of questions about Robbins Schwartz including about the size of the firm and their specialties. Mr. Kong explained that the firm employs a team of lawyers with various specialties. They have significant experience with government units and public taxing bodies. Mr. Kong explained that the specific attorney who looked at this contract has a specialty in real estate and contracts.

Ms. Barbir asked for the reasoning behind Mr. Berman's including his hourly fees in the proposal. Mr. Kong explained it was for informational purposes only. The total amount being proposed is \$1.4 million, based on the preliminary cost estimate for construction.

Mrs. Hunter expressed a desire to ensure that Mr. Berman make scheduled visits to the library to carry out inspections of the work being completed. It was explained that these visits are included in the contract and Mr. Berman has demonstrated his involvement and commitment thus far.

Ms. Barbir asked how the processes of the architect proposal and RFQ for construction manager relate to each other. Mr. Kong explained that the architect and construction manager would be working together throughout the project timeline.

Mr. Kong walked through the proposed renovation timeline provided to the Board. Mrs. Hunter asked what the anticipated tax levy increase would be to cover the cost of the project. Mr. Kong stated that the library's out of pocket cost would be between \$1.2 and \$1.4 million since the plan is to abate the tax for the new debt service in its first year.

Mrs. Parrilli asked if Mr. Berman has any input on the selection of the construction manager. Mr. Kong stated that he does not. She also asked if Mr. Berman's hourly fees should be included in the addendum. Mr. Kong said that what is relevant is the percentage rather than the individual fees.

A motion was made by Mr. Griffin, seconded by Ms. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

APPROVE FEE PROPOSAL FROM ANDREW BERMAN ARCHITECT
AND THE ADDENDUM TO THE ORIGINAL CONTRACTUAL
AGREEMENT AS PRESENTED.

The roll call vote for approval was unanimous. The motion passed with 5 ayes and 0 nays.

REVIEW OF RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

During the August Board meeting, the Board approved the master plan for the library renovation project. At the time, Mr. Kong indicated that one of the next steps would be to issue an RFQ (request for qualifications) for construction management services. The draft of an RFQ for construction management services provided to the Board includes the necessary information for firms to send their qualifications. Attorney Samuel Cavnar of Robbins Schwartz reviewed an earlier version of the document, and his suggested revisions are reflected in this draft.

Also provided to the Board was a template for the agreement that will be used with the construction management firm that is ultimately chosen and approved by the Board. This template will be included with the RFQ.

After it is reviewed by the Board, the RFQ will be reformatted and posted on the library's website. The library will also reach out to construction management firms that we are aware of to alert them of the opportunity. The anticipated timeline would allow us to bring the construction manager into the rest of the design process with Andrew Berman Architect.

Mr. Kong explained the difference between at-risk and advisor services to the Board, as it was explained to him by Mr. Cavnar of Robbins-Schwartz.

Mr. Griffin asked a question about the time period for the RFQ. Mr. Kong explained that the short timeframe should not be an issue.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported the following highlights from the August 24, 2018, RAILS Board of Directors meeting from supporting documents and recorded videoconference.

Financial Report: Finance Director Jim Kregor reported that the General Fund total cash and investment balance ending July 31, 2018, was \$13,800,000, which would fund 11.1 months of operations. As of this date there was nothing to report on the FY2018 Area and Per Capita Grant funds, which amount to over \$6,300,000.

Executive Director's Report: Executive Director Deirdre Brennan reported on the July 27th in-service staff day at Waubensee Community College in Sugar Grove. From this, RAILS, Heartland, and the Illinois State Library plan to work with Southern Illinois University on developing a system to provide new methods of more efficient and cost-effective deliveries throughout Illinois.

She mentioned that as of today's meeting there is a new agenda item: Service of the Month Report, which will feature reports from individual RAILS staff members. At this meeting, staff offered Trustee Training as the first presentation, highlighting the many continuing education programs for library trustees.

Ms. Brennan requested Board approval of FY2018-19 committees: Executive, Consortia, Policy, and Resourcing Sharing. Discussion followed regarding past committees that were no longer deemed viable and the possibility of forming a new committee, such as a Committee for the Unserved.

ISL Report: Greg McCormick of the Secretary of State's office commended RAILS staff on their presentation on continuing education for library trustees. He emphasized the importance of library trustees staying informed regarding current Illinois law governing library boards. He stated that ISL plans to fund the Illinois Library Association with their continuing education programs.

Next meeting: Friday, September 28, 2018, at Burr Ridge Service Center.

COMMENTS FROM TRUSTEES

Mrs. Hunter asked Mrs. Parrilli's opinion about RAILS' value to the library and whether people from our library take advantage of the resources provided. Mr. Kong explained that they do. Ms. Barbir asked about the trustee training opportunities provided by RAILS. Mr. Kong will send her the information.

Mr. Kong passed around an article regarding a commission by the Vatican to Andrew Berman for designing a chapel in Venice.

Mr. Kong also asked the Board if they would be interested in purchasing raffle tickets or tickets to the Taste of Skokie Valley event.

ADJOURNMENT

At 8:12 p.m. a motion was made by Mrs. Parrilli, seconded by Ms. Greer to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary