

May 14, 2014

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, May 14, 2014.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:33 p.m.

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

Members absent: Denis B. O'Keefe, Jonathan H. Maks, MD.

Staff present: Richard Kong, Deputy Director.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 9, 2014

Mrs. Hunter made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular meeting of April 9, 2014, subject to additions and/or corrections. There being no corrections, the minutes were approved and placed on file.

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

Mr. Prosperi requested the Financial Statement be removed from the Consent Agenda. The Board agreed. Mrs. Parrilli made a motion, seconded by Mrs. Hunter:

- MOTION: **THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE THE FOLLOWING CONSENT AGENDA ITEMS ON FILE:**
1. CIRCULATION REPORT
 2. REPORTS FROM DEPARTMENT HEADS
 3. CORRESPONDENCE: LETTER FROM JANE KENAS-HELLER, SCHOLARSHIP CO-CHAIR, NORTH SHORE MUSICIANS CLUB TO CHRISTIE ROBINSON, MANAGER OF MARKETING AND PROGRAMS, SKOKIE PUBLIC LIBRARY, DATED APRIL 22, 2014 RE THANK YOU
 4. GIFTS: \$54. FROM FREDERIC PAUL AND PAMELA ROBINSON IN HONOR OF HANA NIEDERMAN'S BAT MITZVAH FOR PURCHASE OF LIBRARY MATERIALS FOR TEENS; \$100. FROM BRIAN McGUIRE IN MEMORY OF WILLIAM KATZ

5. PERSONNEL: TERMINATIONS: ESTHER VERREAU, FULL-TIME WEB DEVELOPER, COMMUNITY ENGAGEMENT, EFFECTIVE MAY 29, 2014; BRADLEY JONES, FULL-TIME EXPERIENTIAL LEARNING LIBRARIAN, LEARNING EXPERIENCES, EFFECTIVE MAY 30, 2014; LINDA SAWYER, FULL-TIME ASSISTANT MANAGER, YOUTH SERVICES, EFFECTIVE JUNE 1, 2014; RETIREMENT: GARY GUSTIN, FULL-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE MAY 21, 2014; STATUS CHANGE: ALLYSON COAN, FROM PART-TIME TO FULL-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE MAY 12, 2014; HIRE: PAMELA NEUMANN, PART-TIME CUSTOMER SERVICE ASSISTANT, CUSTOMER SERVICES, EFFECTIVE MAY 17, 2014

The motion passed unanimously.

APPROVAL OF FINANCIAL STATEMENT

Discussion ensued regarding the balance in the Reserve Fund. Mr. Prosperi would like to discuss this during the levy discussion in September.

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

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

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status report was noted.

FINANCIAL STATUS / ANALYSIS OF GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS

The Financial Status / Analysis of General Operating Fund for the Seven Fiscal Years was noted.

BILLS

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

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 April was down 4%, with losses in circulation of audiovisual materials and big gains in use of digital formats. Youth circulation was down in every category in April, while Bookmobile circulation was up 2.6%. Reciprocal borrowing was down nearly ten percent, accounting for less than seven percent of total circulation. Database use was down 15.7%, with a drop in the number of individuals logging in and fewer sessions recorded.

PER CAPITA GRANT----We received a deposit in the amount of \$80,980 for the 2014 Per Capita Grant before the end of the Fiscal Year. This is the largest Per Capita Grant we have received from the State, representing full funding for the grant program.

NATIONAL LIBRARY WEEK----National Library Week programs were well attended. People enjoyed having the Bookmobile parked near the west entrance for an evening, giving those who don't usually visit the Bookmobile a chance to check it out. I participated in an evening storytime for young children, along with several elementary school principals. Many of the children came in their pajamas.

NEW HEALTH INFORMATION PROJECT----Community Engagement staff are leading the way in a new health information project with students from Northwestern University and guidance from two Northwestern faculty members and some representatives of the new Skokie/Evanston Erie Northwestern Healthcare Center. Evanston Public Library is also involved as are the respective health departments of Skokie and Evanston. A database of current information regarding healthcare and related services in the area is being assembled this summer, with the program to launch in August on a back-to-school theme. A different health interest will be featured each month, in line with priorities of both health departments and the Skokie/Evanston Healthcare Center.

NATIONAL LIBRARY LEGISLATIVE DAYS----Diana Hunter and I attended ALA's National Library Legislative Days in Washington May 5-6. Federal funding for the LSTA program for libraries and the Institute of Museum and Library Services (IMLS) is always a concern. We are looking for funding of \$180.9 million for FY 2015. Privacy & Surveillance were also topics of discussion. Congress is asked to support the USA

Freedom Act, a bipartisan, bicameral effort to reform the government's surveillance authority and put reasonable limits on PATRIOT Act powers. Another House proposal is for the Email Privacy Act to establish search warrant requirements for the government to obtain the content of Americans' emails when stored by a third-party service for more than thirty days. Public libraries also want to be included as eligible entities or partners in legislation that addresses early learning and workforce investment. Broadband communications were a big topic of discussion, both in connection with net neutrality and an opening of the eRate for review of rules. In connection with the latter, I had the opportunity to take part in a meeting with Chairman Tom Wheeler of the Federal Communications Commission as well as a meeting with Counsel to the Senate Commerce Committee, both in my capacity as PLA President.

NEW LIBRARIAN AT MORTON GROVE PUBLIC LIBRARY----Debra Stombres has started as the new Director of the Morton Grove Public Library. I took her to lunch and learned that she has Skokie Public Library connections as her mother was Dorothy Rasmussen's college roommate. Dorothy was a long-time Head of Adult Services at the Skokie Public Library.

UNIVERSITY OF RHODE ISLAND GSLIS----The University of Rhode Island Graduate School of Library and Information Science invited me to attend a Saturday meeting regarding future directions for the Library School. They have undergone some changes, being folded into the School of Communications at the University. They are also the only public university program in library science in New England. The group that gathered represented various library interests. The librarian representing special libraries had her first library job with Searle in Skokie in the early 80s! Just as libraries are deliberating how to respond to the many changes in the field, academic programs for preparation of librarians are also reviewing their programs for relevancy.

NATIONAL IMPACT OF LIBRARY PUBLIC PROGRAMS----I will attend a two day meeting in Chicago on the National Impact of Library Public Programs May 8 – 9. The project is sponsored by the ALA Public Programs Office, with funding by IMLS. They have contracted with the New Knowledge Organization to identify research and evaluation needs, prioritizing the critical research questions and directions for the library field. This aligns with my interest in assessment of library programs and services, something I regard as critical for advocacy and management in this time of great change for libraries.

Privacy Policy and Procedures Related to Protected Health Information

Skokie Public Library has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) that is received, maintained, used or transmitted by library employees. Access to and private and confidential use of such information shall be restricted to individuals with administrative responsibilities requiring access to PHI in the course of their job duties. All authorized individuals will receive training in the required procedures for handling and protecting PHI.

PHI refers to individually identifiable health information that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present, or future payment for the provision of health care to the individual, and which identifies the individual, or for which there is a reasonable basis to believe it can be used to identify the individual.

Annually or as necessary, Skokie Public Library performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, assists in coordination of benefits with other providers, and administers the Flexible Spending Account. Some or all of these activities may require the use or transmission of PHI. Thus, all PHI related to these processes will be maintained in confidence. An individual's PHI shall not be used for any employment-related purpose.

The Library shall maintain procedural safeguards that comply with applicable federal regulations to protect employees' PHI. In the event of a breach involving unsecured PHI, the affected individuals will be notified as required by law.

Disclosures that do not qualify as PHI-protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs and to individuals who are authorized to have such access by the person to whom the PHI relates; use of PHI to carry out and administer activities and benefits under the Library's health plans; disclosures involving workers' compensation and/or short- or long-term disability insurers; and medical information received to verify ADA or FMLA status; and other situations as permitted or required by law.

Procedure

In order to protect the privacy of employees PHI the following procedures will be followed:

- The only Library staff to have access to PHI will be the Manager of Human Resources, and the Business Manager in the absence of the Manager of Human Resources, when necessary;
- PHI is locked in a file cabinet in a locked file room and shall only be accessed by authorized personnel to perform job duties related to administration of the Library's health and FSA plans;
- Any noncompliance with the privacy and confidentiality procedures related to handling of PHI is considered to be serious, and disciplinary action will be taken in accordance with the Library's corrective action guidelines.
- Any complaint related to a potential violation of the procedure for protection of PHI should be reported in writing to the Library Director or the Manager of Human Resources, and will be investigated.

Adopted by Skokie Public Library Board of Trustees May 14, 2014

OTHER NEWS IN THE FIELD----The Urban Libraries Council, headquartered in Chicago, has had a small office in Washington, D.C. They have decided to move the headquarters to Washington as of September 2014.

The International Federation of Library Associations (IFLA) has decided to hold their 2016 conference in Columbus, Ohio. Since IFLA meets all over the world, it is rare to have a conference so nearby. It will be an opportunity for librarians in the Midwest to attend an international conference.

Discussion ensued regarding the gate count and measuring not only in-person visits but also including virtual visits and bookmobile visits.

APPROVAL OF PRIVACY POLICY AND PROCEDURES RELATED TO PHI

A policy on Skokie Public Library's privacy policy and procedures related to Protected Health Information (PHI) was distributed as prepared by Beth Dostert, Human Resources Manager. We currently do not have a policy that addresses Privacy of PHI. Ms. Dostert administers the Medical Flexible Spending Account and occasionally assists staff with claim issues. As a result the Library needs a policy to be in compliance with Health and Human Services regulations. The document has been reviewed and revised by legal counsel. The policy will be provided to all staff annually.

Approval by the Board is requested.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE PRIVACY POLICY AND PROCEDURES RELATED TO PROTECTED HEALTH INFORMATION (PHI) AS PRESENTED (COPY ATTACHED).

The motion passed unanimously.

APPROVAL OF TECHNOLOGY PLAN 2014-2016

Mr. Kong presented a draft of the Library's Technology Plan 2014-2016 for Board approval. Because of the rapid changes in technology, this plan is prepared every two years. The proposed Plan would replace the Technology Plan for 2012-2014.

The Technology Plan provides background information about the Library and community, key goals and strategies for the next two years, and a comprehensive description of the current state of the Library's technology infrastructure (e.g., inventory of equipment and software, key technology staff, and the current technology budget).

Mr. Kong was responsible for the preparation of this new Technology Plan, but Mark Kadzie (IT Manager), Christine Lazaris (Access Services Manager), Mick Jacobsen (Learning Experiences Manager), and Brodie Austin (Virtual Community Engagement Manager) all participated in several meetings and made strong contributions in their respective areas. In addition to research conducted on broader technology trends, various local surveys and conversations with local schools and the Village informed many of the ideas found in the Technology Plan. Discussions focused on trends such as the increase in using mobile devices to find information and connect with others, greater interest in digital formats for books and other content, and the importance of broadband access and digital literacies to fully participate in civic, educational, social, and work lives.

Board approval of the Technology Plan 2014-2016 is requested. It is understood that such approval does not confer automatic approval of specific proposals or expense for projects listed as under consideration.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE TECHNOLOGY PLAN 2014-2016 AS PRESENTED.**

The roll call vote for approval was unanimous.

APPROVAL OF PROPOSED LOAN RULE CHANGES

A proposal for some changes to loan rules for various materials in the Library collection was distributed. The changes are proposed by Eileen Coulombe, Customer Services Manager, after discussion and input by the Department Heads. The rationale for each proposed change is given. Generally, the changes respond to user requests and provide more consistency across material types. Patrons find it challenging when there are different rules for different material types. However, we still propose to limit loans on the most popular best sellers in terms of the length of the loan, with borrowing limited to Skokie cardholders.

Board approval of the loan policy changes as presented is requested.

Mrs. Hunter said she is not happy about the proposed RBP increase. Discussion ensued.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE LOAN POLICY CHANGES EFFECTIVE JUNE 1,
2014, AS PRESENTED.**

The roll was called: Mrs. Rich—yes; Mrs. Greer—yes; Mrs. Parrilli—yes; Mrs. Hunter—no; Mr. Prospero—yes. The motion passed.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the highlights from the April 25, 2014 Board of Directors meeting held at the Burr Ridge Service Center. The following information was taken from the meeting videoconference and supporting Board documents:

Treasurer's Report: Treasurer Jim Kregor presented his financial report ending March 30, 2014. The General Fund of cash and investments increased by \$2.8 million with the receipt of the Area and Per Capita Grant payment of \$1.2 million and \$1.6 from the sale of the East Peoria Service Center, totaling \$18,700,000. This final amount represents 23.7 months of operating funds.

Executive Director's Report: Executive Director Dee Brennan reported that 15 candidates are slated for the five open Board of Director positions for the upcoming election. Voting closes on Sunday, May 18, at 5 p.m. Elected directors will be seated at the June meeting.

FY2014 Certification Process: Membership Director Veronda Pitchford announced that ten libraries within the RAILS district did not comply with certification requirements or no longer exist. These libraries will be dropped from RAILS and its services by the Illinois State Library. None was a public library. Suspended libraries are able to reapply next year.

Employee Retention Incentive Plan: In answer to the Board's questions and reservations mentioned at last month's meeting regarding the revised Employee Retention Incentive Plan, a report listing three scenarios comparing costs was presented and discussed. The Board approved the motion to award employees compensation for their years of service beginning at ten years of employment. The initial award starts at \$200 for ten years of service, increased by increments of \$100 every five years. RAILS will pay the tax burden on the award. This motion came with a five-year review period.

2015 Area and Per Capita Grant: An updated draft of the Plan of Service and Area and Per Capita Grant application was presented. The estimated total revenue for the fiscal year 2015 is \$13,955,946 with the estimated total expenditures at \$12,602,406. With Board approval, Illinois State Library will receive the application and Plan of Service for their review.

Next meeting: May 23, 2014, at the East Peoria Service Center.

COMMENTS FROM TRUSTEES

Mr. Prosperi said he likes the displays. Mr. Kong reported 60 percent of the display collection is checked out currently.

ADJOURNMENT

At 8:22 p.m. a motion was made by Mrs. Rich, seconded by Mrs. Greer to adjourn the regular meeting. The motion passed unanimously.



Karen Parrilli, Secretary