

January 11, 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, January 11, 2012.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:34 p.m.

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

Members absent: Susan Greer, John M. Wozniak.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 14, 2011

Mrs. Parrilli made a motion, seconded by Mr. Graham to approve the minutes of the regular meeting of December 14, 2011, subject to additions and/or corrections. There being no additions/corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Correspondence; Gifts)

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

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. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: LETTER FROM EVELYN SIEGEL TO SKOKIE PUBLIC LIBRARY TRUSTEES DATED DECEMBER 15, 2011 RE RECIPROCITY; LETTER FROM MAUREEN N. MURPHY, HUMAN SERVICES DIRECTOR, VILLAGE OF SKOKIE TO CAROLYN ANTHONY DATED DECEMBER 27, 2011 RE THANK YOU

5. GIFTS: \$500. FROM GLORIA D. BLOOM IN APPRECIATION; \$300. FROM EVANSTON SUBARU IN SKOKIE FOR WINTER READING CLUB; \$75. FROM EVELYN SIEGEL IN APPRECIATION; \$25. FROM PHYLLIS RAVVE IN APPRECIATION.

The motion passed unanimously.

### BILLS

A motion was made by Mr. Graham, seconded by Mr. Basofin:

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 December was down 3% from the same month last year. The loss is all in use of Adult materials as Youth circulation was up 2.3% and circulation on the Bookmobile was up 18%. The bright spot in Adult use is in the circulation of eBooks which was up over 300% from December last year. Interlibrary Loan and LINKin were both up, particularly in items lent. Reciprocal Borrowing is down by two thirds and, like last month, accounts for less than 6% of circulation. There was an increase of 5% in the gate count in spite of the decrease in Adult circulation. This may point to the fact that usage is increasing for computers and programming while declining for use of print titles. Remote use of Library electronic databases was up 20% this past month and there was a 16% increase in the number of distinct individuals who logged in during the month. These are encouraging figures which are due at least in part to implementation of Encore Synergy.

STAFF DAY-----Staff Day was held December 16, with Marsha Semmel, Director of Strategic Partnerships at the Institute of Museum and Library Services (IMLS), presenting the keynote on the topic of 21<sup>st</sup> Century Skills. Staff were challenged to think about ways the Library can help people acquire skills in using technology to solve problems, work collaboratively, develop civic literacy and become more globally aware. Mrs. Anthony distributed the text of her remarks to the staff. Staff also had a presentation on sexual harassment, participated in book discussions of Gilgamesh and Children of War, heard an inspiring talk about empowerment through service outreach, a presentation on retirement from IMRF and another on eBook basics, met in department groups,

received anniversary awards and enjoyed a holiday lunch, with extra goodies from a staff bake-off competition. The session concluded with a showing of some of the videos produced by staff in the video boot-camp. All in all, it was a great day of learning and getting to know each other a little better.

Mrs. Parrilli congratulated the staff on another wonderful staff day.

TIF JOINT REVIEW BOARD----Mrs. Anthony attended a meeting of the TIF Joint Review Board December 19. There are three TIF districts in Skokie at present including the Downtown TIF, the Science & Technology Center TIF and the West Dempster Street TIF. Tom Thompson of the Village Economic Development Office and Bob Nowak, Village Finance Officer, gave an accounting of money accrued and spent during the past year as well as plans for 2012 for each of the districts.

COMING TOGETHER IN SKOKIE----Coming Together in Skokie is indeed coming together for 2012. There will be a press conference at the Library January 11 to announce the new program which will focus on the Assyrian culture this year. The Kickoff Celebration will be held at Niles West High School Sunday, January 29, at 2:30 pm. Board members are invited to attend any of the programs, participate in a book discussion or join the bus tour to the Oriental Institute February 18. Vincent van Exel of the Oriental Institute will also present on the Splendors of Assyria at a program at the Library March 1. Mrs. Anthony distributed the informational booklet for Coming Together.

SECOND FLOOR PROJECT----Architect Paul Steinbrecher was out this week to review plans for the computer center on the second floor. He also showed some carpet samples. Mrs. Anthony expects to have bids for carpeting for the Board to review next month.

ALA MIDWINTER----Mrs. Anthony will be attending the Midwinter meeting of the American Library Association in Dallas January 20-23. She is chairing the PLA Leadership Task Force and continues to serve on the Advisory Committee for the ALA Public Programs Office.

ASSESSED VALUATION FOR SKOKIE----We received an updated assessed valuation for Skokie for 2010. The total value of property in Skokie was \$2,869,566,995. as compared to \$3,113,630,617. in 2009.

ILLINOIS LIBRARY LUMINARY----Tobi Oberman, Head of Circulation, has been named an Illinois Library Luminary along with Tom Rich. Both founded and continue to co-chair Reaching Forward, the conference for library assistants, which has been held over 20 years.

The Board sends Mrs. Oberman their congratulations.

OPENING RECEPTION FOR SENDAK EXHIBIT-----About 40 people attended the Opening Reception for the Sendak exhibit including Skokie Mayor George Van Dusen and Lillian Gerstner from the Holocaust Museum.

GRANT-----Skokie Public Library received a \$2,500. grant from the American Library Association to host a discussion series with Turning Point Behavioral Center on mental health issues.

### PROJECTED BUDGET FOR FY 2013

At the regular meeting of the Skokie Village Board December 19, 2011, the Village Board approved a 2011 Library Levy of \$12,507,675. which will fund the Library's FY 2012-2013.

Mrs. Anthony distributed a preliminary look at a projected budget. The final budget does not need to be adopted until March or April of this year. The largest expense is for Personnel. We have used the figures from the Bureau of Labor for increased costs for State and local government workers in determining an increase in staff salaries. Figures for 2011 will not be available until later this month, but 12-month figures as of September 30 were 1.0% and will probably not change appreciably in the fourth quarter.

We typically do not know the amount of increase in health insurance costs until after the budget is adopted. This past year there were no rate changes. Nevertheless, Mrs. Anthony has allotted an 8% increase in this preliminary budget.

Re the Conference and Travel budget, the ALA Annual Conference this June will be in Anaheim and Midwinter 2013 will be in Seattle. While there is no PLA National Conference this Fiscal Year, more staff are attending other sessions such as Computers in Libraries. With the amount of change in technology and the profession, it is important to keep up with developments.

IMRF expense will be greater with the Employer's contribution up from 9.35% in 2011 to 10.29% in 2012 (it was 8.5% in 2010).

The Library van is nine years old, but is still running well. Mrs. Anthony sees no need to replace it at this time.

We'll look at the budget again in February with more information about the Bureau of Labor increase in salaries for calendar year 2011 and another month's experience with the present budget.

Mrs. Anthony asked the Board to contact her with any concerns regarding the Fiscal Year 13 budget.

#### OPEN MEETINGS ACT ELECTRONIC TRAINING

Mrs. Anthony distributed an announcement regarding training in the Open Meetings Act that is required by the State for all elected and appointed members of a public body as of January 1, 2012. While the law allows this training to be completed any time before January 1, 2013, we would like to see Board members complete the training by March so it does not get forgotten.

The law requires that each Board member complete the training individually, not as a group. For those with home computer access, you may complete the training as time permits and print out a copy of the certificate of completion and return it to Susan Dickens, Administrative Assistant, to keep on file. If you need or would prefer to schedule time on a library computer to complete the training, please contact Susan Dickens to arrange an appointment.

#### FILLING OF BOARD VACANCY

Due to Dr. Wozniak's resignation, Mrs. Hunter will schedule interviews with interested applicants and will let the Board know the days and times.

#### APPROVAL OF DATES OF UPCOMING BOARD MEETINGS

Mrs. Anthony distributed the calendar of Board meeting dates for 2012 and 2013. Please note the change in the date of the March meeting from March 14 to 21. This change was approved by the Board in November due to a conflict with the PLA National Conference.

Mrs. Anthony would like the Board to consider changing the date of the Board meeting in August from the 8<sup>th</sup> to the 15<sup>th</sup>. The 8<sup>th</sup> is the earliest a Board meeting can possibly occur and it is a challenge to complete the financials and library use statistics in time for the Board packet distribution on the 3<sup>rd</sup>.

Please review the schedule to see if there are other known conflicts with religious holidays or events which might impede attendance by a majority of the Board.

As there were no conflicts, the Board approved moving the August 2012 Board meeting to August 15.

#### APPROVAL OF PROPOSED CHANGE IN LIBRARY MEETING ROOM POLICY

In anticipation of developments on the second floor that will create a Business Center, consisting of additional meeting space with somewhat different terms of use, Mrs.

Anthony distributed a proposed Policy for the Use of Skokie Public Library's Meeting Rooms and Business Center.

While it may seem early to adopt such a policy in advance of the completion of the Business Center, as word gets around about the Business Center, there is speculation about its purpose and use. It seems advisable to clarify a Policy as soon as possible to prevent the spread of assumptions and misinformation.

Board adoption of the policy is requested.

After discussion, Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
ADOPT THE CHANGES IN THE MEETING ROOM POLICY AS  
PRESENTED (COPY ATTACHED).

The roll call vote for approval was unanimous.

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

Mrs. Parrilli reported on the brief highlights of the December 19 RAILS Board meeting as reported on the RAILS website. Individual reports pertaining to the agenda items can be found in the meeting packet, available on the RAILS website.

The meeting began with a long discussion between the RAILS Board and leaders from RAILS' four LLSAPs (MAGIC, PrairieCat, RSA and SWAN). LLSAP support is a high priority for RAILS. As a result of the discussion:

- A Task Force was created, to be comprised of the four LLSAP managers, a representative from each LLSAP board, three representatives from the RAILS Board and a representative from the Illinois State Library.
- The Task Force will serve a strategic planning role and will focus on LLSAP needs in the future and how RAILS might address those needs.
- RAILS will work with LLSAP managers as it develops the budget for FY 2013.

There have been a number of questions regarding the RAILS L2-related services. These services are listed on the RAILS website.

Anne Craig, Illinois State Library Director, presented the ISL report which included information about the SUSI project. SUSI (Single Uniform Source of Information) will help simplify ISL forms and reports. RAILS members will be hearing more about SUSI in the months ahead as it may become part of a member certification process.

The Board approved a compensation plan for RAILS.

## **POLICY FOR THE USE OF SKOKIE PUBLIC LIBRARY'S MEETING ROOMS AND BUSINESS CENTER**

The primary purpose of Skokie Public Library meeting rooms and business center is to provide facilities for Library activities and functions. When the rooms are not needed for Library use, they may be made available as a designated and limited forum for meetings and programs as described below.

### **Meeting Rooms**

Meeting rooms on the first floor are available to not-for-profit groups for the presentation and exchange of information and opinions on subjects of interest to Skokie residents, according to the following order of priority:

1. Government agencies and professional organizations with which the Library is affiliated
2. Not-for-profit organizations engaged in educational, cultural, or charitable activities in Skokie

Meeting rooms are available free of charge on an equitable basis, regardless of the beliefs of the groups requesting their use. The meeting rooms are not available to commercial enterprises or for social functions. Permission to use Library meeting rooms does not constitute in any way an endorsement by the Library of an organization or its activities, or the viewpoints expressed by the participants in any meeting.

Groups wishing to use the Library's meeting rooms must comply with the Library's procedures and rules of use.

### **Business Center**

The business center on the second floor is available to all Skokie-based businesses that have a Skokie Public Library Business Card. Businesses are welcome to reserve the space for private business meetings, professional education, networking events, and individual appointments. No direct solicitation of goods or services, sale of merchandise, order placement, or demonstrations or showcasing of products to the public are permitted in the business center or elsewhere on Library property. Primarily social functions are not permitted. Not-for-profit organizations wishing to conduct business-oriented training at a nominal fee may request special permission to use the business center, with the

understanding that no money will be collected at the Library and that Skokie residents who are unable to pay will not be denied registration.

The business center is available free of charge on an equitable basis to all who are qualified to use it. Permission to use the business center does not constitute in any way an endorsement by the Library of any business or its activities, or the viewpoints expressed by the participants in any meeting.

Businesses wishing to use the Library's business center must comply with the Library's procedures and rules of use.

Adopted February 13, 1974

Revised: 1/10/79; 4/8/81; 12/11/85; 4/8/98; 5/9/01; 1/8/03; 5/9/07; 1/11/12



The Board approved a timeline for the permanent RAILS Executive Director search, as well as a proposed RFP for a search firm. RAILS will keep members informed throughout the process. There will also be opportunities for member input via the RAILS Member Advisory Group and other means.\*

The Board approved changes to several RAILS policy documents. There have been several comments from members expressing confusion over the RAILS Resource Sharing policy. This policy will be referred to the Member Advisory Group in order to gather further member input and involvement.\*\*

RAILS must submit a Plan of Service for the Talking Book Centers for FY 2013. Due to the merger, RAILS has been discussing a potential change in how services will be provided in FY 2013. Two possible scenarios have been identified and were discussed. RAILS will be seeking the Board's guidance on this issue in January.

Due to John Chrastka's resignation as RAILS President, the Board invoked the leadership transition process outlined in the RAILS bylaws. Vice President Alan Davidson assumed the post of President and the Board elected John Spears as Vice President. A public library trustee will need to be appointed to fill John Chrastka's seat.

\*According to the latest entry in the RAILS website, "The Personnel Committee of the RAILS Board will be entertaining proposals from qualified search firms through Thursday, January 12, 2012."

\*\*According to Interim Executive Director Michael Piper's Board report, the Member Advisory Board was asked to make the Resource Sharing Policy a priority as they set up their meeting schedule next month.

Below are some brief notes from Mrs. Parrilli's viewing the December 8 RAILS Update Videoconference.

Interim Executive Director Michael Piper stated that RAILS at present has a nine-month reserve fund, which is "sufficient to continue RAILS current services." In fact, he mentioned that the Talking Books program continues through the reserve fund.

The Illinois Library Association is currently conducting a study on RAILS delivery services. This is a vital component of the 2012 goals in its long-range planning.

At this time, only one property is up for sale—Coal Valley. The former NSLS Wheeling site is currently off the market.

Mary Witt announced that RAILS received 701 responses to its Communications Survey, which was conducted last month. Once analyzed, a report will be made to the Board of Directors.

She directed library members to the new additions to the RAILS website, links to the "Jobs Board" for posting of positions from library members and the RAILS organization, and "Free/For Sale" items submitted by RAILS members. Both sites can be accessed through L2.

During the Q&A session, a library member asked if the ILA study is considering outsourcing delivery services, even though RAILS is talking about purchasing new vehicles as replacements for older trucks. Mr. Piper answered that RAILS has a combined fleet of 16 vehicles with several trucks with well-over 150,000 miles individually. Anne Craig added that ISL's top priority of delivery services is safety for its drivers. ISL and RAILS will take recommendations from the ILA study, but they will stay open to vehicle replacement as needed.

Below is a synopsis of an inquiry to the Illinois Attorney General's office by a RAILS member on an amendment to the Illinois Open Meetings Act, effective January 1, 2012, and how these changes may affect library members:

Attorney General's Office reply on training:

Any appointed and/or elected member of a public body must take the training. Updated training will be on the website (<http://foia.ilattorneygeneral.net/default.aspx>) as of January 1, 2012 when the amendment becomes effective.

- Each sitting elected or appointed member of a public body shall successfully complete the electronic training curriculum within one year of the effective date of the amendatory Act.
- New members elected or appointed to a public body after the effective date of the amendatory Act shall successfully complete the electronic training curriculum not later than the 90th day after the date the member either takes the oath of office, or assumes responsibilities as a member of the public body, if the oath of office is not required.
- Each member who successfully completes the curriculum shall file a copy of the certificate of completion with the public body.
- Failure to complete the training required by this amendment does not affect the validity of an action taken by the public body.

- An elected or appointed member of a public body subject to OMA who has successfully completed the required training and filed a copy of the certificate of completion with the public body is not required to subsequently complete that training.

The next RAILS Board of Directors meeting is January 27, 2012.

Mr. Graham asked for the figures for the Executive Director's salary. Mrs. Parrilli will check on this.

Mrs. Parrilli mentioned she recently received an email that circulation policy changes were approved by the Chicago Public Library at its December 20, 2011 meeting. Changes affect CPL cardholders and reciprocal borrowers of the Chicago Public Library. The changes are posted on the RAILS website at: <http://www.railslibraries.info/node/9219>.

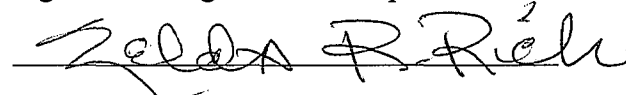
Discussion followed about CPL and Skokie Public Library's reciprocal borrowing policy.

#### COMMENTS FROM TRUSTEES

Mrs. Hunter reminded the Board about the upcoming brunch for Dr. Wozniak.

#### ADJOURNMENT

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

  
Zelda Rich, Secretary