

April 9, 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, April 9, 2014.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:32 p.m.

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

Member absent: Denis B. O'Keefe.

Staff present: Richard Kong, Deputy Director.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 19, 2014

Mrs. Parrilli made a motion, seconded by Dr. Maks, to approve the minutes of the regular meeting of March 19, 2014, subject to additions and/or corrections. There being no corrections, the minutes were approved and placed on file.

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

Mrs. Parrilli made a motion, seconded by Mrs. Hunter:

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 MELINDA RUBY IN MEMORY OF LOIS B. LANGER FOR THE PURCHASE OF BOOKS; \$100. FROM BRIAN McGUIRE IN MEMORY OF WILLIAM KATZ

The motion passed unanimously.

BILLS

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

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

The motion passed unanimously.

#### DIRECTOR'S REPORT

USAGE----Circulation in March was down 5% with a drop of nearly 8% in check-out of adult books and a decline of nearly 3% in circulation of youth titles. Use of digital formats has more than doubled for the same period. Circulation of DVDs is down over 6% for adults and almost 15% for youth. The Bookmobile had an increase of more than 6% in circulation, all from youth materials. Interlibrary Loan continues to decline and LINKin use to increase. Reciprocal Borrowing was off nearly 12%. Questions at service desks increased more than 20%, with a 7% gain in Reference queries. Computer use, laptop check-outs and study room use was all down about 5%. Self-check continues to gain as a percentage of overall circulation. The Gate Count was down almost 19% for a total of 66,323 visitors for the month. Database use was down just over 3% for the month, led by a decline of 22.5% in staff use. Public use from outside the Library was up 8.7%. Hits to OverDrive for access to eBooks were up from the website and down from the Library catalog.

AUDIT----Village Finance Manager George Van Geem is open to continuing to solicit audit proposals that include the Library although the Library is no longer considered a component part of the Village audit. There should be some savings to be realized through such an approach so we will see what the proposed cost for the Library would be.

TEEN VOLUNTEER RECOGNITION----Young Adult Services Librarian Jessi Schulte nominated Jimmy Vickers Gonzalez, a member of the Teen Advisory Group, for the Cook County Sheriff's Youth Service Medal of Honor and he was selected for the award. Jimmy has been an active volunteer for TAG.

INTERNSHIP PROGRAM WITH DOMINICAN UNIVERSITY----We have frequently had interns from Dominican University (and also from GSLIS at the University of Illinois). Richard Kong had an idea for an expanded internship program and convened a meeting with Dean Kate Marek to explore the possibility. We are looking to attract three interns for the academic year who would work on projects in one of six Library departments, receive training in leadership and change management, and participate in monthly cohort meetings with Dominican University academic advisors and Skokie Public Library mentors. We consider ourselves to be a "teaching library," but this proposal takes the experience to a new level. Dean Marek was enthusiastic about the idea

and will help to promote the opportunity. It takes supervisory time to work with interns, but the supervisors always learn from the experience as well. In the past, interns have sometimes stayed on to volunteer for the Library and we have also hired some.

INNOVATIVE ACQUIRES POLARIS----April 1 we received news that was not a joke, indicating that our ILS vendor Innovative Interfaces has acquired Polaris Library Systems, another leading ILS vendor. Innovative assures that all current products and platforms will be supported. Innovative commented that Sierra customers (of which SPL is one) will be able to take advantage of web-based circulation when it is incorporated into Sierra later this year. One potential gain might be for resource sharing in RAILS and throughout Illinois. The Heritage Library System downstate uses Polaris. There are a number of Innovative and Polaris library systems in RAILS. Therefore, Innovative's INN-Reach product used by LINKin might be a useful product to overlay library catalogs throughout the State for resource sharing.

SKOKIE COMMUNITY FUND----The Skokie Community Fund was established in 2010 to "foster a supportive, engaged, and dynamic community in Skokie through meaningful giving, collaboration, and community programming." The Fund is headed by Executive Director Kristin Winter and is affiliated with the Evanston Community Foundation. They have \$25,000 to be awarded by October, 2014. They are also seeking donors.

ARTISTIC DISCOVERY----Congresswoman Jan Schakowsky is again holding an art exhibition of student artwork at the Skokie Public Library as part of the annual congressional art competition, *An Artistic Discovery*. Congresswoman Schakowsky will be at the Library Wednesday, April 23, at 6:30 to congratulate and recognize the students whose work has been selected by a jury for the exhibition. Board members may want to attend this event.

PLA ACTIVITIES----Next week, I will help to launch a new community financial education project, led by the federal Consumer Financial Protection Bureau. The kick-off is Monday at the Federal Reserve Bank of Chicago. Susan Hildreth, Director, Institute of Museum and Library Services, will also participate as will Keith Michael Fiels, ALA Executive Director.

I participated as a panel member in an invitational summit on the future of library education at Dominican University March 21. I am invited to take part in another such session later this month at the GSLIS at the University of Rhode Island where I received my graduate library education.

In early May, I will attend the PLA Spring Board meeting in Washington, D. C., followed by participation in National Library Legislative Days with visits to Capitol Hill. I have also been asked to participate in a planning meeting in Chicago for an IMLS funded study of the National Impact of Library Public Programs to be conducted by the ALA Public Programs Office. I am a former Chair of the Advisory Committee for that Office.

I have been invited to be a speaker at an international conference on "Future Libraries," hosted by the National Taiwan Library in celebration of its 100<sup>th</sup> anniversary. The Conference will be November 6-7, 2014. My flight and four nights' accommodation will be covered by the hosts. This is another wonderful opportunity for me to share in the world library community.

Discussion followed. Mr. Prospero requested an explanation with factual data of why there is a drop in circulation (inclusive of print and electronic). He suggested staff investigate this and in three or four months give the Board a report as to why this is occurring and what we can do differently. Dr. Maks suggested the report should include not only what we are doing right or wrong but include national benchmarks and other local libraries' statistics.

#### APPROVAL OF PROJECTED END OF YEAR CLOSE

Mrs. Anthony distributed the Projected Balance Sheet for Fiscal Year 2014 as of year-end. The Library may receive additional Corporate Replacement Tax within the Fiscal Year as we have received at least \$325,000. each year since FY 2009. Property Tax collections are projected to be short by \$120,000.-\$300,000., but most of that will come in slowly extending into the new Fiscal Year. We received a notice from the Illinois Secretary of State that we will be awarded a Per Capita Grant for 2014 in the amount of \$80,980., but we don't know when that will be received.

On the expense side, we will be over budget in Professional Services that will be more than offset by under spending in the Salary line. Some other lines will be somewhat overspent including General Insurance, Furniture and Equipment, and Maintenance of Buildings and Grounds, but the actual dollar amount of overspending is compensated for by projected balances in other budget lines. In keeping with the Fund Balance Policy adopted by the Board, all capital expenses this year have been from the Capital Line of the Operating Budget, with no expense from the Reserve Fund.

Mrs. Anthony anticipates a favorable balance of about \$1,175,000. at the end of the Fiscal Year. Mrs. Anthony recommends the transfer of \$1,000,000. to the Reserve Fund for Sites and Buildings with any remaining balance to be assigned to Working Cash.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF \$1,000,000. TO THE RESERVE FUND FOR SITES AND BUILDINGS WITH ANY REMAINING BALANCE TO BE ASSIGNED TO WORKING CASH.

The roll call vote for approval was unanimous.

The Board suggested putting a note in the file regarding anticipated major expected expenses: 1. Replacing HVAC building automation system; 2. Replacement of bookmobile; 3. Replacement of Library vehicle.

#### APPROVAL OF NEW SALARY SCALE AND WAGE ADJUSTMENT

Due to major changes in staff hierarchy and positions with the staff realignment effected in January, Administrative staff contracted with the Management Association of Illinois to develop a competitive compensation structure using benchmarking analysis of the appropriate regional labor market. The purpose is to ensure that internal positions are ranked appropriately within the organization and that the job rates are externally competitive in the broader market. The Board's adopted Compensation Philosophy (revised and re-adopted on 7/9/2008) states that salaries for Skokie Public Library staff will be in the 75<sup>th</sup> percentile of the market for comparable Chicago metropolitan area libraries.

The Management Association of Illinois conducted a bench marking analysis using compensation data from the following surveys:

- Management Association's 2013 Library Survey
- Management Association's 2013 Non-Profit Survey
- Management Association's 2013 Salary Survey
- Management Association's 2013 Wage Survey
- Economic Research Institute (ERI)
- 2013 LACONI Survey (Library Administrators Conference of Northern Illinois)

Job descriptions from the Skokie Public Library were reviewed by the compensation analyst and were used to benchmark positions to the surveys. During this analysis, particular attention was paid to the actual job duties being performed by each job. Compensation data from the surveys was adjusted to May 1, 2014. Adjustments were made from libraries that have a 40 hour work week as compared to Skokie Public Library's 37.5 hours per week and 1950 hour work year.

MAI developed an integrated pay structure for all Library positions using regression analysis and standard statistical calculations. The competitive pay structure includes a set of pay ranges with minimums and maximums of each pay range which have been set at 20% above and 20% below the midpoints. The structure was increased 12% to account for the Library's desire to pay above local market competitors.

Skokie Public Library positions were slotted into the pay grade structure based on the survey data compiled for each position. Positions were assigned a pay grade by identifying the pay grade midpoint that most closely matched the market rate for each job. The custom pay grade structure for SPL has one pay grade that is empty. This grade will remain on the structure in case positions are restructured, need to be reanalyzed, or if new positions are created.

All positions grades 8 and above were determined to be exempt and positions grades 7 and below non-exempt by the compensation analyst according to the Fair Labor Standards Act (FLSA), and current Illinois wage and hour laws.

The proposed new salary scale was distributed, showing Job Titles, and Ranges, including Minimum, Midpoint and Maximum for each Range. To help the Board compare ranges in the current salary scale to those in the proposed scale, some comparisons are offered as follows:

| <u>Current Grade</u> | <u>Title</u>                              | <u>Current Range</u> | <u>New Grade</u> | <u>Proposed Range</u> |
|----------------------|---|----------------------|------------------|-----------------------|
| S1                   | Shelver                                   | \$9.31-\$16.55       | 1                | \$9.47-\$14.20        |
| S4                   | Circulation Clerk<br>(Customer Serv Asst) | \$14.91-\$22.03      | 5                | \$16.50-\$24.75       |
| M2                   | Security Guard                            | \$19.11-\$28.24      | 6                | \$18.96-\$28.43       |
| P3                   | Librarian (MLS)                           | \$23.18-\$35.96      | 8                | \$23.40-\$35.10       |
| P6                   | Department Manager                        | \$30.85-\$45.59      | 10               | \$28.75-\$43.13       |

To implement the new scale, adjustments will be needed to 46 staff for internal equity (\$37,016) or to meet the new range minimum (\$50,210) for a total of \$87,226.

To give 91 staff, not at or above the top of the new range, a 1.1% Cost of Labor adjustment would cost \$38,966.

With the new scale, 24 employees will be at or above the top of scale compared with 22 employees who are currently at or above the maximum. No employee's pay would be reduced if the new Salary Scale is adopted. The Library will save \$11,747 in staff who will not be eligible for a cost of labor adjustment in moving to the new Scale.

Mrs. Anthony recommends that the Board adopt the new integrated Salary Scale as presented with an implementation cost of \$87,226. Mrs. Anthony also recommends that those staff who are not receiving a special adjustment and are not at or above the top of the new scale receive the 1.1% cost of labor adjustment approved by the Board at the March meeting.

Before the new Fiscal Year begins, the Board determines a level of increase for staff who meet or exceed expectations at the time of their annual review. In recent years that increase has been 2%. The cost of a 2% increase for all eligible staff at the time of their review would be approximately \$120,000. Because the salary increase level has been flat for several years due to the economic recession, the Board may want to consider a larger increase for eligible staff, not at or above the top of the range. The cost of a 2.5% merit increase would be approximately \$148,000. Either increase level can be accommodated within the Operating Budget for FY 2015 as proposed. Board action is required to set a level of increase.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE NEW INTEGRATED SALARY SCALE WITH AN IMPLEMENTATION COST OF \$87,226. AS PRESENTED.

The roll was called and the motion passed unanimously.

A motion was made by Dr. Maks, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT A 1.1% COST OF LABOR ADJUSTMENT FOR 91 STAFF WHO ARE NOT RECEIVING A SPECIAL ADJUSTMENT AND ARE NOT AT OR ABOVE THE TOP OF THE NEW SCALE.

The roll was called and the motion passed unanimously.

Mrs. Greer made a motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 2.0% INCREASE FOR ALL ELIGIBLE STAFF AT THE TIME OF THEIR PERFORMANCE REVIEW FOR FISCAL YEAR 2015.

The roll call vote for approval was unanimous.

APPROVAL OF PROPOSED GENERAL OPERATING BUDGET FOR FY 2014-2015

At this meeting, the Board needs to approve an Operating Budget for FY 2015. The largest portion of the Operating Budget is accounted for by Salaries, covered by a separate action item on this agenda. With no increase from the FY 2014 budget, the Salaries line is sufficient to cover implementation of the new pay scale, a 1.1% Cost of Labor adjustment for eligible employees whose salaries are not adjusted for the new scale, and a merit increase of up to 2.5%. Other lines for FICA and IMRF are dependent on salaries. These lines are sufficient for the increased rate for IMRF, incorporating repayment to the Village for funds advanced to avoid interest payments on an extended rate increase.

The library materials lines have been adjusted as discussed at the March Board meeting. New lines are for Physical Content which is owned and represents multiple formats, Leased Content representing digital titles, Research representing licensed electronic databases, and Learning representing digital platforms for self-paced learning and online access to homework help.

There is a healthy allowance in the Capital line for expense which may be needed for building projects such as improvements in the heating, ventilating, and air conditioning systems.

Mrs. Anthony requested the Board's approval of the Proposed General Operating Fund Budget for FY 2014-2015.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FY 2014-2015 BUDGET IN THE AMOUNT OF \$12,442,260. AS PROPOSED BY THE DIRECTOR (COPY ATTACHED).

The roll call vote for approval was unanimous.

#### APPROVAL OF INTERNET USAGE POLICY

Last month, the Board asked for a review of the Library's Internet Usage Policy, which was last revised in October 2010. Mick Jacobsen (Manager of Learning Experiences), Erika Kallman (Digital Literacy Supervisor), and Richard Kong (Deputy Director) reviewed the current policy and drafted the revision for the Board's review.

The Library offers free, high-speed Internet access through its computers and wireless network. Adults may use the 2nd floor Computer Commons and Lab, 1st floor Digital Media Lab, and laptops for in-library use only. Teens may use the adult computing



## Skokie Public Library

Budget for FY 2014-2015

| Budget Line                       | Budget<br>FY 2014-2015 |  |  |
|-----------------------------------|------------------------|--|--|
| Salaries                          | 6,241,657              |  |  |
| Professional Services             | 40,000                 |  |  |
| Audit                             | 12,000                 |  |  |
| Materials Processing & ILL fee    | 40,000                 |  |  |
| Maintenance of Equipment          | 48,000                 |  |  |
| Maintenance of Buildings & Grds   | 197,000                |  |  |
| Maintenance of Auto Equipment     | 20,000                 |  |  |
| Insurance (Health, Dental & Life) | 680,000                |  |  |
| Genral Insurance                  | 142,000                |  |  |
| Utilities                         | 80,000                 |  |  |
| Conference, Mbrshps, Wkshps       | 100,000                |  |  |
| Postage                           | 24,000                 |  |  |
| Printing and Publicity            | 70,500                 |  |  |
| Data Processing                   | 3,000                  |  |  |
| Reception & Entertainment         | 17,000                 |  |  |
| Programming                       | 66,000                 |  |  |
| Copier Lease                      | 8,000                  |  |  |
| Technology/Network                | 470,000                |  |  |
| Cable/Media Lab                   | 10,500                 |  |  |
| Physical Content                  | 1,000,400              |  |  |
| Leased Content                    | 120,000                |  |  |
| Learning                          | 68,000                 |  |  |
| Research                          | 184,000                |  |  |
| Small Equipment                   | 16,000                 |  |  |
| Library Supplies                  | 90,000                 |  |  |
| Janitorial Supplies               | 36,000                 |  |  |
| Office Expense and Transportation | 2,000                  |  |  |
| Furniture and Equipment           | 32,000                 |  |  |
| Employer's IMRF                   | 631,000                |  |  |
| Employer's FICA                   | 445,000                |  |  |
| Contingency                       | 75,000                 |  |  |
| Genral Operating Total            | 10,969,057             |  |  |
| Capital                           | 1,473,203              |  |  |
| 2001 Bond Debt Repayment          | 1,264,475              |  |  |
| TOTAL                             | 13,706,735             |  |  |
|                                   |                        |  |  |
|                                   |                        |  |  |
| Adopted 04-09-2014                |                        |  |  |

options, plus several Apple desktops in the High School Lounge. Children may use the Youth Computer Lab and adjacent Youth Digital Media Lab. All users are required to sign-in with a library card, "Computer Use Only" card, or a guest pass provided by staff.

Segregating adult and youth users is a primary means of keeping children from viewing inappropriate adult content. Digital Literacy staff is always present in the Youth Computer Lab, assisting children and helping to maintain a safe environment. Staff also use MyVision software to supervise how children are using Library computers. This works well and there are not many incidents involving children viewing inappropriate content. We are also seeing fewer reports of adults viewing obscene content and, in fact, there has not been a single complaint since the beginning of the year.

However, it should be noted that there is currently no way for staff to monitor how patrons of any age use personal devices like laptops, smartphones, and tablets throughout the Library. Studies of patron activity throughout the building show that many patrons are now bringing their own devices to use on the Library's wireless network. Furthermore, patrons are not only accessing information via the Internet, but creating and uploading their own content (e.g., videos, photos, documents). The idea that the Library can monitor what people access, create, or share on the Internet is becoming increasingly unrealistic.

Mr. Kong recommends the re-adoption of the current Internet Usage Policy with the following changes:

- Remove first paragraph since the consequences of violating the policy are already clearly stated at the end of the policy.
- In the first example of unacceptable use, reference Skokie Village Ordinance 70-242 addressing "Obscene material" in order to direct staff and patrons to a clearer definition of what is considered obscene by local community standards.
- In the third example of unacceptable use, specify that attempting to install or run unauthorized software on Library computers is unacceptable. There may be instances when staff authorize the installation of specific software upon patron request.
- In the last paragraph, broaden consequences of violating the policy to include possible suspension or revocation of Library privileges instead of just Library Internet access privileges. Though the usual first response for most minor violations of the policy will begin with loss of access to Library computers, more serious violations or repeat violations may result in a Library-wide suspension for a specific length of time.

Discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INTERNET USAGE POLICY AS REVISED (COPY ATTACHED).

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

#### APPROVAL OF PROPOSED OBJECTIVES FY 2015

Mrs. Anthony distributed the proposed objectives from staff which will constitute our work plan for FY 2014-2015. There is an increased emphasis on measurement and, where possible, assessment of outcomes. Young children continue to be a target audience as we strive to promote kindergarten readiness and grade-level reading by grade three, widely accepted educational goals. We also will continue to support “avoiding the summer slide” through a more rigorous summer reading program that benefits students of all ages.

A new Library website is still a work-in-progress, but should be rolled out this fall. We will be looking at SkokieNet, the community information system, and considering ways to make it more integrated with other digital library offerings. We will also assess the current state of Internet access in Skokie homes; find out how people benefit from Internet use; and participate in an expanded community Wi-Fi project in the downtown Skokie area.

Community work will be pursued physically as well as virtually as the Community Engagement staff take the pulse of the community and work in collaborative partnerships toward realization of broader community goals. Each distinct target audience has a lead librarian to plan and implement appropriate services.

Fostering independent learning and the acquisition of 21<sup>st</sup> century skills are key Library goals which will be furthered this year through development of a STEAM learning lab geared for middle-schoolers through adults. Aspiring writers will also be encouraged and supported in their creative endeavors.

Organizational objectives will deal with the continuing implementation of the staff realignment, training and cross-training as needed to enable staff to take on new responsibilities and to work more efficiently. Two learning and development opportunities will include an internal leadership development program and a more formalized internship program with Dominican University.

Mrs. Anthony asked the Board to approve the objectives for FY 2014-2015 as presented.

## INTERNET USAGE POLICY

Internet access is provided by the Library to ensure universal access to this vast and vital source of information and communication. Skokie Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content.

The computing resources offered by Skokie Public Library are to be used in accordance with principles of respect for other users of the system and the equipment. Examples of unacceptable use include, but are not limited to:

- Conducting illegal activity, accessing illegal materials or exhibiting materials which are considered obscene by local community standards as defined by Skokie Village Ordinance 70-242
- Violating another user's privacy
- Attempting to install or run unauthorized software on Library computers
- Violating computer system security
- Tampering with Library computer hardware or software

Though the Library makes every effort to maintain a secure network through use of virus protection and firewalls, it cannot guarantee the complete privacy of transmitted personal information such as credit card and Social Security numbers. Users are advised to give personal information only through websites that encrypt data with Secure Socket Layering (SSL).

As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Because wireless Internet access is unfiltered and may be accessed through computers and devices not owned by the Library, parents and guardians are hereby notified and encouraged to place appropriate controls or restrictions on the use of personal mobile devices that their children may use in the Library.

The Library assumes no responsibility for damage, theft, or loss of any kind to a user's personal equipment, software, or data files.

It is the responsibility of the user to respect copyright laws and software licensing agreements.

Violation of these terms may result in suspension or revocation of Library privileges. Use of the computers for illegal activity may also be subject to prosecution by law enforcement authorities.

Adopted by Skokie Public Library Board of Trustees June 8, 2005  
Revised October 13, 2010; April 9, 2014

A motion was made by Mrs. Parrilli, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE OBJECTIVES FOR FY 2014-2015 AS PRESENTED.

The motion passed unanimously.

APPROVAL OF RENEWAL OF HVAC MAINTENANCE FOR FY 2015

We are about to enter year 5 (the last year) of a multi-year Maintenance Agreement with NorthTown Mechanical for maintenance of the Library's heating, ventilating and air conditioning (HVAC) equipment. We continue to be pleased with the service received from NorthTown. They consistently send the same technician for maintenance checks and repairs so he is very familiar with our systems.

By the terms of our multi-year agreement with NorthTown, increases each year will be limited to the changes in the Local 597 union wage and benefit package. The cost each year of the contract has been as follows:

|            |           |           |
|------------|-----------|-----------|
| Year One   | 2010-2011 | \$64,500. |
| Year Two   | 2011-2012 | \$67,080. |
| Year Three | 2012-2013 | \$69,720. |
| Year Four  | 2013-2014 | \$71,820. |

For Year Five 2014-2015, a rate of \$72,672. has been proposed, representing an increase of 1%.

Mrs. Anthony recommends Board approval of the proposed HVAC Maintenance Agreement with NorthTown Mechanical for \$72,672., payable monthly in FY 2014-2015.

For the Board's information, but not for approval at this time, NorthTown is also recommending some cleaning and repair work outside the scope of the Maintenance Agreement for FY 2015. Briefly, these additional projects would include:

- Replacement of deteriorated cooling tower strainer screens \$1,140.
- Factory-recommended five year internal chiller maintenance including eddy testing, tube brushing and vibration analysis at \$6,240. per chiller for a total of \$12,480.
- Steam cleaning of preheat coils which heat unfiltered air from the Library \$2,940.

Rich Simon concurs with the need for these HVAC maintenance projects outside the scope of the regular Maintenance Agreement for an additional cost of \$16,560. The cooling projects would be done in the fall at the end of the cooling season.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSED HVAC MAINTENANCE AGREEMENT WITH NORTHTOWN MECHANICAL FOR \$72,672., PAYABLE MONTHLY IN FY 2014-2015.

The roll call vote for approval was unanimous.

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

Mrs. Parrilli reported on the highlights from the March 28, 2014 Board of Directors meeting held at the Burr Ridge Service Center. The following information was taken from the RAILS March 5 eNewsletter, the meeting's agenda, and supporting Board documents:

Treasurer's Report: Treasurer Jim Kregor presented his financial report ending February 28, 2014. The General Fund of cash and investments totaled \$16,200,000, representing just over twenty months of operating funds. RAILS continues to receive the Area and Per Capita Grant payments from the State consistent with payments received in FY 2013. With receipts of the sales of the East Peoria and Geneva Service Centers, he projected having over 23 months of operating funds this fiscal year.

Innovation Experts Proposal: Executive Director Brennan asked the Board to consider forming a partnership with Innovation Experts (IE), a non-profit organization formed in 2006 through the North Suburban Library System. They provide fee-based services to member libraries, such as "arranging group purchases of LexisNexis databases; they manage the Overdrive MyMediaMall program; they operate the Museum Adventure Pass Program that is underwritten by Macy's; and they conduct the LACONI Salary Survey." Ms. Brennan feels that it is worthwhile to consider this to expand the services RAILS would like to provide in the coming years as part of their strategic plan. The RAILS attorney presented his opinion on the practical, legal, and liability aspects of such a partnership. This partnership would eventually lead to the dissolution of Innovation Experts. A motion was passed for the Board to "evaluate the assignment of contracts and/or the partial transfer of assets of Innovation Experts." Anne Craig interjected that this partnership is not currently in FY 2015 Plan of Service and amendment is required.

Executive Director's Report: Executive Director Dee Brennan stated that the East Peoria Service Center was sold at a price of \$1,603,254.55.

2015 Area and Per Capita Grant: A draft of the Plan of Service and Area and Per Capita Grant application was presented. The Illinois State Library instructed RAILS to budget for FY 2015 with the same amount at the previous year level of \$9,879,310.

Employee Retention Incentive Plan: The Board continued to have questions and reservations regarding the revised Employee Retention Incentive Plan. This item was tabled until future costs could be determined. (As of FY 2014, RAILS has 102 employees.)

On May 13, 2014, the Illinois State Library will host a combined all-day meeting of the Board of Directors from RAILS and Heartland Library Service. An agenda was included in the Board packet.

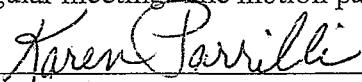
Next meeting: May 23, 2014, at the East Peoria Service Center

#### COMMENTS FROM TRUSTEES

There were no comments from Trustees. The Board watched two short videos (bookmobile and Young Steinway series) produced by Library Production Specialist Taylor Ervin.

#### ADJOURNMENT

At 9:05 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