

February 8, 2017

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, February 8, 2017.

CALL TO ORDER

Diana Hunter, Vice President/President Emerita, called the meeting to order at 6:36 p.m.

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

Members absent: Mark Prosperi, President; Karen Parrilli, Secretary; Zelda Rich.

Staff present: Laura McGrath, Deputy Director.

Observers present: Jacqueline Grossman; Elena Garcia Ansani.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF JANUARY 11, 2017

Dr. Maks made a motion, seconded by Mrs. Greer, to approve the minutes of the regular and closed meetings of January 11, 2017, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 4 ayes and 0 nays.

BILLS

After brief discussion regarding the St. Paul parking lot where 25 library staff members park, a motion was made by Mr. Griffin, seconded by Dr. Maks:

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

The roll call vote for approval was 4 ayes and 0 nays; the motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Board reviewed the Year-to-Date Budgetary Status. Mr. Kong reported that overall the library is doing fine with 29% of the budget remaining.

BALANCE SHEET FOR THE NINE MONTHS ENDING FROM 5/1/16 THRU 1/31/17

The Board reviewed the Balance Sheet for the Nine Months Ending from 5/1/16 thru 1/31/17.

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

After brief discussion, Mr. Griffin made a motion, seconded by Mrs. Greer:

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

1. CIRCULATION REPORT/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. PROGRAM STATISTICS THIRD QUARTER F.Y. 2016-17
4. GIFT: \$100. FROM JAMES W. MOELLER IN APPRECIATION
5. PERSONNEL: HIRE: MARNI BALINT, PART-TIME YOUNG ADULT ADVISORY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE JANUARY 19, 2017; PROMOTION: CHRISTINE GOERTZ, FROM PART-TIME LIBRARIAN, YOUTH SERVICES, TO FULL-TIME COLLECTION DEVELOPMENT LIBRARIAN, ACCESS SERVICES, EFFECTIVE FEBRUARY 20, 2017.

The motion passed unanimously. There were 4 ayes and 0 nays.

DIRECTOR'S REPORT

Usage

Overall circulation was down 2.4% from last January, but part of that decline is due to the library closing for most of the day on January 10 after an unexpected power outage and all day on January 19 for Staff Day. Overall, total circulation is down 1.4% year-to-date, but we are still on target to surpass 2 million in total circulation for the year. LINKin use increased 5.5% compared to last January with increases in both items borrowed and lent. We issued a total of 473 library cards in January, which is a 6.3% increase from last year. Gate count was down 1.5% last month compared to January 2016; yet, again, the unexpected closure on January 10 should be factored into this. Lastly, it should be noted that the number of Active Skokie Cardholders is down because 12/31/16 was the expiration date for over 3,300 library cards. About 30% have renewed their cards so far, and we expect more patrons to renew their cards over the next few months.

Board Opening

Last month the Board requested that the Board opening for the remainder of Zelda Rich's term be posted on the library's website and social media accounts. Board members

should be receiving applications as they come in, and Mr. Kong has shared with Board President Mark Prosperi some potential questions that the Board may want to use during the interviewing process.

Power Outage

On Tuesday, January 10, 2017, extremely high winds led to an unexpected power outage at the library. ComEd informed Mr. Kong that they needed to shut down power to the building completely in order to make repairs, and we had an issue with our domestic water pump system that caused problems with our restrooms. Mr. Kong made the decision to close the library for the rest of the day and communicated the message to both patrons and staff. Fortunately, we were able to open the next day for our normal open hours.

Staff Day 2017

Our annual Staff Day took place on Thursday, January 19, 2017. Most of our staff were able to attend and enjoyed a full day of learning and team building. Mr. Kong gave a short presentation reviewing highlights from 2016 and thanking staff for their hard work and dedication. Two keynote speakers from CrossRoads Anti-Racism Organizing and Training in Chicago shared their personal experiences dealing with and understanding systemic racism. Afterwards, staff broke up into small groups for more in-depth discussion about equity, diversity, and inclusion. According to survey results, it is clear that the vast majority of staff appreciated the morning's activities and came away with some concrete insights. After lunch, staff spent the afternoon in departmental meetings and various sessions designed to increase knowledge and skills and improve teamwork and camaraderie. The day ended with a celebration of staff anniversaries. Thank you to the Board for allowing us to close the library for this day so that staff can experience this learning and development opportunity.

Skokie Cares Community Meeting

Susan Carlton, Community Engagement Manager, and Mr. Kong continue to work with a number of local community leaders (i.e., Skokie Cares committee) on a campaign to spread the message of "Skokie Welcomes Everyone." Starting with buttons, the group also plans to distribute lawn signs to community members in the near future. We held a meeting to share this work with other potential community partners on Thursday, January 26, 2017, and the response was overwhelmingly positive. Buttons were distributed to attendees and we are hearing reports and seeing social media posts from people supporting the effort. Some of the next steps include planning a second

community meeting to discuss other projects that may build off this success and coming up with a plan to distribute lawn signs once they are ready. Our involvement with this group specifically ties into Goal 1 of our strategic plan, which is to address community aspirations and concerns through sustainable partnerships. More information is available at <http://skokiecares.org>.

Coming Together in Skokie and Niles Township

On Wednesday, January 25, 2017, the library hosted a press conference for this year's Coming Together in Skokie and Niles Township program, which will celebrate Chinese culture through a variety of books and events. Local press and a variety of community members associated with the program series attended the event. Susan Van Dusen and Mayor George Van Dusen spoke first to introduce the program, and Mr. Kong followed them with some brief remarks about the four books we are featuring this year (*American Born Chinese* and *The Shadow Hero* by Gene Luen Yang, and *Where the Mountain Meets the Moon* and *The Ugly Vegetables* by Grace Lin). The opening ceremony will take place at the North Shore Center for the Performing Arts on Saturday, February 11, 2017 at 6 p.m.

PLA Year in Review

Public Library Association (PLA) recently announced an impressive online year-in-review for 2016, which highlights various activities and achievements initiated by the association and its members. It is viewable at <https://adobe.ly/2kAyiMf>. Mr. Kong has asked our communications and marketing manager and virtual community engagement manager to think about producing something similar for the library at the end of 2017.

ALA Midwinter Conference 2017

Mr. Kong attended the ALA Midwinter Conference in Atlanta with a number of staff in January. Highlights from the conference included attending an ALA Town Hall in which the primary topic was how ALA should or should not respond to the current administration at the White House, participating in the PLA Board meeting, and kicking off a new PLA Task Force focused on equity, diversity, and inclusion. Mr. Kong also met with a number of vendors, including representatives from Third Chapter and CivicTechnologies to discuss our ongoing work with each company. During his last day in Atlanta, he also had an opportunity to spend some time at the Center for Civil and Human Rights. Mr. Kong highly recommends visiting this unique, interactive museum if you are ever in Atlanta. Other staff participated in committee work and attended various sessions. The next ALA conference is ALA Annual 2017, which will take place in

Chicago in late June. Board members may be interested in attending for at least one day or visiting the exhibits.

Together at the Table

In honor of Martin Luther King Jr. Day, staff planned an event that encouraged community members to stop by the Radmacher Meeting Room for a muffin and conversation. The idea was to bring people of all ages and backgrounds together to engage with one another. A total of 111 participants (including 16 staff) shared answers to a variety of personal questions (e.g., “What is the greatest accomplishment of your life?” and “What do you value most in a friendship?”). Many community members who had not previously made real connections and some even made plans to continue their conversations.

LIMRiCC FY 2016 Unemployment Compensation Group Account Dividends

We received a letter from LIMRiCC (Library Insurance Management and Risk Control Combination) that the Unemployment Compensation Group Account (UCGA) had a balance of \$1,146,662 this year. According to the LIMRiCC Intergovernmental Agreement, amounts in excess of \$1,000,000 for this account shall be apportioned to the members as dividends. Our share of the total dividend of \$146,662 is \$4,289.97. We received a check for this amount. According to the LIMRiCC benefits administrator, the UCGA pool remains financially secure and has a healthy cash balance to pay outstanding claims on behalf of its members.

Chamber Board Installation

Terry Ratoff, Business Services Librarian, and Mr. Kong attended the Chamber Board Installation on Friday, January 27, 2017. Many local community leaders attended the annual event during which Board members for the upcoming year are formally installed. A seat on the Chamber Board is reserved for the director of the library, so Mr. Kong will continue to serve the business community in this role.

Sale of Illinois Science & Technology Park

A local company, American Landmark Properties, completed a \$77 million purchase of the Illinois Science & Technology Park located in Skokie. According to an article in *Crain's* (<http://bit.ly/2kCafJy>), plans for the space may include the addition of a 500,000 square foot residential and retail project.

Print from Artist Jay Ryan

Mr. Kong said that artist Jay Ryan, who designed the graphics for the new bookmobile, donated one of his prints which will be hung in the library.

APPROVAL FOR SUMP PUMP REPLACEMENT

Earlier this week, Rich Simon, Maintenance and Security Manager, noticed the lower basement level flooding with water. Further examination by our HVAC contractor, Anchor Mechanical, revealed that the two sump pumps in the lower basement had both failed and were not operating. They provided a quote for parts and labor required to replace both pumps and install a new alarm system that would send notification to Anchor if the pumps fail. Anchor also provided an emergency pump to make sure the basement did not continue to flood.

Due to the urgent nature of the situation, Mr. Kong contacted Board President Mark Prosperi and Vice President/President Emerita Diana Hunter by phone to ask for special permission to approve Anchor's proposal to replace the pumps and install the alarm system since the cost was over \$10,000. Both gave their approval, so Mr. Kong moved forward with the purchase order.

Mr. Kong recommends the Board formally approve the Anchor proposal to replace the two pumps and install a new alarm system at a total cost of \$26,535.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE ANCHOR MECHANICAL'S PROPOSAL TO REPLACE THE TWO SUMP PUMPS AND INSTALL A NEW ALARM SYSTEM FOR A TOTAL COST OF \$26,535. AS PRESENTED.

The motion passed unanimously. There were 4 ayes and 0 nays.

PROJECTED BUDGET FY 2017-2018

Last month, Mr. Kong presented the Board with a first look at the projected operating budget for FY 2017-2018. He has made slight adjustments since then based on the following.

The Bureau of Labor Statistics has issued final figures for 2016 for wages and salaries for state and local government workers and the increase for the year is 2.1%. The salary line as proposed allows for a cost of labor increase of 2.1% for staff from the start of the Fiscal Year and an increase of 1.5% at the time of the annual review for those staff who

are eligible. Based on these increases, many staff would receive a total increase of 3.6% over the course of the year.

Mr. Kong added \$4,800 to the printing and publicity line in anticipation of moving to 16-pages for the bi-monthly library newsletter. Our communications and marketing staff intend to mix in different types of content, besides information about upcoming programs, to help tell the library's story of how we are making a positive impact on the community.

The budget for physical collection items increased by \$20,000 and the leased collection budget line was decreased the same amount.

Approval of the budget is not required until April 2017, though Mr. Kong welcomes questions and comments from the Board.

The Board requested a couple of scenarios regarding merit increases but did not specify percentages.

UPDATE OF ANTICIPATED CAPITAL PROJECTS

A revised list of potential capital projects was distributed in order to give the Board an idea of potential capital expenses as it considers the FY 2017-18 budget.

This revised list includes actual costs for a number of recently completed projects (i.e., replacing pole lights in west parking lot with new LED lights, new Youth shelving spinners and activity tables, and new nesting tables for the Book Discussion Room).

The timeline is approximate and the costs presented for future projects are estimates. It is apparent that a healthy Reserve Fund for Sites and Balances is needed. Completion of the capital asset study by BTC (expected in March) will provide much more information about anticipated capital expenditures for the next 15 years.

Another update of anticipated capital projects will likely be provided in August 2017, as the Board begins to consider the 2017 tax levy, unless the Board determines the capital asset study report provides enough information.

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

Discussion followed. Mr. Griffin questioned the high cost of \$140,000 for a Sprinter van. Mrs. Greer suggested putting items in different colors based on priority in the next update in August.

Mr. Kong informed the Board that Hallett Movers was not paid for work done in connection with the carpeting project; they will be paid soon.

Mrs. Hunter suggested weighing each project so they can be evaluated as to how much each one is needed.

POLICY INVENTORY

As the director of the library, one of Mr. Kong's primary responsibilities is to recommend policies to the Board in a timely and consistent manner, and provide adequate information so the Board can make decisions about policies. Library policies should be reconsidered on a regular basis as circumstances surrounding the policies and new legal requirements change. Therefore, Mr. Kong intends to conduct a full policy inventory and determine which policies need to be reviewed and updated over the next year.

Mr. Kong distributed a list of Board-approved policies, organized by category and with an indication of when each policy was adopted and last reviewed. Some of the policies deal with governance and administration, while others provide guidance for specific areas of the library's services such as collection development and borrowing. Many of the policies listed have been reviewed and revised by the Board within the past three years, while others have not been reviewed recently and should be reviewed even if there are no revisions needed. It will also be helpful to consolidate and organize some of our policies so that there is less confusion about what our policies state, and the Board may decide that some policies are no longer needed.

Mr. Kong is providing this list for information purposes only. No approval of any policy is required at this time. Mr. Kong welcomes comments or questions about the process of reviewing policies over the next year. Policies will be brought to the Board, one or two per month.

SUMMARY OF STAFF ENGAGEMENT SURVEY

Each January for the past three years we have invited all staff to participate in a survey designed to elicit feedback about their work and about the overall culture and work environment at the library. This year we had 115 staff complete the survey (down slightly from 124 respondents last year).

Results for many of the questions remained very steady compared to last year's responses and satisfaction levels were high for many of the areas covered in the survey. Highlights include:

- The library positively affects people in the Skokie community (96% of responded that they either agree or strongly agree with this statement)
- My co-workers and I have a strong working relationship (96%)
- My supervisors and I have a strong working relationship (95%)
- I understand how my work contributes to the library's goals (94%)
- I enjoy my work (94%)
- I feel involved in and focused on my work (93%)
- Staff take the initiative to help each other when the need arises (92%)

Significant increases were observed in several areas. The largest increases from January 2016 to January 2017 were found in staff who agree or strongly agree with the following:

- The library is dedicated to diversity and inclusiveness for staff (83%, up from 73% in 2016)
- I have opportunities to express ideas and opinions related to my job (84%, up from 74% in 2016)
- I have taken steps to improve the culture of the library (75%, up from 66% in 2016)
- Staff willingly take on new tasks as needed (86%, up from 77% in 2016)
- Staff effectively identify future challenges and opportunities (80%, up from 73% in 2016)
- I am satisfied with the culture of the library (75%, up from 69% in 2016)

A few areas showed slight declines of 1-3%. The area that showed the greatest decline was the number of respondents who agreed or strongly agreed that communication between departments or teams is good. This percentage decreased from 54% in 2016 to 50% in 2017. There are signs that communication is improving between departmental managers and we need to make this work more visible to staff. We will continue to look for additional ways to foster communication and teamwork between library departments.

Dr. Maks commented that the positive results of the staff engagement survey speaks a lot about Ms. McGrath and Mr. Kong creating a positive culture in the last couple years. The Board praised both of them.

APPROVAL OF SALARY INCREASE FOR LIBRARY DIRECTOR

Public Act 97-609, effective January 1, 2012, added a new section to the Open Meetings Act (5ILCS 120/7.3) that created a new posting obligation for IMRF employers, and which states the Total Compensation Packet (TCP) for each IMRF-covered employee earning a minimum of \$150,000 in TCP, shall be posted at least 6 days prior to approving such employee's TCP. Since Mr. Kong's salary was posted in the library's

Administrative Office since February 10, 2017 meeting all posting obligations, Mr. Griffin made a motion, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE SET LIBRARY DIRECTOR RICHARD KONG'S SALARY AT \$141,500.00 EFFECTIVE WITH THE NEXT PAY DATE OF FEBRUARY 24, 2017.

The roll was called and the motion passed unanimously. The vote was 4 ayes and 0 nays.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported the following highlights from the January 27, 2017, RAILS Board of Directors meeting's from supporting documents and videoconference.

Financial Report: Finance Director Jim Kregor reported that the General Fund unassigned cash and investment balance ending December 31, 2016, totaled \$11,700,000 covering 12.1 months of operation. Total funds in cash and investments amount to \$21,900,000, a decrease of \$1.6 million from the October 31, 2016, balances. Mr. Kregor stated that this balance is considered "healthy." Expenditures remain under budget.

Executive Director's Report: Executive Director Dee Brennan discussed with the Board the upcoming FY2018 RAILS budget and how to avoid operating at a deficit.

Also she informed the Board that an appraisal of the Burr Ridge Service Center was conducted. Once all renovations are completed the appraised valuation will increase to \$3,065,000 from a current value of \$2,200,000. The construction should begin this spring for a total cost of \$769,000. The work will include new carpeting in the entire building, and plumbing and electrical upgrades.

The Board approved the sale of the Coal Valley Service Center, which was removed from the real estate offerings in FY2015 when it seemed unlikely it would be purchased. The recommended asking price is \$425,000.

Illinois State Library: Staff continues to follow closely the news from the Illinois Legislature and the current budget crisis. The Secretary of State's budget for FY2018 will reflect amounts from FY2015 level. They are "cautiously optimistic."

The Illinois Talking Book Outreach Center (ITBOC) has been funded by RAILS since the Illinois budget crisis began in February 2016. Staff recommended to the Board that as of September 1, 2017, RAILS no longer fund this service and transfer ITBOC to the Illinois State Library. The Board's approval will be requested at their February meeting.

Next meeting: February 24, 2017, at the Burr Ridge Service Center.

COMMENTS FROM TRUSTEES

The Board discussed an assault on a library employee which appeared in the Skokie Police Blotter. Mr. Kong reported this is a high priority and a suspension will be issued.

Dr. Maks would like Information Technology Manager Mark Kadzie to present on cyber security (in person and in writing) at a future Board meeting.

Mr. Kong reported on a video game theft ring in the area and what measures staff are taking.

Mr. Kong reported that the grand re-opening of the Lincolnwood Library will be February 19.

Mrs. Hunter suggested taking down all social media postings for the library trustees vacancy due to the response received. At the March Board meeting, Mr. Prospero will outline the interview process.

COMMENTS FROM OBSERVERS

Both observers commented that they have submitted their resumes for the vacant library trustee position.

ADJOURNMENT

At 7:40 p.m. a motion was made by Mrs. Greer, seconded by Mr. Griffin to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary