

March 15, 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, March 15, 2017.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:37 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Susan Greer; Eugene F. Griffin; Zelda Rich; and Richard Kong, Director.

Member absent: Jonathan H. Maks, MD.

Member attending by phone: Karen Parrilli, Secretary.

Staff present: Laura McGrath, Deputy Director; Richard Simon, Facilities Manager.

Guests present: Kami Farahmandpour and Christopher Kottra of Building Technology Consultants.

Observers present: Doris Kozlowski; Daniel Boyle.

On behalf of the director and the Board, Mr. Prosperi presented Mrs. Rich with a plaque recognizing and thanking her for her service to the library and Skokie community since 1989. This is Mrs. Rich's last board meeting as she will no longer reside in Skokie.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 8, 2017

Mrs. Hunter made a motion, seconded by Mr. Griffin, to approve the minutes of the regular meeting of February 8, 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 5 ayes and 0 nays.

COMMENTS FROM OBSERVERS

Ms. Kozlowski said she is a retired teacher from District 73.5. She said the library is a great asset to the schools citing the bookmobile and summer reading.

Mr. Boyle loves the library and has been retired for four years. He wants to be more engaged in the community and his first stop is the library.

BILLS

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

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

The roll call vote for approval was 5 ayes and 0 nays; the motion passed unanimously.

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

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

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/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. GIFTS: \$10. FROM RONALD B. MACE IN APPRECIATION; \$500. FROM KIWANIS CLUB OF SKOKIE VALLEY FOR SUMMER READING; \$500. FROM DR. HAROLD J. KRINSKY, DDS, LTD., FOR SUMMER READING
4. PERSONNEL: PROMOTION: MIMOSA SHAH, FROM FULL-TIME ADULT PROGRAM LIBRARIAN, LEARNING EXPERIENCES TO FULL-TIME ADULT PROGRAM COORDINATOR, LEARNING EXPERIENCES, EFFECTIVE MARCH 6, 2017.

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

Mr. Kong noted that Marketing and Communications Manager Christie Robinson will be at the April Board meeting along with a representative from Third Chapter to talk about the library's marketing automation project.

Mr. Kong will send out a link to the entire Board so they can begin receiving monthly new titles emails by submitting their preferences.

DIRECTOR'S REPORT

Usage

Circulation in February was down 2.8% compared to last year, but it should be noted that last February had one extra day due to the leap year. Overall, we are down 1.6% YTD from last year, but are still on track to circulate more than 2 million for the year.

Circulation of digital content and youth materials are up compared to last February.

Interlibrary Loan activity is up 63.1% compared to last year, but this large increase can be explained by the fact that ILL lending was turned off last February and March due to staffing reasons. Self-checkout numbers are low this month due to maintenance issues and installation of the new payment terminals, but they are up 6.3% for the YTD. Gate count was slightly lower than last year but, again, this can be attributed to the one less day we had this February.

ILA Legislative Breakfast

Mr. Kong attended the local Illinois Library Association Legislative Breakfast on Monday, February 20, 2017 with deputy director Laura McGrath. State elected officials, including Representative Laura Fine, attended the event and spoke about the continued budgetary crisis in Illinois. The message was similar to last year, though it appeared that a greater number of officials spoke about the possibility of at least a temporary property tax freeze. Officials also expressed their gratitude for the resources, meeting spaces, and services libraries provide to their local communities. Illinois Library Association Director, Bob Doyle, who announced that he is stepping down from his position later this year, spoke about the troubling federal legislative climate and its potential impact on libraries in Illinois.

National Library Week

We will celebrate National Library Week (April 9-15) with two big events. First, we will celebrate 60 years of bookmobile services on April 12, 2017. The bookmobile will be parked in the west parking lot for tours, and we will have cake, crafts, and a special visit from a children's book character. Second, we will host a How-To Fest on April 9, 2017, where local experts and library staff will demonstrate a variety of skills and activities, including playing guitar, packing for a day hike, and yoga.

Education Foundation Mini Golf Fundraiser

Alyse Burman, the director of the Education Foundation Supporting the Students of Niles Township, recently inquired about the possibility of holding a mini golf fundraiser in the library in January 2018. This event would replace the popular "Pizza Wars" fundraiser normally held at one of the high schools. The event would raise funds for the Education Foundation and not the library, as the library cannot actively solicit donations without a

separate foundation structure of its own. Our meeting room policy does mention the availability of meeting space for presentations and the exchange of information by not-for-profit organizations engaged in educational, cultural, or charitable activities in Skokie, but this request goes beyond what is normally asked of the library. There is the potential benefit of bringing in non-library users into the building and encouraging the use of the library by more members of the community.

Discussion followed. Mrs. Greer said this would bring a different audience into the library. Mrs. Hunter asked for a list of expenditures for the library (how many people would attend, how many maintenance and other staff would need to be present, carpeting, etc.) Mrs. Hunter would like a more detailed proposal and this item is to be added to the April agenda.

Night cleaning service

Maintenance Manager, Rich Simon, and Mr. Kong have discussed the possibility of contracting out overnight cleaning services that would supplement the work of our in-house maintenance staff. Currently, our maintenance staff focus on daily necessary cleaning - emptying wastebaskets, vacuuming and mopping areas that see the most foot traffic, and cleaning restrooms. However, many other tasks need attention (e.g., setting up furniture for programs, dusting, cleaning the bookmobile, painting, and inspecting and maintaining the facility and grounds) and staff do not have adequate time to complete everything. We have received some initial quotes to help Mr. Kong budget for this expense, but Mr. Kong will make sure we initiate a formal bid process before asking the Board to approve a recommendation.

Discussion followed regarding maintenance staff duties currently provided and different duties that could be provided if the library were to contract with a night cleaning company.

Mr. Farahmandpour and Mr. Kottra arrived at 6:56 p.m.

Mr. Prosperi requested a cost comparison between hiring additional maintenance staff versus the cost of a maintenance service.

LED Lighting Enhancements

New LED lights were installed on the south side of the library to provide better lighting to the side of the bookmobile garage and the loading dock area. This should make the area safer for both pedestrians and drivers along the south driveway. We also had LED lights installed on the second floor above the main stairs.

East and West Vestibule Entrance Mats

Vortex Commercial Flooring has come up with a plan to install a new entrance mat system in both the west and east vestibules. The current system is worn and needs to be replaced. The new system will provide more protection against the dirt and moisture that pedestrians can track into the library. This flooring project was included in the proposal for the first floor carpeting project and already approved by the Board. The installation will be scheduled once the materials arrive.

Skokie Cares Community Meeting

We continue to make progress with the Skokie Cares project sharing the “Skokie Welcomes Everyone” message. Thousands of buttons have been distributed to community members, and there is a plan to distribute lawn signs starting the week of March 13. The library will be one of many distribution sites for the lawn signs. Other sites include some local schools, Village Hall, and the Park District’s Devonshire Center. More than 70 community members attended a community discussion about the message held on Thursday, March 9 at the Illinois Holocaust Museum.

Lecture for University of Illinois School of Information Sciences

Mr. Kong recently gave a guest lecture (online) to the students of Nicole Cooke’s “Information Services to Diverse Populations” course. He spoke about the diversity in Skokie and the many ways the library serves its community. He also mentioned our Strategic Plan and some of the ways in which we have supported the community in the current political and social climate. The students and Professor Cooke were impressed with the work of our talented staff.

Possible Partnership with Illinois Holocaust Museum

Along with our learning and development coordinator, Leah White, Mr. Kong met with Sharon Fine from the Illinois Holocaust Museum. We discussed some ideas to give library staff an opportunity to learn from some of the exhibits at the museum, as well as other ideas to encourage library patrons to visit the museum. One possibility that was discussed was to give staff a chance to experience the museum’s new interactive holograph experience featuring Holocaust survivors.

State of the Village Breakfast

The Chamber of Commerce’s State of the Village Breakfast will be held on Friday, April 28, 2017 from 7:30-9:30am at the Evanston Golf Club. Please let Susan Dickens know if you would like to attend.

Comment from Mr. Prosperi

Mr. Prosperi informed the board about a conversation he had with a patron who took offense to the “Everyone is Welcome Here” signage. He explained that this is not a political statement.

PROJECTED FY 2017-2018 BUDGET

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

- Moved \$3000 from Printing/Publicity to Library Supplies
- Moved \$10,000 from Learning to Capital

The salary line tentatively factors in a 3.6% increase for COLA and merit increases, but this may be adjusted based on the action of the Board regarding these increases at this meeting.

Further adjustments may be needed based on the final version of the capital asset study created by Building Technology Consultants (BTC). If use of a portion of the Reserve Fund for Sites and Buildings is anticipated, Mr. Kong will indicate that at the April Board meeting.

Approval of the budget is not required until April 2017.

APPROVAL OF COST OF LABOR ADJUSTMENT FOR STAFF

In February, Mr. Kong provided the Board with the report from the Bureau of Labor Statistics showing a 2.1% annual increase in wages and salaries for state and local government workers for calendar year 2016. It has been the Board’s practice to use this report in determining an across-the-board adjustment to the pay scale for the following fiscal year.

A copy of the proposed pay scale for FY 2017-2018 with the 2.1% adjustment across the scale was distributed. Mr. Kong asked the Board to approve this scale adjustment.

If the Board approves this adjustment, all staff (unless they are above the maximum for their pay grade) will receive the 2.1% adjustment at the beginning of the new fiscal year.

Last year, staff received a 1.8% cost of labor adjustment and a 1.5% increase at the time of their annual review for a total increase of up to 3.3%. Two years ago, staff received a 1.6% cost of labor adjustment and a 2% increase at the time of their annual review for a total increase of 3.6%. This year, Mr. Kong recommends the same 1.5% merit increase

for eligible staff for a total increase of 3.6% for the year. If the Board would like to maintain the same total increase as last year at 3.3%, the merit increase would need to be reduced to 1.2% at the time of the annual review.

Mr. Kong requested action on both the Cost of Labor adjustment and merit increase.

After lengthy discussion about different government agencies and their increases or non-increases, a motion was made by Mr. Griffin, seconded by Mrs. Greer:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE A 2.1% COST OF LABOR ADJUSTMENT TO THE
LIBRARY SCALE AND THE COST OF LABOR INCREASE SHALL
BE GIVEN TO ALL STAFF UNLESS THEY ARE ABOVE THE
MAXIMUM FOR THEIR PAY GRADE; AND A 1.5% INCREASE FOR
ALL ELIGIBLE STAFF AT THE TIME OF THEIR PERFORMANCE
REVIEW FOR FISCAL YEAR 2018.**

The roll was called: Mrs. Rich—yes; Mrs. Greer—yes; Mr. Griffin—yes; Mrs. Hunter—no; Mr. Prosperi—no. The motion passed; there were 3 ayes and 2 nays.

APPROVAL OF EXTENSION OF HVAC MAINTENANCE AGREEMENT

In April 2016, the Board approved a proposal to award Anchor Mechanical a contract to provide HVAC maintenance for FY 2017 for the cost of \$22,020. In the agreement with Anchor, there was a provision for an extension of the contract for an additional twelve months with an annual cost increase to match Union or CPI cost increases, not to exceed 5% for the year. Last year, the Board approved a one-year extension with a 4% increase proposed by Anchor.

Rich Simon, Facilities Manager, is pleased with the work performed by Anchor Mechanical this past year, and recommends extending the agreement for another twelve months to cover May 1, 2017 - April 30, 2018. Anchor is requesting a 3% increase so the total amount due for the year will be \$22,701, or \$1,891.75 per month.

Board approval of the twelve month extension with Anchor Mechanical to provide HVAC maintenance at a cost of \$22,701 (\$1,891.75/month) is requested.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE TWELVE MONTH EXTENSION WITH ANCHOR**

MECHANICAL TO PROVIDE HVAC MAINTENANCE AT A COST
OF \$22,701.00 (\$1,891.75/MONTH) AS PRESENTED.

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

INVESTMENT MANAGER SELECTION PROCESS

In late 2016, Mr. Kong suggested to the Board that it would be helpful to bring in an investment company to advise the Board and help determine the best possible long-term strategy for the library's investments. The Board asked Mr. Kong to speak with potential candidates and recommend a few top choices for the Board's consideration.

After conducting his research, which involved seeking recommendations from other library directors in the Chicago area and speaking directly to various investment managers, Mr. Kong recommends that the Board consider the following three firms:

- PMA Financial Network (Courtney E. Soesbe)
- Ehlers Investment Partners (Kenneth J. Herdeman)
- Sawyer Falduto Asset Management (John J. Falduto)

Introductory letters from each candidate were distributed, as well as hard copies of longer presentations.

Mr. Kong asked the Board for direction on how to proceed with interviews. Which of the firms would you like to have present in-person at an upcoming Board meeting? If you would like to hear presentations from more than one candidate, should presentations be scheduled consecutively at one Board meeting or split up into separate meetings?

Discussion ensued. The consensus of the Board was to have all three firms give a presentation on the same day at a special meeting. A Doodle poll will be sent with tentative dates for the special meeting.

At 7:32 p.m., Mr. Doyle and Ms. Kozlowski left the meeting.

PRESENTATION ON DRAFT CAPITAL ASSET STUDY REPORT

In December 2016, the Board approved a proposal by Building Technology Consultants (BTC) to conduct a capital asset study. The intent was to provide the library with a clear plan for anticipated facility repairs and replacements over the next 20 years. Areas that were examined include the site elements, roofing and waterproofing, façade, interior finishes, mechanical, electrical, plumbing, and fire protection. BTC completed their assessment and prepared a draft capital asset study report for the Board's review.

In addition to the field assessment, BTC also performed a financial analysis based on the current balance and overall interest rate for the Reserve Fund for Sites and Buildings, projected contributions towards capital expenses, and estimated inflation rates. The intent of the funding plan is to make sure the library has adequate reserve funding for future expenditures without the need of a loan. Projecting our financial position in this manner will also give us a better sense of how much we can spend on future interior renovation projects based on a master plan yet to be created.

Mr. Kong introduced Kami Farahmandpour (Principal) and Christopher Kottra (Senior Engineer) of BTC.

There are several important notes from BTC regarding the draft report:

- There are two versions of the financial analysis. The first is a “High-End” version, which assumes higher annual reserve contributions and a proactive schedule for rehabilitation/replacement of capital components. The second is a “Low-End” version, which assumes lower annual reserve contributions with a reprioritized rehabilitation/replacement schedule based primarily on “needs” and less on “wants”. These two versions of the financial analysis served as the primary discussion point during the Board meeting. The final report will only include one financial analysis unless the Board prefers otherwise.
- Each component category summary report includes anticipated costs and schedule for major rehabilitation/replacement of the components within that category. Those costs and schedules are based on the high-end financial analysis. BTC will adjust the costs and schedules in the final report if needed.
- The final version of the report will have additional charts and graphs summarizing capital expenses and funding.

Lengthy discussion followed as Mr. Farahmandpour and Mr. Kottra discussed the draft Capital Asset Study with a PowerPoint presentation. They concluded that the library is in healthy financial shape and does not need to increase the Reserve Fund. BTC recommended the high-end Reserve Funding Plan as presented in Table 4 and also recommended revisiting the report every three to five years. The Master Plan can be done now and those figures can go into the Capital Asset Plan.

The Board thanked Mr. Farahmandpour and Mr. Kottra for their thorough presentation. The Board will consider which direction to take with the Capital Asset Plan and this item will be added to the April agenda.

At 8:06 p.m. Mr. Farahmandpour and Mr. Kottra left the meeting.

Mr. Simon stated that unexpected things can occur. Building codes changes also. The Board asked Mr. Simon to attend the April Board meeting.

Mr. Simon left the meeting at 8:14 p.m.

DISCUSSION OF BOARD VACANCY

Mr. Prosperi reported that there are 15 candidates for the board vacancy and suggested that he and Mr. Griffin speak with all 15 candidates and suggest the top three or four candidates to be interviewed by the rest of the Board. The Board was agreeable to this.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported the following highlights from the February 24, 2017, RAILS Board of Directors meeting's from supporting documents.

Financial Report: Finance Director Jim Kregor reported that the General Fund's unassigned cash and investment balance ending January 31, 2017, totaled \$10,600,000, covering eleven months of operation. This reflects a decrease of \$1,100,000 from the previous month's balance. Total funds in cash and investments amount to \$20,800,000.

Executive Director's Report: Dee Brennan requested that the Board approve the proposal to discontinue the funding of Illinois Talking Book Outreach Center (ITBOC) as of August 31, 2017, due to the lack of funding from the state. Staff at ITBOC were informed of this transition in December 2016. The Illinois State Library will assume responsibility of the program.

Ms. Brennan discussed with the Board the recent action taken by the new FCC chairman who reversed the previous administration's federal program, Lifeline, which subsidized internet services to the low-income American population.

As of March 13, nomination forms can be filed for five open positions on the Board of Directors. The term runs from July 2017 to June 2020.

Next meeting: Friday, March 24, 2017, Burr Ridge Service Center

CLOSED SESSION

At 8:17 p.m., a motion was made by Mr. Griffin, seconded by Mrs. Hunter, to go in to closed session pursuant to 5ILCS 12/2(c)1 of the Open Meetings Act (The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.) The motion was approved unanimously. The vote was 5 ayes and 0 nays. The motion passed.

Mr. Kong updated the Board on a personnel matter.

Adjournment

At 8:18 p.m. a motion was made by Mrs. Hunter, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN
SESSION.

The motion passed unanimously. The vote was 5 ayes and 0 nays.

COMMENTS FROM TRUSTEES

Mrs. Greer noted she will not be at the April meeting due to Passover.

Mrs. Parrilli thanked Mrs. Rich for her years of service on the library board.

ADJOURNMENT

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

Karen Parrilli, Secretary