

July 12, 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, July 12, 2017.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:33 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Mira Barbir; Susan Greer (arrived at 6:34 p.m.); Eugene F. Griffin; Jonathan H. Maks, MD; and Richard Kong, Director.

Staff present: Laura McGrath, Deputy Director; and Blythe Trilling, Finance Manager.

Observer present: Kevin Long.

COMMENTS FROM OBSERVER

Mr. Long had no comments.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF JUNE 14, 2017

Dr. Maks made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular and closed meetings of June 14, 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 7 ayes and 0 nays.

BILLS

Mrs. Parrilli questioned a payment under Miscellaneous Expense to the U.S. Treasury. Mr. Kong and Ms. Trilling explained it is a new excise tax for the Affordable Care Act.

A motion was then made by Mr. Griffin, seconded by Mrs. Hunter:

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

The roll call vote for approval was 7 ayes and 0 nays; the motion passed unanimously.

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

Mr. Griffin likes the new "Library of Things" category on the circulation report.

Mrs. Parrilli 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: \$25. FROM LINDA AND GARY RUDENBERG IN MEMORY OF BARBARA GORCHOFF; FOR SUMMER READING: \$2,000. FROM NORTH SHORE COMMUNITY BANK, \$500. FROM PITA INN, \$500. FROM GLENN'S DUXLER TIRE INC.
4. PERSONNEL: HIRES: BLYTHE TRILLING, FULL-TIME FINANCE MANAGER, ADMINISTRATION, EFFECTIVE JUNE 26, 2017; ANNELIESE TILLMANN, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE JUNE 30, 2017; PROMOTION: LAUREL JOHNSON, FROM FULL-TIME YOUNG ADULT LIBRARIAN, LEARNING EXPERIENCES, TO FULL-TIME YOUNG ADULT SERVICES SUPERVISOR, LEARNING EXPERIENCES, EFFECTIVE JULY 10, 2017; RETIREMENT: SUSAN CARLTON, FULL-TIME COMMUNITY ENGAGEMENT MANAGER, COMMUNITY ENGAGEMENT, EFFECTIVE SEPTEMBER 1, 2017.

The motion passed unanimously. There were 7 ayes and 0 nays.

ANNUAL REPORTS FISCAL YEAR 2016-2017

Adult Services Department / Communications and Marketing / Community Engagement / Customer Services / Desk Interactions

Mrs. Parrilli thanked the staff for the annual reports. They are well done, easier to read, and more organized.

After brief discussion, a motion was made by Mrs. Barbir, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE ADULT SERVICES DEPARTMENT, COMMUNICATIONS AND MARKETING, COMMUNITY

ENGAGEMENT, CUSTOMER SERVICES, AND DESK  
INTERACTIONS ANNUAL REPORTS AS PRESENTED.

The motion passed unanimously. There were 7 ayes and 0 nays.

DIRECTOR'S REPORT

New Security Measures

Mr. Kong is working with library staff and outside consultants to come up with an updated set of recommendations to improve our security approach. One major concern is modernizing our access control system for exterior and interior doors. Currently, we have a mixture of punch code door locks and an RFID card system. Mr. Kong would like to move to a single system using employee ID badges or key fobs. This would provide tighter and more efficient access management to all staff areas. This will likely be a large expense, but would be covered by funds set aside in this year's capital budget line. When bids are secured, Mr. Kong will bring a proposal and recommendation to the Board. Other initiatives to improve our security approach will involve more effective staffing, additional training for staff, and reviewing our security policies and procedures.

Mrs. Parrilli commented that her condo building is looking into replacing their key-entry system with a key fob system. She will let Mr. Kong know the vendor.

Personnel Code Policy Review

In August or September, Mr. Kong plans to bring a revised personnel code to the Board for review and approval. The personnel code was last revised in January 2015, and it is good practice to review this important policy regularly. Besides a general review and some minor updates, Mr. Kong has asked human resources manager Beth Dostert to look at revising aspects of our vacation policy, which currently states that eligible employees must wait for at least one (1) year before they are eligible to take paid vacation. We are also investigating options for adding a parental leave (i.e., maternity, paternity, and adoption leave) section in the personnel code.

Brief discussion followed.

Insurance Payment for Damage Caused by Power Outage

We received a letter from Travelers Insurance regarding our claims related to the January 10, 2017 power outage (electrical failure). The statement of loss addresses an electrical failure of two Weil pumps and other electrical equipment. We received a check for \$28,755.88 on July 6.

### FY 2017 Audit

The audit process for FY 2017 will continue when the auditors from Baker Tilly visit the library the week of July 10. Library staff have prepared documentation requested by the auditors, and new finance manager Blythe Trilling will assist with the completion of the audit this month.

### Visiting Scholar Beck Tench

Beck Tench, a PhD student at University of Washington's School of Information, will spend two weeks at the library to help staff and the public create and test contemplative practices, programming, and spaces. Tench is interested in the intersection of contemplative practices, personal knowledge, quality of life, and digital culture, and her previous work in the museum world has been written about in the *New York Times*, National Public Radio, *Scientific American*, and other resources. Her work with us will be documented and shared with the wider library community so others can experiment in the area of information and contemplation.

### New Partnership Initiative with Turning Point

Mr. Kong has been working with library staff, including Susan Carlton, Laura McGrath, and Shauna Anderson, to shape a new partnership initiative with Turning Point. The primary goal of the initiative is to develop effective strategies for working with teen patrons who evidence challenges that often impede their ability to function well at school, home, and the library. The initial effort will focus on the creation of two programs, in September and November, respectively, that will encourage teens to ask questions anonymously related to issues of concern and hear responses from a panel of mental health experts. If the initiative is successful, the hope is that Turning Point and the library will be able to secure grant funding for its continuation.

### Adult Volunteer Luncheon

The adult volunteer luncheon will be held at the Double Tree Hotel in Skokie on Sunday, September 17, 2017. Normally held in the library's meeting room, volunteer coordinator Dawn Wlezien and Mr. Kong agreed that a bigger, better event would be more appropriate given the dedication our adult volunteers bring to the library each year. We were able to secure a \$3,000 donation from MB Financial Bank that will cover the costs of the venue, catering, and other items needed for the event. Board members should have received an "evite" to save the date. It would be wonderful to have all of the Board members attend.

### Dominican University Internship Program

This fall, we will embark on the fourth year of our internship partnership with Dominican University's School of Information Studies. The internship program provides a rare yearlong field experience for library school students interested in gaining a holistic picture of what it is like to work in a public library. This year, we will welcome four new interns to the library.

### ALA Annual Conference 2017

American Library Association held its annual conference in Chicago in late June, with total attendance hitting 22,702. During the conference, Mr. Kong participated in a full-day PLA EDI (equity, diversity, and inclusion) Task Force workshop, a full-day library furniture showroom and factory tour, the PLA Board meeting, the PLA 2018 Conference Committee meeting, and various other meetings. Mr. Kong also presented on two panels focusing on leadership/administration and organizational culture, respectively. Many of our staff attended the exhibits and other educational sessions, and some gave presentations about the library's work and participated in committee work. In addition to those he mentioned in the June Director's Report, Shelley Sutherland presented on a panel for a preconference titled, "Everybody's Everyday Work: Diversity and Inclusion Foundations," and Mary Michell participated on the Sibert Medal Selection Committee. During and following the conference, several groups of librarians from outside of the state, including a group from South Korea, visited Skokie to tour the library and learn more about our services and operations.

Mrs. Barbir attended the conference for the first time and said it was wonderful. Library staff are truly committed and dedicated individuals.

### ILA Orientation Session

Illinois Library Association will hold its annual orientation session for committee and forum members on July 20, 2017 at Illinois State University. This year, Mr. Kong encouraged more of our staff to get involved with ILA. He is pleased to report that the following staff members will serve on committees and forum leadership this year: Jane Hanna (ILA Reporter Committee), Mick Jacobsen and Lynnanne Pearson (Awards Committee), Laura McGrath (Best Practices Committee), Katrina Belogorsky (Diversity Committee), and Lindsay Braddy (Resources and Technical Services Forum). Mr. Kong will attend the orientation session as a member of the ILA Board.

### MEET FINANCE MANAGER BLYTHE TRILLING

Mr. Kong introduced new Finance Manager Blythe Trilling. Ms. Trilling spoke briefly about her previous work experience. She is looking forward to her position at the library.

TAX LEVY DISTRIBUTIONS AND COLLECTIONS TAX YEARS 2011-2015,  
FISCAL YEARS 2013-2017

The Tax Levy Distributions and Collections Tax Years 2011-2015, Fiscal Years 2013-2017 was distributed for informational purposes only.

APPROVAL OF TRAVEL EXPENSE REIMBURSEMENT FOR TRUSTEE BARBIR

According to the Travel Expense Reimbursement Policy adopted by the Board in January 2017, any travel-related expense reimbursement for a member of the Board may only be approved by a roll call vote of the Board at an open meeting.

Trustee Mira Barbir attended the ALA Annual Conference in Chicago on June 25, 2017. Her transportation and parking expenses totaled \$41.24.

Mr. Kong recommends approval of the travel expense reimbursement of \$41.24 to Trustee Barbir.

A motion was made by Mr. Griffin, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE TRAVEL EXPENSE REIMBUREMENT OF \$41.24 TO  
TRUSTEE BARBIR.

The roll call vote for approval was unanimous; Mrs. Barbir abstained from voting. The motion passed with 6 ayes and 0 nays.

APPROVAL OF 2018 STAFF DAY CLOSING

Mr. Kong is asking the Board to approve closing the library for the day Thursday, January 18, 2018, for Staff Day. This has proven to be a beneficial opportunity for staff training and fellowship. Given the number of part-time staff and staggered schedules over seven days, some staff rarely see each other and Staff Day gives everyone the opportunity to become better acquainted. Board members are welcome to attend.

After brief discussion, a motion was made by Mrs. Barbir, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE CLOSING THE LIBRARY ON THURSDAY,  
JANUARY 18, 2018 FOR STAFF IN-SERVICE DAY.

The vote for approval was unanimous. The vote was 7 ayes and 0 nays.

## QUARTERLY INVESTMENT UPDATE

The investment policy states that the director shall prepare a quarterly report on investments and their returns.

The library's Reserve Fund for Sites and Buildings includes the following accounts, with their respective balances at the end of the 2nd Quarter 2017.

- MB Financial Reserve Fund (\$510,144)
- IL Funds Reserve Account (\$4,257,905)
- IMET Reserve Fund (\$540)
- North Shore Community Bank Max Safe 4 CDs (\$1,021,588)
- First Bank & Trust CDs (\$2,273,676)

The total balance of the Reserve Fund as of June 30, 2017 is \$8,063,854. This includes the \$200,000 end-of-year transfer that was made into the Reserve Fund from the Operating Fund.

A spreadsheet was distributed to provide more detail about the accounts that make up the Reserve Fund and their returns.

Mrs. Parrilli noted that IMET has no interest rate. Ms. Trilling stated that the forms are mailed to us presently and have not been received.

## APPROVAL OF RFQ FOR ARCHITECTURAL SERVICES

During the June Board meeting, Mr. Kong gave a slide presentation about some aspects of our interior spaces that need improvement, as well as current trends in library architecture and design. Mr. Kong also provided information about what an RFQ (i.e., request for qualifications) process would look like if the Board decided to seek qualifications from architectural firms who are interested in working with us to create a master plan for our interior spaces.

There was consensus among the Board to work with an architect to create a master plan. The Board asked Mr. Kong to draft an RFQ to share at the July meeting.

Upon Board approval, the RFQ will be reformatted and posted on the library's website. Mr. Kong will also reach out to a number of architects to alert them of the RFQ. The anticipated timeline would allow us to begin the master planning process with the selected architect at the start of the new calendar year.

Questions and suggestions from the Board are welcome.

Mr. Kong recommends approval of the RFQ for architectural services.

Discussion followed. Mrs. Hunter stated that architectural firms send their best staff to presentations but those are not the same individuals who are assigned to work on the account. Mrs. Hunter stated that site visits should be mandatory and architects who do not attend should be disqualified. Mr. Kong stated that he will change the wording to say there are two times when he and deputy director Laura McGrath will be available for site visits and he will share that information with the Board.

Mrs. Greer asked that consideration be given to ADA compliance and universal design for everyone. Mr. Kong will add this.

Mr. Prosperi asked that another bullet point be added for considerations of safety and security in the building. He is also concerned about additional costs for consultants that the architectural firm may use.

Mrs. Parrilli suggested under "Experience and References" add 'd' to number 1: "Submit photos of finished projects." Mr. Kong will specify this.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RFQ FOR ARCHITECTURAL SERVICES WITH SUGGESTED CHANGES AS APPROPRIATE.**

The vote for approval was unanimous. The vote was 7 ayes and 0 nays.

#### APPROVAL OF ADOPTION OF POLICY REGARDING PUBLIC COMMENT AT BOARD MEETINGS

As requested by the Board during the June meeting, Mr. Kong is presenting a new policy related to public participation at library board meetings. The policy is based on a draft provided by the library's legal counsel, Heidi A. Katz of Robbins Schwartz, and a review of several other public comment policies from other libraries.

Though not included in the policy, please note that "Comments from Observers" has been moved to the beginning of the board agenda rather than towards the end. This will allow members of the public to comment on agenda items before the board discusses and/or votes on any particular matter. After their comment, observers would be able to choose whether they would like to stay for the remainder of the board meeting.

Mr. Kong recommends adoption of the policy to provide rules and guidelines for public comment at library board meetings.



Discussion followed. Mrs. Hunter commented that the Village requires observers to state their address. Mr. Kong commented that there is pending legislation that public bodies cannot ask for an address.

Mrs. Parrilli requested adding the word ‘threatening’ to number 1, second sentence. The sentence would begin “Abusive, profane, threatening, or harassing...” Mr. Kong will check his notes and add this word if it was inadvertently left off.

After discussion, a motion was made by Mr. Griffin, seconded by Dr. Maks:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE POLICY REGARDING PUBLIC COMMENT AT BOARD MEETINGS AS PRESENTED WITH THE ADDITION OF THE WORD “THREATENING” TO NUMBER 1, SECOND SENTENCE AS STATED ABOVE. (COPY ATTACHED)**

The vote for approval was unanimous. The vote was 7 ayes and 0 nays.

#### APPROVAL OF ADOPTION OF REVISED APPROPRIATE LIBRARY USE POLICY

As part of the ongoing review process of library policies, Mr. Kong is bringing to the Board a revised Appropriate Library Use policy. This policy was last reviewed and adopted by the Board in August 2014. The revision is based on feedback from our legal counsel, Heidi A. Katz of Robbins Schwartz, feedback from library staff, and a review of similar policies from other public libraries locally and across the country.

Many of the major elements of the policy remain from the current version, but there is more specificity in providing examples of disruptive behavior. However, the policy makes clear that disruptive behavior includes the examples provided, but is not limited to them. The policy also clearly explains that library staff have the right to determine whether any person is in violation of the revised policy.

The revised policy also adds language to indicate that consumption of food or drink that creates problems with odor, garbage, or spills is prohibited. But it also allows for people to consume food and drink in designated areas.

Also, the rules related to the use of cell phones and electronic devices, and minors in the library are clearer with the revision.

The policy ends with a statement about the possible consequences of violating the policy, possible actions when theft or the possession of weapons is suspected, and the fact that the library uses video surveillance throughout the building and grounds.

Mr. Kong distributed the current policy for comparison.

Mr. Kong recommends adoption of the revised Appropriate Library Use policy.

Discussion followed regarding '5. Selling products or services or soliciting donations is not permitted on library property.' It was decided to leave this sentence as is.

Discussion continued regarding '6. Taking photographs, shooting videos, distributing leaflets, and petitioning on library property requires authorization of the library administration.' The following was decided:

Point 6 shall read '6. Taking photographs and/or shooting videos for commercial purposes shall require authorization of library administration.' Point 7 will be added to read '7. Distributing leaflets and/or petitioning on library property may be permitted outside the library's public entrances but not within the building nor bookmobile.'

The Board then discussed the last sentence of the first paragraph which reads 'The following rules apply to all library property, including the library building, grounds, and bookmobile.' It was decided to change the sentence to read 'The following rules apply to patron conduct on all library property, including the library building, grounds, and bookmobile, as well as to library online environments and to phone calls to library staff or placed while on library property.'

Dr. Maks left the meeting at 7:45 p.m.

A motion was made by Mr. Griffin, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE ADOPTION OF THE REVISED APPROPRIATE LIBRARY USE POLICY INCORPORATING THE CHANGES AS NOTED ABOVE. (COPY ATTACHED)

The roll was called and the motion passed unanimously. The vote was 6 ayes and 0 nays.

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

Mrs. Parrilli reported the following highlights from the June 16, 2017, RAILS Board of Directors meeting from supporting documents and recorded videoconference.

*Financial Report:* In Finance Director Jim Kregor's report to the Board, he stated that the General Fund unassigned cash and investment balance ending May 31, 2017, totaled \$7,500,000 covering 8.1 months of operation. Total cash and investments in all funds stand at \$17,700,000. Mr. Kregor is hopeful that RAILS will receive the final Area Per Capita Grant appropriated payment of just under \$4 million for FY2017.

*President's Report:* Kathy Parker, RAILS Board Vice President, gave the President's Report announcing that Executive Director Dee Brennan was named an Illinois Library Luminary of the Illinois Library Association. Also Ms. Parker gave the three Board Directors who are leaving the Board a plaque for their service. The newly elected directors will be sworn in at the July meeting, as well as election of Board officers.

*Executive Director's Report:* Executive Director Dee Brennan announced that the Human Resource Manager has resigned her position at RAILS. It has been decided to combine the HR and the Finance Departments under the leadership of the Finance Director Jim Kregor. This reorganization as well as others should reduce the budget in the coming year.

She also stated that the all-staff RAILS retreat will be held at Starved Rock State Park on July 20, 2017.

Next meeting: Friday, July 28, 2017, at Aurora Public Library.

Mrs. Parrilli added that the RAILS online newsletter received today stated that the library community should contact their legislators regarding net neutrality issues as the new FCC chairman wants to abolish 2015 regulations which made the Internet open to all.

#### COMMENTS FROM TRUSTEES

There were no comments from trustees.

Mr. Kong commented that on Saturday afternoon and Sunday evening the library experienced an Internet outage with some spotty access. Library phones today are also having some issues likely due to the recent heavy rainfall.

Mr. Prosperi, Ms. Trilling, and Mr. Long left the meeting at 7:51 p.m.

Mr. Prosperi returned to the meeting at 7:55 p.m.

#### CLOSED SESSION

At 7:55 p.m., a motion was made by Mrs. Hunter, seconded by Mrs. Parrilli, to go in to closed session pursuant to 5ILCS 12/2(c)11 of the Open Meetings Act (Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.) The motion was approved unanimously. The vote was 6 ayes and 0 nays. The motion passed.

The Board discussed imminent litigation.

Adjournment

At 8:12 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Barbir:

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 6 ayes and 0 nays.

Open SessionADJOURNMENT

At 8:12 p.m. a motion was made by Mrs. Parrilli, seconded by Mrs. Hunter to adjourn the regular meeting. The motion passed unanimously.

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Karen Parrilli, Secretary



# APPROPRIATE LIBRARY USE POLICY

Individuals and groups using the library are to conduct themselves in an appropriate manner in keeping with the library's vision and mission. We expect everyone to treat all people and property with respect. The following rules apply to patron conduct on all library property, including the library building, grounds, and bookmobile, as well as to library online environments and to phone calls to library staff or placed while on library property.

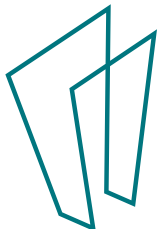
1. Disruptive behavior affecting staff or patrons is prohibited, including but not limited to:
  - a. Committing or attempting to commit any action or behavior that would violate any federal, state, or local criminal statute or ordinance
  - b. Fighting, threatening the safety of others, and/or provoking violence
  - c. Harassing others, verbally or physically
  - d. Tampering with, defacing, abusing, damaging, or stealing library property or the personal property of others
  - e. Smoking, any use or preparation of tobacco, or any use or preparation of vaping devices or substances
  - f. Possessing, consuming, or being under the influence of alcohol or illegal drugs
  - g. Carrying firearms and/or dangerous weapons of any type
2. Non-alcoholic beverages in covered containers are permitted throughout the library. Eating in the library is limited to designated areas. Consuming food or drink that creates a nuisance is prohibited.
3. The use of cell phones and other electronic devices is permitted at a reasonable volume that does not disturb others. Suggested locations for phone conversations include vestibules, lobbies, study rooms, and near the elevators.
4. Parents and caregivers are responsible for their children's behavior. Children under the age of eight must be accompanied by a parent or caregiver of high school age or older. All minors must be picked up before the library closes at 9pm Monday-Friday and 6pm Saturday-Sunday.
5. Selling products or services or soliciting donations is not permitted on library property.
6. Taking photographs and/or shooting videos for commercial purposes shall require authorization of library administration.
7. Distributing leaflets and/or petitioning on library property may be permitted outside the library's public entrances but not within the building nor bookmobile.

The library reserves the right to determine whether any person is in violation of this policy and to require that person to leave the library. Serious or repeated misconduct may lead to restrictions including loss of library privileges for a period determined by library staff, and/or to appropriate legal action.

The library reserves the right to inspect all backpacks, bags, briefcases, and purses when library staff believe someone is in possession of stolen library property or weapons.

Video surveillance is enabled in certain locations throughout the building and grounds.

*Adopted by the Skokie Public Library Board of Trustees, July 12, 2017*





## **POLICY REGARDING PUBLIC COMMENT AT BOARD MEETINGS**

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g). In compliance with the Act, the Board of Trustees of Skokie Public Library has adopted this policy to provide the following rules and guidelines for public participation at its meetings.

1. Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The board president or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.
2. Public comments are permitted during the time designated on the library board agenda, unless otherwise directed by the board president.
3. The board president determines the order in which speakers will be recognized.
4. When recognized by the board president, the speaker should begin by stating his or her name. The board may request but will not require a speaker to provide his or her address.
5. Public comments will ordinarily be limited to five (5) minutes. The board president shall have discretion to modify this time limit, as well as to limit repetitive comments.
6. Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by the administration will be noted.
7. A copy of these guidelines will be posted on the Board of Trustees page of the Skokie Public Library website, and will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.
8. Petitions or written correspondence directed to the board shall be presented to the board by the board president or secretary at the next regularly scheduled board meeting.
9. Minutes are a summary of the board’s discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library’s files rather than in the minutes

The board president shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

*Adopted by the Skokie Public Library Board of Trustees, July 12, 2017*

