

October 14, 2014

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Tuesday, October 14, 2014.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:34 p.m.

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

Members absent: Susan Greer; Zelda Rich.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF SEPTEMBER 10, 2014

Mrs. Hunter made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular meeting of September 10, 2014, subject to additions and/or corrections. There being no corrections, the minutes were approved and placed on file.

Mrs. Parrilli made a motion, seconded by Mrs. Hunter, to approve the minutes of the closed meeting of September 10, 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/Dashboard; Reports from Department Heads; Personnel)

Dr. Maks made a motion, seconded by Mrs. Parrilli:

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. PERSONNEL: PROMOTIONS: MICHELLE ABRAHAM, FROM PART-TIME MATERIALS PAGE, ACCESS SERVICES, TO PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE SEPTEMBER 11, 2014; ANNABELLE MORTENSEN, FROM FULL-TIME CONTENT STRATEGY

COORDINATOR, VIRTUAL COMMUNITY ENGAGEMENT, TO FULL-TIME COLLECTION DEVELOPMENT SUPERVISOR, ACCESS SERVICES, EFFECTIVE NOVEMBER 3, 2014; HIRE: AZUCENA (SUZY) RODELA-SULIK, FULL-TIME ACCESS SERVICES ASSISTANT, ACCESS SERVICES, EFFECTIVE OCTOBER 20, 2014.

The roll call vote for approval was unanimous.

BILLS

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

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

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in September was down about one percent from the same month last year. Increases in eBook and DVD use contributed to a gain of more than two percent in Adult use while circulation of Youth materials was down by nearly eight percent. The Bookmobile had a strong gain of nearly fourteen percent. A total of 520 people logged in to use online databases in September while 15,805 unique visitors logged into the library catalog from outside of the building. Another 1,494 distinct people accessed the library's mobile catalog last month. The Gate Count was up nearly six percent for the month to 67,697.

PER CAPITA GRANT APPLICATION----The Per Capita Grant application will be submitted with all requirements met in advance of the October 15 deadline. Because of the late receipt of Per Capita Grants the past two years, the report includes an accounting of spending for the 2013 Per Capita Grant.

ICMA CONFERENCE----Mrs. Anthony attended the 100th Annual ICMA (International City/County Managers') Conference September 13-16. There was an Aspen Institute Dialogue on the Future of Libraries which she took part in during the Conference. Most of the Executive Board of ICMA also took part, making it an opportunity to hear the municipal leaders' views on public libraries. They were quite positive in recognizing the important role public libraries play in their communities. Mrs. Anthony also attended a session on the most recent findings of The Impact project on use of technology in public libraries. A newly created database incorporates demographic and some socio-economic

information, yielding custom results such as a scope within three miles of the Skokie Public Library. Staff from the Urban Libraries Council facilitated a session on The Edge Initiative in which attendees shared views at round tables, enabling more insight into municipal leaders' views of libraries. Other sessions on topics such as helping your organization achieve peak performance were applicable to libraries as well as to the broader municipal settings. While at the Conference in Charlotte, Mrs. Anthony had an opportunity to visit ImagineOn, Charlotte-Mecklenburg Public Library's unique cooperative venture with the Children's Theatre of North Carolina. A large facility the size of Skokie Public Library includes two public theatres featuring paid performances for children along with the downtown public youth library for young children through teenagers. The library portion of the project includes a digital media lab. There are stations for dress up and other activities that create the feel of a children's museum as well. It was easy to see why ImagineOn has become a destination for families in the Charlotte area.

WEBSITE CONTACT FOR THE BOARD----Public Act 098-0930 of the State of Illinois requires that a unit of local government serving a population less than one million and having a website must have a mechanism on the website for the public to communicate with elected officials of that unit. Although not effective until January 1, 2015, staff have already posted such a link on the library's website. The messages will be monitored by Administrative staff who may direct them to whomever the Board designates to respond to such communication.

Discussion followed. The email will come to Susan Dickens, the Director's Administrative Assistant. She will respond with "Thank you for your inquiry" and forward the email to Mr. Prosperi. Mr. Prosperi will share the email each month with the Board. This will be continued for 3-4 months and procedure will then be reconsidered.

JOB SHADOW DAY----Six high school students from District 219 will visit the library November 6 for Job Shadow Day. Four of the students asked to spend the day in the technology units of the library, while two were interested in public services.

DOMINICAN GSLIS RE-ACCREDITATION----Dominican University's GSLIS is engaging in a re-accreditation process which happens every eight years. They will be visited by a team next fall 2015, with approval of accreditation at ALA Midwinter 2016. Such a process involves a major self-study and preparation of reports. As a member of the GSLIS Advisory Board, Mrs. Anthony will be involved in assisting as GSLIS proceeds with this process.

GATES GLOBAL LIBRARIES MEETING----Mrs. Anthony traveled to Bucharest, Romania, for a meeting of the Advocacy and Impact Groups of the Gates Global Libraries program. She talked about the PLA Performance Measures Task Force and the early testing of some proposed outcome measures which Skokie Public Library has been participating in. It was interesting to meet librarians from several other countries and to hear about public libraries and advocacy for libraries in their countries. The meetings ran from October 6-10 and Mrs. Anthony was back at the Library October 13.

COMMUNITY FOCUS GROUP FOR DISTRICT 69----Mrs. Anthony participated in a focus group of community leaders as part of a planning process for School District 69 in Skokie. The focus group was facilitated by an outside contractor and two architects who are working with the District were invited to observe for information gathering about implications for facilities.

BEST SMALL LIBRARIES JUDGE----Mrs. Anthony was asked by *Library Journal* to help judge a competition for "The Best Small Public Library in America." Judging required reading through nominations for the top ten finalists and voting for her top three in ranked order. Mrs. Anthony is always impressed when reading about the resourcefulness of public libraries and their responsiveness to their communities.

IMET DISCLOSURE----On October 5, Mrs. Anthony received notice from IMET (Illinois Metropolitan Investment Fund) that the Convenience Fund's investments in repurchase agreements totaling \$50,442,142.78 were in default due to fraud by a USDA lender. Mrs. Anthony is hopeful this will get worked out but wanted the Board to be aware of the circumstances. The Board asked for this item to be put on the November agenda.

LIBRARY INSURANCE----Boyle, Flagg & Seaman who acts on the library's behalf to secure insurance quotes for the library's liability coverage was sold on October 1 to Public Entity Solutions/The Horton Group. Tom English, our representative from BFS said that his son Josh is with Public Entity Solutions and would be our new representative. We shouldn't notice any difference in coverage and some of the staff from BFS will be moving to The Horton Group. The recently completed appraisal has been sent to The Horton Group and a quote will be presented at the November Board meeting. Reproduction cost for the library and contents is just over 66 million dollars.

AUDIT----Mrs. Anthony informed the Board about the forthcoming Management Letter from our audit firm, Baker Tilly. The Board asked Mrs. Anthony to draft a response to the auditors and email it to the three Board officers for approval. The Board agreed.

BANKING

Mrs. Hunter suggested in light of the recent purchase of Cole Taylor Bank by MB Financial, that the library consider a new bank, one that will sponsor National Library Week as in the past. A number of local banks were mentioned and Mrs. Anthony will investigate.

APPROVAL OF RENEWAL OF INN-REACH

The library's subscription to INN-Reach is up for renewal and we would like to renew for three years effective February 1, 2015 (a proposal with cost details was distributed). INN-Reach is provided by Innovative Interfaces and allows the library to participate in LINKin (a group of Innovative libraries in Illinois which includes Arlington Heights, Cook Memorial, Deerfield, Elmhurst, Gail Borden, Naperville, Waukegan, and Wheaton). Patrons at participating libraries can easily search LINKin libraries and can request an item simply by entering their name and Skokie Public Library barcode number. Requests are filled more quickly than those initiated through traditional interlibrary loan methods. We average about 1,800 LINKin transactions per month; transaction totals include items lent to other libraries as well as items borrowed from other libraries for Skokie patrons. It is a valuable service and well-liked by patrons. Renewing for a three-year period will save us 5% each year over the cost of renewing for a one-year period.

Approval of a three-year renewal of INN-Reach is requested.

Discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE THREE YEAR RENEWAL OF INN-REACH FROM INNOVATIVE INTERFACES FOR A COST OF \$70,822.00.

The roll call vote for approval was unanimous.

APPROVAL OF PURCHASE OF COLLECTIONHQ

Mr. Kong said that with an annual circulation of over 2 million items, access to a well-chosen and maintained collection is clearly one of the library's primary services to our patrons. Valuable staff time is invested into selecting and ordering the best titles, monitoring usage, and withdrawing items that are either underperforming or in poor condition. In order to help our staff perform this work with greater efficiency and

effectiveness, Laura McGrath (Access Services Manager) and Mr. Kong began to explore tools currently available to the library community.

After examining the vendor products available at this time, collectionHQ stood out as the best option to help us be more efficient, get maximum value from our collection, and increase circulation. The product is proven in many libraries in the U.S. and in other countries throughout the world. It would provide us a number of useful features, including:

- Provides fully hosted, web application available for simultaneous use by our entire collection development staff.
- Utilizes ILS data extracts and organizes the information in a way that is more useful than ILS data reports.
- Gives multiple views (from broad overview to more granular item level) of how well the collection is performing.
- Creates spending plans based on circulation data and overall collection budget, which will help to prevent overstocking and purchasing items based on hunches or outdated rationale.
- Suggests titles and number of copies for popular authors based on circulation trends.
- Links to Baker & Taylor for easy ordering.
- Advises when more copies of a popular title are needed based on holds ratio determined by staff.
- Provides relevancy rankings for new publications (ESP tool expected in 2015).
- Generates “grubby” and “dead” reports to help staff target well-used or older materials that need to be weeded.
- Examines data on eBook circulation as well.

Pricing is normally based on population, but the library received a special offer to use collectionHQ for a three-year subscription period. The cost would be \$12,500 annually and the setup fee of \$7,500 for implementation and training would be waived. In addition, the offer includes an annual credit for the purchase of print materials or e-content through Baker & Taylor. The credit would be for \$6,250 during the first year, \$3,125 during the second year, and \$1,250 during the third year.

Mr. Kong recommends Board approval of the offer submitted for collectionHQ for a three-year total of \$37,500. A detailed proposal was distributed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE SUBMITTED FOR COLLECTIONHQ FOR THREE YEARS IN THE AMOUNT OF \$37,500.

The roll call vote for approval was unanimous.

APPROVAL OF LAPTOP COMPUTER USE POLICY

It has been nearly 12 years since the Board reviewed the Library's Laptop Computer Use Policy. Erika Kallman (Digital Literacy Supervisor) and Mick Jacobsen, Learning Experiences Manager, reviewed the current policy and drafted a revision for the Board's review to better meet current usage needs.

The library currently offers 12 Windows 7 Dell laptop computers to Skokie Library cardholders with adult library cards. The laptops are popular with just over 4,700 checkouts in fiscal year 2013-14 and a projected increase of 1,000 checkouts this fiscal year.

Mr. Jacobsen reported the library has never lost a laptop to patron theft or negligence since beginning the program 12 years ago.

Mr. Jacobsen recommends the re-adoption of the current Laptop Computer Use Policy with the following changes:

Policy Changes

- Replace the word 'computer' with the word 'laptop' for all bullet points.
- For bullet point 1 change to "Laptops will be loaned to Skokie Public Library cardholders of high school age and older and District 219 students in good standing only."
- Remove bullet points 3 and 4. Staff has found that the Laptop Computer Loan Agreement form does not serve its intended purpose and creates many work flow issues costing additional staff time and creating unnecessary privacy issues for patrons.
- Remove bullet point 6. We have not experienced issues with laptops being returned late as laptop battery life tends to be around two hours.
- Remove bullet point 7 as no fees have been charged in the last 12 years to my knowledge.
- For bullet point 9 change to "The user bears responsibility for damage to the laptop due to neglect, abuse, or loss." The pricing for laptops changes each time we purchase new sets.

- Add a bullet point stating “Only one laptop permitted per Skokie library card.”

Procedure Changes

- *Borrowers must present a valid library card and leave one photo ID with library staff. Credit cards will not be accepted as identification. Many patrons only carry one form of picture ID and having staff holding two has proven to be cumbersome.*
- *Laptops must be returned to library staff fifteen minutes before the library closes. This will give patrons more time to use the library’s resources without creating any difficulties for staff.*

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED LAPTOP COMPUTER USE POLICY AS PRESENTED (COPY ATTACHED.)

The roll call vote for approval was unanimous.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the highlights from the September 26, 2014 Board of Directors meeting held at the East Peoria Service Center. The following information was taken from the meeting videoconference and supporting Board documents.

Financial Report: RAILS Finance Director Jim Kregor presented his financial report ending August 31, 2014, showing a balance of \$23,100,000 in cash and investments. This represents 26.7 months of General Fund operations. Expenditures for the month continue to be under budget by less than ten percent.

Executive Director’s Report: Executive Director Dee Brennan received a notice from the Illinois State Library that RAILS Area and Per Capita grant application for FY2015 was approved. Per a suggestion from ISL, RAILS will add a videoconference site within the Chicago Public Library system.

The annual financial report and annual audit from their auditors, Sikich, ending June 30, 2014, was approved and will be submitted to the Illinois State Library by September 30, 2014. Executive Director Brennan highlighted the accomplishments RAILS made during the past fiscal year.

Executive Director Brennan gave the Board an update on the Library System proposed rules changes. After an Illinois State Library Advisory Committee meeting, it was suggested that public hearings around the state should be held in order to provide

Skokie Public Library
LAPTOP COMPUTER USE POLICY

- Laptops will be loaned to Skokie Public Library cardholders high school age or older and District 219 students in good standing only.
- Laptops will be available on a first-come, first serve basis. They cannot be reserved ahead of time.
- A laptop will be lent for a period of up to two hours.
- Laptops are to be used in the Library only. Removal of computers from the library will be considered theft.
- The user bears responsibility for damage to the computer due to accident, neglect, abuse or loss.
- Only one laptop permitted per Skokie library card.
- Failure to comply with these policies will result in loss of laptop borrowing privileges.

Library Computer Use Procedure

- Borrowers must present a valid library card and leave one photo ID, with library staff. Credit cards will not be accepted as identification.
- Laptops must be returned to library staff fifteen minutes before the library closes.

Adopted 12/11/02; revised 10/14/14
Skokie Public Library Board of Trustees

opportunities to all libraries to ask questions and correct any misunderstandings regarding reciprocal borrowing. The official review process will take 45 days, once the rules changes published in the Illinois State Register. Anne Craig of ISL was unable to give a specific date as to when the review process would commence.

Next meeting: Friday, October 24, 2014.

COMMENTS FROM TRUSTEES

Mr. Prosperi commented on the homebound delivery flyer and said that since we have many seniors in Skokie and there is a problem connecting with volunteer work, he'd like to see an effort made to publicize our volunteer positions.

Mrs. Parrilli loves the Bookmatch program and is promoting the program to friends and family.

Mrs. Hunter said the stats for the bookmobile just keep going up; the bookmobile is a big PR vehicle for the library.

CLOSED SESSION

At 8:33 p.m., a motion was made by Mrs. Parrilli, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS PENDING LITIGATION.

The motion passed unanimously.

Discussion ensued.

Adjournment

At 8:36 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Parrilli:

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

The motion passed unanimously.

ADJOURNMENT

At 8:37 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.



Karen Parrilli, Secretary