

November 9, 2016

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, November 9, 2016.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:28 p.m.

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

Member absent: Jonathan H. Maks, MD.

Observer present: Jon Passman, trustee, Vernon Area Library.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 19, 2016

Mr. Griffin made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular meeting of October 19, 2016, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

OBSERVER COMMENTS

Jon Passman, trustee, Vernon Area Library, introduced himself to the Board. Their current building is 23 years old and they need to adjust to the changing needs of the community. Currently in the exploratory phase, they will be touring different libraries starting with Skokie—basically brainstorming and looking for ideas. Mr. Passman stayed for the entire meeting.

BILLS

Mr. Kong distributed detail regarding the Visa bill as requested at the October meeting. The Board would like to see only charges that are \$500 or above included on a spreadsheet following the List of Bills each month.

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

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

The roll call vote for approval was 6 ayes and 0 nays; the motion passed unanimously.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/16

The Balance Sheet for the Six Months Ending 10/31/16 was reviewed. After review, a motion was made by Mrs. Hunter, seconded by Mr. Griffin to approve the Balance Sheet for the Six Months Ending 10/31/16.

The roll call vote for approval was 6 ayes and 0 nays; the motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary status was briefly discussed. After discussion, Mrs. Greer made a motion, seconded by Mrs. Parrilli to approve the Year-to-Date Budgetary Status as presented.

The roll call vote for approval was 6 ayes and 0 nays; the motion passed unanimously.

APPROVAL OF AUDIT FOR FISCAL YEAR 2016

The Audit for FY 2016, ended April 30, 2016, as prepared by Baker Tilly, was distributed. The library encountered no major difficulties in working with Baker Tilly on the Audit. Due to unforeseen staffing issues in the Business Office, Mr. Kong asked Baker Tilly to assist with formulating the capital asset additions, deletions, and depreciation expenses for the current fiscal year.

Pages 6-7 of the financial statements provide an overview of the library's financial position in all funds. The library began the year with a total fund balance of \$13,380,350 and ended the year with a total fund balance of \$14,040,195. The library continues to be in solid financial position.

Pages 22-23 provide information on the status of the library's long-term obligations. The largest portion of our long-term debt comes from the refunding bonds for the library's building expansion and renovation of 2001-2002. Page 23 includes the debt service requirements through 2021, including \$1,275,725 due in FY 2017.

It should also be noted that the library adopted the new GASB standard No. 68 related to accounting and financial reporting for pensions in FY 2016 (see page ii). As a result, the total net pension liability has been restated based on actuarial projections, taking a long-term view (see page 31). The total pension liability for the library and Village of Skokie, which are included in the same IMRF group, is \$13,426,948. The library's proportion of the net pension liability is 22.84%, which is determined as a proportion of our relative contributions. It should be noted that IMRF is very well-funded, as shown in the plan fiduciary net position as a percentage of the total pension liability (90.31%). As tier 1

IMRF employees in the library and Village begin to retire, this liability should decrease and level out.

As stated on page 1 of the Communication portion of the Audit, Baker Tilly did not identify any deficiencies that would be considered materials weaknesses. However, on page 4, it is recommended that the Director document the review of the journal entries and bank reconciliations by initialing and dating the entries and reconciliations subsequent to review. Moving forward, Mr. Kong will work with our temporary Business Manager and Baker Tilly to determine the best way to remove any perceived control deficiencies. Temporary solutions will be needed until a more permanent resolution to the Business Office staffing situation is reached.

Mr. Kong requested that the Board accept the Audit as presented.

Discussion followed. A motion was made by Mrs. Hunter, seconded by Mrs. Greer:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE AUDIT AND MANAGEMENT LETTER AS
PRESENTED BY BAKER TILLY FOR FISCAL YEAR 2015-2016.**

The motion was approved unanimously with a vote of 6 ayes and 0 nays.

CONSENT AGENDA (Financial Statement; Circulation Report/Dashboard; Reports from Department Heads; Program Statistics 2nd Quarter F.Y. 2016-2017; Personnel)

Discussion ensued regarding the trend of circulation dropping for the print collection, eBooks circulation rising, and the circulation of various electronic collections. The question arose as how does the library increase the number of active Skokie cardholders.

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 2ND QUARTER F.Y. 2016-2017
4. PERSONNEL: TERMINATION: NANCY TRAN, PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE

OCTOBER 30, 2016; HIRE: BEN EGGLER, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE NOVEMBER 14, 2016.

The motion passed unanimously. There were 6 ayes and 0 nays.

DIRECTOR'S REPORT

Usage

Overall circulation for October 2016 was down less than 1% from last year. Circulation of digital content continues to grow with a 48% increase from October 2015 and a 56% year-to-date increase. Zinio, our digital magazines platform, was featured on the cover of our most recent newsletter sent to Skokie households. Due to this increased promotion, ePeriodicals experienced a huge spike in circulation (151% increase from October 2015) and new users (approximately 130 in the last two weeks). Bookmobile circulation ceased its recent pattern of seeing increases, with a 15% drop compared to last year. Gate count was down slightly from last October, but overall has seen a slight increase year-to-date. We saw an increase of 8% in library cards issued from last October, which is always good to see. Finally, it should be noted that we are at a self-checkout rate of 80% of eligible checkouts year-to-date.

Star Library Rating

Library Journal announced their annual rating of libraries based on a number of per capita output measures including library visits, total circulation, circulation of electronic materials, program attendance, and public Internet computer use. We received a 5-star rating for the third year in a row. This year, 19 other libraries in Illinois received a star rating, with only two other libraries in the state receiving a 5-star rating. Although rating public libraries by per capita output measures alone does not tell the full picture of a library's impact on its community, this is one of the few ways we can compare ourselves to other libraries and see how we stack up.

Insurance Rates for 2017

LIMRiCC (Library Insurance Management and Risk Control Combination), our health insurance consortium, held its Fall Meeting on October 27, 2016. New health insurance rates for 2017 were announced, with the following plans set to increase on January 1, 2017: HMO will increase by 20%, PPO and HSA will increase by 5%, and Dental HMO will increase by 6%. The Dental PPO, Vision, and Life insurance plans will not see an increase in rates. Reasons for the significant increase in the HMO plan include fewer

HMO participants in the pool (28% decline from 2015 to 2016), a projected claims increase of 21.5%, and the fact that HMO can no longer be blended with HSA/PPO through Blue Cross Blue Shield since we are now self-funded. The group health plan will renew with Blue Cross Blue Shield of IL for medical, Delta Dental of IL for dental, and Unicare for Life and Voluntary Life. VSP will continue to provide the vision services. HR Manager, Beth Dostert, will communicate the rate changes to staff and oversee the open enrollment period ending on November 25, 2016.

FLSA Changes

The Department of Labor is revising the overtime exemption regulations of the Fair Labor Standards Act (FLSA), and all employers must comply by December 1, 2016. The new overtime rule includes an exempt employee threshold of \$47,476, more than double the old threshold of \$23,660. Employees who make less than the threshold, to be updated every three years, must be paid time-and-a-half for any hours worked beyond 40. Since our salary range for FT professional librarians starts at \$47,200, we plan to bump up current employees in this category who are making the minimum to the new threshold to make sure they maintain their exempt status.

Sale of 1999 Bookmobile

The 1999 Thomas Built bookmobile sold in the October 25, 2016 Northwest Municipal Conference Auction for \$8,000. After the deduction of various fees (towing from Skokie to Crestwood, condition report, auction guarantee, wash/vacuum), our total net amount comes out to \$6,965. The check was mailed on October 28, 2016.

Upcoming Program: What Every American Should Know

Congresswoman Jan Schakowsky will moderate a panel discussion at the library on Tuesday, November 22, 2016 at 7 p.m. The program is titled, "What Every American Should Know," and will explore the question of what people think Americans should know to be civically and culturally literate. The panel will feature local and regional leaders, and participants will be invited to share their top 10 ideas. The library is working with the Aspen Institute's Citizenship and American Identity Program on this special program. Board members are invited to attend.

Project Outcome

The Public Library Association (PLA) released their first annual report for Project Outcome. As you know, this is the recent initiative designed to help libraries evaluate programs and services using outcome measures. Staff have used Project Outcome surveys

for a variety of programs and are developing an outcomes process to make sure we have a consistent, thoughtful approach to evaluation throughout the library (see Goal 3 Objective 2). Copies of the report were distributed.

Legislative Forum

The Skokie Chamber of Commerce held its Annual Legislative Forum at the Evanston Golf Club on October 28, 2016. Legislators included State Treasurer Michael Frerichs, State Senator Daniel Biss, State Representative Lou Lang, State Representative Laura Fine, Cook County Commissioner Larry Suffredin, and Niles Township Assessor Scott Bagnall. U.S. Representative Jan Schakowsky was represented by Leslie Combs. Many of the speakers spoke about the continued budget stalemate in Springfield and how it is hurting human services agencies and higher education institutions in particular. State Treasurer Michael Frerichs commented that the State of Illinois only invests in one municipal bond in the State and that is from the Village of Skokie.

Rotary Club Membership

This past month, Mr. Kong became an official member of the Rotary Club of Skokie Valley. Al Rigoni, former Village of Skokie Manager, sponsored his membership and the official installation was held on October 11, 2016. Mr. Kong looks forward to becoming an active member of the Rotary and making stronger connections in the community.

Security Update

Rich Simon, Maintenance and Security Manager, received confirmation from the Skokie Fire Department that any new door added to the third floor corridor needs to be double doors with dual egress. The door can be locked when equipped with egress control devices that unlock manually by at least one of the following: activation of an automatic sprinkler system, activation of an approved alarm box (fire alarm), or a signal from a constantly attended location. Delayed egress locks are not allowed. We will continue to gather information about options to control access through the elevators, and will obtain quotes to add locking mechanisms on the first floor maintenance hallway double doors and the first floor north stairwell door. We have also recently learned about a rapid emergency response system called Bluepoint Alert, which would automate alerts that would go to the local police and people inside and outside of the library facility in the case of an emergency situation. We will continue to investigate this solution and bring recommendations to the Board. Lastly, Rich Simon will be receiving active shooter response training from the ALICE (Alert, Lockdown, Inform, Counter, Evacuate)

Training Institute in December. Afterward, we will plan an all-staff active shooter response training session and/or drill.

Adult Volunteer Luncheon

The library held its annual luncheon to honor our adult volunteers on Sunday, October 30, 2016. Volunteer Coordinator, Dawn Wlezien, planned the event, which was held in the Radmacher Meeting Room. More than 60 volunteers/guests, including several Board members, attended the event. Many attendees expressed their appreciation to the library for hosting the event. For next year's luncheon, Mr. Kong would like to secure an outside sponsorship and plan a bigger and better event.

Local Library News

The City of Highland Park has reached an agreement to purchase two homes near the Highland Park Public Library. The land will be used to expand the library, add parking, and possibly relocate the city's senior and youth centers. In other news, the Arlington Heights Memorial Library's Board of Trustees voted unanimously to permanently extend the library's weekend hours. The library will be open until 8pm (previously 5:30pm) on Saturdays and Sundays, and open an hour earlier at 11am on Sundays. This came after a pilot program revealed significant use of the building and services by the community. Lastly, the City of Evanston presented its FY 2017 budget to its City Council recently. The budget for the Evanston Public Library, set by the Library's Board, includes \$7.3 million for operating expenses and an additional \$3.8 million for capital projects. There are plans for renovations at the main building in downtown Evanston and a new branch at a proposed new Robert Crown Center located at the corner of Main St. and Dodge Ave.

APPROVAL OF INVESTMENT PROCESS

Last month, after the approval of the revised Investment Policy, the Board asked Mr. Kong to provide some suggestions on what the next steps should be to evaluate our current investments and possibly hire a financial advisor. Regardless of the specific type of investment tools the Board chooses to utilize in the future, it would be helpful to bring in a financial investment expert to advise the Board and help determine the best possible long-term strategy for the library's investments.

To find a suitable advisor, one option would be for the Board to create a task force or subcommittee to investigate and interview potential financial experts. This group can then make a recommendation to the entire Board for consideration. This would require a significant time investment from Board members who participate in this process.

Mr. Kong recommends that he take on most of the initial research and vetting of potential financial advisors, and bring a recommendation of the top choices to the Board. He would talk to directors of other libraries with comparable financial resources to see how they handle their investments and which investment advisors they use. He can also speak with staff at the Village, the Park District, and other local agencies with investments to gather information. Using the criteria outlined in Sec. VII of the revised Investment Policy, he would then prepare a list of possible advisors. Mr. Kong would conduct initial interviews, during which he would share our current Investment Policy and investment tools. Afterward, he would summarize his findings with the Board and set up presentations to the Board from 2-3 top candidates. At that point, he can offer a recommendation, but it would be up to the Board to authorize hiring one of the advisors to come up with an investment plan that adheres to the Investment Policy and addresses our short-term and long-term needs. This process would not require issuing a formal RFP (request for proposal) or a formal RFQ (request for qualifications).

Mr. Kong recommends that the Board approve the second option, or propose an alternative process.

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 DIRECTOR CONDUCTING INITIAL RESEARCH
AND VETTING OF POTENTIAL FINANCIAL ADVISORS AND
BRINGING WRITTEN PROPOSALS (INCLUDING FEES CHARGED)
TO THE BOARD.**

The motion passed unanimously. There were 6 ayes and 0 nays.

The Board requested written proposals at one meeting and the following month interviews with financial advisors selected by the Board.

APPROVAL OF BOARD MEETING START TIME

As mentioned in last month's meeting, a Board member has requested that the Board meetings regularly begin at 6:30 p.m. instead of 7:30 p.m.

This change would require amending Article II Sec. 1 of the Board Bylaws, which currently states, "The regular monthly meeting of the Board shall be held on the second Wednesday of each month, at 7:30 p.m. in the Library."

The Board Room can be made available earlier, and I do not have any objection to an earlier start time for Board meetings.

Mr. Kong asked that the Board consider this request and take a vote on whether or not Article II Sec. 1 of the Board Bylaws should be amended. If a majority of the Board votes to approve the change, Board meetings will begin at 6:30 p.m. starting with the December 14, 2016 meeting.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE AMENDING THE BYLAWS TO CHANGE THE START TIME OF THE MONTHLY BOARD MEETING TO 6:30 P.M. BEGINNING WITH THE DECEMBER 14, 2016 MEETING (COPY ATTACHED).

The motion passed unanimously. There were 6 ayes and 0 nays.

APPROVAL OF RENEWAL OF THE LIBRARY'S INSURANCE COVERAGES

Les Peach of the Horton Group has provided information for renewal of the library's insurance coverages. As usual, a quote for the Directors & Officers (D&O) insurance will not be available until the Board approves the FY 2016 Audit and we share that with the Horton Group. The Board does not need to approve renewal of insurance coverages until the December meeting.

The Horton Group sought other quotes, which is indicated at the bottom of the Premium Summary page. The other quote from Glatfelter was not competitive as Travelers Insurance Company responded with a quote that includes reduced premiums compared to last year. We have had a good customer experience with both the Horton Group and Travelers Insurance Company.

Without the Directors & Officers quote factored in at this point, the overall cost of insurance is 3.3% less than last year. The cost of Workers Compensation went up slightly from last year, but note that we will be eligible for a \$4,182 safety grant for IPRF (Illinois Public Risk Fund) members. These grant funds can be used for purchase of products that will contribute to greater safety in the library.

Brief discussion followed. This item will be on the December agenda.

ANNUAL OBJECTIVES INTERIM REPORT

The Interim Report on this year's Annual Objectives for the six months of FY 2017 was distributed. These objectives provide specific, measurable, achievable, relevant, and time-bound steps to help us reach the broader goals outlined in the new Strategic Plan 2016-

2019. Significant progress has been made in each area, and it is clear that staff is tuned into and thinking actively about our goals and values.

Some highlights include the following:

- Community Engagement staff are building on their work establishing deeper relationships with community partners by holding another series of community conversations. We are speaking with local parents, seniors, directors of childcare centers, and new immigrant families among others. Insights from these conversations will be shared internally and externally, and inform our work with the community moving forward.
- The Civic Lab helped us learn more about creating learning pathways, which tie together a variety of learning opportunities and resources across a spectrum of ages and backgrounds. Focusing on six topics of interest (e.g., climate change, immigration, income inequality), the Civic Lab offered patrons a way to learn more about an issue through materials and hands-on activities. It also encouraged social learning as it offered patrons a variety of opportunities to gather together, discuss topics, and voice their opinions on related questions. Staff will continue to explore the combination of materials, programming, and participatory exercises to foster learning.
- Significant progress has been made on developing a clearer process for identifying and measuring outcomes for programs and services. Staff is currently creating a flowchart that will make it easier for us to intentionally design programs and services with outcomes indicators (i.e., behaviors, skills, attitudes) in mind from the start. This work will help us understand what impact the library is truly having on our community, which can then be used for advocacy and ongoing improvements.
- Our WiFi hotspot lending program launched successfully due to strong collaboration with local school districts. Instead of taking a broad approach to distributing the hotspots, we are making efforts to specifically reach students and their families who may not be able to afford high-speed Internet access at home. We will continue to evaluate this project using outcome measures, and determine how to proceed after this initial year of the project.
- Using field observation and surveying methods, staff is learning more about how patrons use various parts of the Youth Services area. It is clear that changes will need to be made in the future to help children and parents/caregivers browse picture books and board books easily. We are also learning more about how children move through the toddler area and interact with each other and a variety of play objects and materials. Much of the insights we are gaining will play into a potential master plan

for the entire library, but smaller changes are being tested with the addition of a few pieces of new play furniture.

- The library made a commitment to addressing concerns related to equity, diversity, and inclusion (EDI). A consultant assisted a new EDI committee to increase the awareness and understanding of staff, which will not only help our internal culture, but also help us serve our diverse community more effectively.

Overall, Mr. Kong is pleased with our progress with this year's objectives. He anticipates much more progress through the rest of the year. Staff is making significant progress on reaching our larger strategic goals.

Brief discussion followed about the WiFi hotspots that the library is circulating to students in District 69.

A motion was made by Mrs. Greer, seconded by Mrs. Parrilli to accept the Interim Report as presented. The motion passed unanimously. There were 6 ayes and 0 nays.

INFORMATION ABOUT MASTER PLANS AND CAPITAL ASSET PLANS

As Mr. Kong mentioned in last month's Director's Report, he has been exploring the possible need for a master plan for the library's interior space and a capital asset plan or assessment for possible facility maintenance projects. Much of his research process involved reading sample master plans and capital asset plans (or building review reports), and scheduling discussions with various experts, including:

- Directors from local libraries that have been recently renovated or are currently in the process of being renovated
- Architects, including those who exhibited at the recent ILA Conference and Paul Steinbrecher of Interactive Design Architects, who has worked with the library on a number of projects in recent years
- Construction and engineering experts who are in the business of conducting thorough assessments of existing buildings such as ours
- Municipal finance experts such as Kelly Zabinski, whom the Board met during our review of the recently revised Investment Policy

A master plan often refers to a comprehensive plan for the design of a library's interior space to make sure it addresses near- and long-term needs based on patron use, developments in technology, and trends. Typically, this process would involve discussions with the Board, staff, and other members of the community about the overall goals for each space and it would support the library's strategic goals. Spaces throughout

the library would be planned in a holistic manner instead of taking on remodeling projects in a potentially disjointed fashion over time.

It is important to recognize that any timeline of potential renovation projects would need to be looked at in conjunction with a timeline of required facility repairs in order to make sure adequate funding is in place in the existing Reserve Fund for Sites and Buildings. Some libraries embark on a master planning process with an architectural firm and include a capital asset plan (or building review) as part of that process. Some architectural firms may have in-house engineers to conduct that assessment, while others may subcontract the capital asset plan. Another option would be to hire an engineering or construction firm specifically to create a capital asset plan, while starting conversations with an architect to focus on a master plan of interior spaces. During the process of conducting a thorough building review or creating a capital asset plan focused on the next 10-15 years, areas that are typically examined include repair or replacement of the foundation and structure, exterior envelope, roofing, interior finishes, HVAC systems, plumbing, elevators, and electrical systems. Information such as installation date, life expectancy, current condition, projected replacement date, and cost estimate is typically given for each system of the facility.

An architectural firm would need to be hired to assist with any master planning process. Typically, libraries go through a formal RFQ (request for qualifications) process to select a firm based on qualifications and competence in relation to the scope and needs of the anticipated project. Upon sending out an RFQ, it can take up to four months to review submissions and come to terms with the selected firm.

After lengthy discussion, the consensus of the Board was that both plans are worth exploring.

2017 CONFERENCES AND NETWORKING EVENTS

Throughout the year, there are some library-related events that may be of interest to the Board. Conferences provide the opportunity to attend educational programs about libraries and the work of a library trustee, while most of the other events listed below present opportunities to hear from and connect with local community leaders and elected officials.

If any Board member would like more information about any of these events, Mr. Kong asked that members contact him.

Select list of 2017 Events:

- ILA Legislative Meet-Up, Arboretum Club in Buffalo Grove, February 20, 2017
- Chamber: State of the Village Breakfast, April 2017 (date: TBD)
- LACONI Librarian/Trustee Banquet – May 2017 (date TBD)
- ALA Annual Conference, Chicago, June 22-27, 2017
- Chamber: Golf Outing and Networking Dinner, September 2017 (date: TBD)
- ILA Annual Conference – October 10-12, 2017, Tinley Park Convention Center
 - Trustee Day, on Thursday during Conference
- Chamber: Legislative Forum, October 2017 (date: TBD)
- Chamber: Annual Holiday Party, December 2017 (date: TBD)

Mr. Kong was asked to give the Board advance notice of each event as registration approaches.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the following highlights from the October 28, 2016, RAILS Board of Directors meeting's supporting documents. The videoconference was not available for viewing.

Financial Report: Finance Director Jim Kregor reported that the General Fund unassigned cash and investment balance ending September 30, 2016, totaled \$12,200,000 covering 12.6 months of operation. Total funds in cash and investments amount to \$22,400,000, with September expenditures at \$ 272,613 under budget.

Executive Director's Report: Executive Director Dee Brennan reported in her Board document that she recorded a webinar for United for Libraries entitled, "Effective Work Relationship Between Library Director and Trustees."

Next meeting: November 18, 2016, at the Burr Ridge Service Center.

Mrs. Parrilli noted in the RAILS eNewsletter today, RAILS Executive Director Dee Brennan talked with former Skokie Public Library staff member Amita Lonial about how she got involved in the Libraries4BlackLives movement, the goals of the movement moving forward, and how libraries can get involved to foster racial equity and social justice. There is also a webinar about Online High School.

COMMENTS FROM TRUSTEES

Mrs. Parrilli mentioned she received an email from Manager of Maintenance and Security Manager Rich Simon saying he was having difficulties finding information about the ComEd rebate for lighting. Mrs. Parrilli will try to get more information from her building's superintendent.

ADJOURNMENT

At 8:49 p.m. a motion was made by Mrs. Greer, seconded by Mrs. Hunter to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary

**Bylaws
of the
Board of Trustees
of the
Skokie Public Library
Skokie, Illinois
1944**

Article I -- Organization

- Sec. 1 The Skokie Public Library is established and organized under authority of the Statutes of the State of Illinois. The Board of Trustees is vested with the powers and duties set forth in the Public Library Act.

Article II -- Meetings

- Sec. 1 The regular monthly meeting of the Board shall be held on the second Wednesday of each month, at 6:30 p.m. in the Library. The President may reschedule the regular monthly meeting to an alternative date in the month in the event of a conflict. At all meetings four Trustees shall constitute a quorum of the Board; provided, however, that a meeting lacking a quorum may adjourn to a later time.
- Sec. 2 The annual meeting shall be held at the time of the regular monthly meeting for the month of May at the usual place.
- Sec. 3 Special meetings may be called by the President, or upon the written request of three members for the transaction of business stated in the call for meeting. No business shall be transacted at such special meeting except such as is stated in the call.
- Sec. 4 Business at regular meetings shall include the following:
- 1 - Call to order
 - 2 - Approval of minutes
 - 3 - Approval of the Consent Agenda
 - 4 - Approval for payment of bills
 - 5 - Report from Director
 - 6 - Board actions on motions
 - 7 - Communications

8 - Reports of Special Committees

9 - Unfinished business

10 - New business

11 - Adjournment

- Sec. 5 At any meeting the ayes and nays shall be called upon any question before the Board at the request of the President or one Trustee. For passage the motion must have affirmative votes of a majority of those present.
- Sec. 6 The Library Director shall attend all meetings of the Board of Trustees.
- Sec. 7 Notice of upcoming Board of Trustees meetings shall be posted on the Library's website at the beginning of each calendar year. The schedule is also available in the Administrative Office. The agenda for the current meeting is posted on the Library's website 48 hours in advance of the meeting.
- Sec. 8 Approved minutes shall be made available in the Administrative Office and on the Library's website the day after the minutes are approved.

Article III -- Officers

- Sec. 1 The officers of the Board shall be chosen at a regular annual meeting of the Board or at such time as a vacancy may occur and shall consist of a President, a Vice President and a Secretary, each of whom shall hold office for two years. In the case of a vacancy in one of the offices, the Board shall elect an officer to fill the vacancy for the unexpired term.

Article IV -- Duties of Officers

- Sec. 1 The President, or in his/her absence, the Vice President, shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of both President and Vice President the Secretary shall preside.
- Sec. 2 The Secretary, or his/her designee, shall keep a true and accurate account of all proceedings of the Board at all meetings; shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings; shall have custody of the minutes, and other records of the Board.

Article V -- Committees

- Sec. 1 Special committees for the study and investigation of special problems and to deal with special subjects, may be created by majority vote of the Board which may also discontinue such special committees when the purpose of their creation has been accomplished. The President shall appoint the members of such special committees unless they are appointed by the vote of the Board.
- Sec. 2 Committees shall meet on call of their respective chairman or of two members thereof.
- Sec. 3 In case of the absence of the chair of any committee, or of the chair's inability to act, his/her duties shall be assumed by the next member of the committee in order of appointment thereto.
- Sec. 4 A majority of any committee shall constitute a quorum for the transaction of business under its supervisor or property referred to it.

Article VI -- Amendments

- Sec. 1 These by-laws may be altered, amended, or repealed by a majority vote of the Board at a regular meeting, provided that any such proposed changes shall have been presented for consideration at the regular meeting prior to the one at which action shall be taken.

Article VII -- Miscellaneous

- Sec. 1 The rules of parliamentary practice comprised in *Robert's Rules of Order* shall govern the proceedings of the Board in all cases to which they are applicable, and in which they do not conflict with these by-laws.
- Sec. 2 The fiscal year of the Library shall be from the first day of May to the last day of April, inclusive.
- Sec. 3 The following courtesies and privileges are extended to Trustees with the understanding that they will not be abused and with the knowledge that corresponding obligations devolve upon the Trustees:
1. Borrowing. No fines shall be charged for overdue materials loaned to a Trustee.
 2. Reserves. Books shall be reserved free of charge for Trustees.

3. Interloan. Books may be borrowed for Trustees from neighboring libraries without any fee.
4. Purchase of books for personal use. Books may be ordered for Trustees as a part of the book buyer's regular duties with the same discount allowed to Trustees as is made to the Library.

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Rev. 3/8/67, 6/14/89, 5/11/94, 5/10/00; 9/15/10; 5/17/16; 11/9/16