

April 10, 2019

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, April 10, 2019.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:30 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Mira Barbir; Jonathan H. Maks, MD; and Richard Kong, Director.

Staff present: Laura McGrath, Deputy Director

Members absent: Susan Greer; Eugene Griffin

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF March 13, 2019

Dr. Maks made a motion, seconded by Mrs. Parrilli to approve the minutes of the regular meeting of March 13, 2019, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 4 ayes and 0 nays.

Mrs. Hunter arrived at 6:35 pm.

DIRECTOR'S REPORT

Renovation Update

Last month, Deputy Director Laura McGrath and Mr. Kong made a short trip to visit two recently renovated libraries in Lawrence, KS and Tulsa, OK, respectively. The trip was very informative for the library's ongoing conversations about the renovation. Both libraries have interesting service models and beautiful, modern spaces that serve their communities well. Many photos and ideas were shared with other staff and our architect. Andrew Berman Architect (ABA) and Shales McNutt (SMC) made another visit to the library for meetings on Wednesday, April 10 and Thursday, April 11. Andrew Berman attended the April Board meeting to provide a thorough update of the renovation plans and talk about the next phase.

Strategic Planning Update

The core committee met on March 15 to receive and review the findings and recommendations of the five subcommittees. The work of each subcommittee was impressive, and will now be folded into the broader discussion of all the information we have gathered up to this point on April 12. One key consideration will be to factor in the upcoming renovation project since it will overlap most of the

three years covered in the next strategic plan. A draft of the written strategic plan will be presented to the Board in May.

National Library Week

This year National Library Week is being celebrated on April 7-13, 2019. A friendly, colorful postcard was mailed to Skokie households currently without a library card to encourage them to stop in to get their library card and learn more about the library. The library also did something special to recognize and celebrate our staff on National Library Workers Day on Tuesday, April 9. Mr. Kong will report back on the results of the postcard campaign.

Bookmobile Garage Exhaust Extraction System

Sometime this month, the installation of a new exhaust extraction system, custom fit to the 2016 bookmobile, will be completed. The library will also explore ways to perform a thorough cleaning of the bookmobile garage once that is completed.

Customer Services Department

Deputy Director Laura McGrath and Mr. Kong used the recent retirement of our former Customer Services Manager, Eileen Coulombe, as an opportunity to re-evaluate the organizational structure and staffing on the first floor. With the renovation plans calling for a more cohesive service model on the first floor, we determined it made most sense to merge the existing Customer Services department with the Popular/Advisory Services team from the Adult Services department. This will create a more consistent and connected staffing model for assisting people with circulation, library accounts, readers advisory, movies and music advisory, and other information and directional needs on the first floor of the renovated spaces. Lynnanne Pearson, formerly the Adult Services Manager, was named the new manager of this newly formed department. The name of the department may change to reflect all of the services provided by this group more accurately. Popular/Advisory Services Supervisor Kathy Sexton and her direct reports also shifted to this new department from Adult Services, and Emily Spiliopoulos was promoted as Customer Services Supervisor to help oversee the circulation side of the department.

FY 2019 Public Library Per Capita/Equalization Award

The library received a letter from the Illinois State Library informing us that our FY 2019 Public Library Per Capita Grant will be for \$80,980. Due to continued payment backlog, the funds may be significantly delayed, but when we receive the funds we will have until June 30, 2020 to use them.

2019 State of the Village Breakfast

The Skokie Chamber of Commerce will be hosting its annual State of the Village Breakfast at the Evanston Golf Club on Friday, May 10 from 7:30-9:30 am. Mayor George Van Dusen will present his thoughts on key economic development projects and budget issues. If Board members are interested in attending, they are to let Monica know so she can register them.

Mrs. Hunter, Ms. Barbir, Mrs. Parrilli, Mr. Prospero, and Dr. Maks expressed interest in attending.

AFLIA/PLA Visit and PLA Leadership Academy

Mr. Kong recently participated on a panel about community engagement and partnerships for the PLA Leadership Academy, along with Chicago Public Library Commissioner Brian Bannon and Evanston Public Library Director Karen Danczak Lyons. The following day, the library hosted a group of library leaders from African Library & Information Associations and Institutions (AFLIA). This PLA-sponsored visit included a tour of the library and discussions with several of the library's staff about information services, learning experiences, community engagement, and staff development and training.

PLA Spring Board Meeting

As a member of the Public Library Association (PLA) Board, Mr. Kong attended its spring Board meeting in Calgary on April 7-9. Part of the visit included a guided tour of the newly constructed central library of Calgary Public Library. His expenses will be covered by PLA.

Mr. Kong mentioned that two former employees of the library were recently elected to PLA Board positions beginning this summer.

BILLS

Mr. Kong highlighted some of the higher cost IT items on the bills for this month and reminded the Board that staff do significant research before each major purchase to make sure the library is getting the best price.

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

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

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

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

Mr. Kong mentioned the lower gate count numbers. The library will be looking into possible explanations for the decline. Mrs. Hunter asked about the downward trend in circulation nationwide. There was discussion among the Board.

Ms. Barbir brought up the possibility of placing a returns box elsewhere in the community as an additional convenience for patrons.

Dr. Maks made a motion, seconded by Ms. Barbir:

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
2. REPORTS FROM DEPARTMENT HEADS
3. GIFTS: \$500 FROM KIWANIS CLUB IN SUPPORT OF SUMMER READING; \$500 FROM DR. HAROLD J. KRINSKY, DDS IN SUPPORT OF SUMMER READING; \$500 FROM PITA INN IN SUPPORT OF SUMMER READING; \$500 FROM BARBARA AND ROBERT RICHARDS IN APPRECIATION OF THE LIBRARY.
4. PERSONNEL: HIRE: LYNNA BRIGGS, PART-TIME PROGRAM ASSISTANT, LEARNING EXPERIENCES, EFFECTIVE APRIL 1, 2019; TERMINATION: SAMEER SIDDIQUI, PART-TIME CUSTOMER SERVICES ASSISTANT, EFFECTIVE MARCH 30, 2019

The motion passed unanimously. There were 5 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 1st Quarter 2019.

- MB Financial Reserve Fund (\$1,048,468)
- IL Funds Reserve Account (\$4,431,065)
- IMET Reserve Fund (\$558)
- North Shore Community Bank Max Safe 4 CDs (\$1,045,988)
- First Bank & Trust CDs (\$2,333,596)

The total balance of the Reserve Fund as of March 31, 2019 is \$8,859,676. This is a 9.07% increase from the balance one year ago on March 31, 2018, but also includes the \$550,000 that was transferred into the Reserve Fund from the Operating Fund at the end of FY 2018.

The total balance also includes \$11,893.92 in proceeds from the sale of stock previously donated by Gloria Bloom. The stock had been held in an account by Morgan Stanley, however they recently informed us that they would no longer service government entity accounts as of March 31, 2019.

Ms. Barbir asked a clarifying question regarding the name of the CDs from North Shore Community Bank.

PROJECTED YEAR END BALANCE

The Board noted the projected year end balance.

APPROVAL OF FY 2019-2020 OPERATING BUDGET

A copy of the proposed budget for General Operating Expenditures for Fiscal Year 2019-2020 was provided to the Board. Also provided was a sheet that includes information about the projected revenues and expenditures, including the anticipated bond proceeds (pending the successful completion of the bond process later this year) that will be used for the upcoming renovation project.

Here are a few important things to note about the adjustments made to the projected budget since last month:

- The projected revenue from fines and fees is lower compared to last year due to the Board's approval to eliminate overdue fines for all youth materials starting in May 2019.
- The projected revenues includes an appropriation of \$1,000,000 from the Reserve Fund for Sites and Buildings. This may be used for various projects that lead up to, but are not technically included in, the upcoming renovation project.
- The projected revenues also includes anticipated bond proceeds of \$5,700,000 based on the plan that Phase 1 of the upcoming renovation will mostly be completed in FY 2019-2020.

As outlined in previous memos dating back to January, this proposed budget also factors in the following:

- Projections for property tax revenue are based on a 0% increase from the total levy amount from the prior year. The total amount of the 2018 levy is \$13,474,986 as approved by the library Board in September 2018.
- The amount shown in the Salaries line will be sufficient to cover the implementation of the new salary scale and the recommended wage adjustments that were approved by the Board last month.
- Revenue from corporate personal property replacement taxes is projected at \$300,000, which is less than the amount we received in FY 2018. For FY 2019, the Illinois Department of Revenue estimates a decline of 7% from the FY 2018 replacement tax allocations.
- Some expected increases are factored in the budget for insurance (i.e., health, dental, life). In addition, the IMRF employer's rate for 2019 is 7.95% with the 2020 rate estimated at 10.00%, and Mr. Kong is factoring in a FICA rate of 7.65% of the wages.
- The Continuing Education and Memberships budget is increasing due to anticipated requests to attend the 2020 PLA National Conference and a consideration to pay for association membership dues for additional staff. The library also anticipates continuing its staff development and training efforts in the areas of EDI (equity, diversity, inclusion).
- An increase in the Programming budget is warranted due to the increased emphasis and demand on learning experiences provided at the library for patrons of all ages.
- The overall collection budget is slightly reduced compared to last year, most significantly coming from a decrease in the budget for physical content due to temporarily slowing down new acquisitions leading up to and during the renovation project. This will be adjusted when we prepare to open up renovated spaces to the public.
- The budget for Printing and Publicity, which primarily funds the work of the Communications and Multimedia Engagement staff, is increased significantly from last year. Additional funds will go towards a variety of new initiatives, including a new library

cardholder campaign, additional promotional items for the bookmobile and book bike, materials for the Grow-a-Reader early literacy initiative, and temporary building signage required to help patrons during the renovation project.

Mr. Kong projects approximately \$11.94 million in operating expenses and \$6.25 million in capital allotment (includes \$5.7 million in anticipated expenditures from bond proceeds and \$550,000 budgeted for the regular Capital line in the budget) for a total of \$18.19 million in expenditures of the General Operating Fund. The 2001 bond debt repayment for next year will be \$1,264,350.

Board approval of the budget is needed.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE FY 2019-2020 OPERATING BUDGET AS PRESENTED.**

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF RENEWAL OF MAINTENANCE AGREEMENT FOR ILS

The library's Sierra ILS (Integrated Library System) is provided by Innovative Interfaces, Inc. The library has no plans to change the ILS in the near future, so we requested a quote for a three-year renewal of the Innovative maintenance agreement for May 2019-April 2022. The annual cost would be \$62,065.97 for the first year (note: this is a 1% increase from last year's renewal cost), \$64,238.28 for the second year, and \$66,486.62 for the third year. The increases in the second and third years are at a discounted rate compared to the normal percent increase for one year. The fee covers maintenance for the software that runs our circulation system, public catalog, and acquisitions system and is inclusive of minor upgrades, as well as support and troubleshooting.

Staff in both the Access Services and IT departments reviewed the quote and recommend moving forward with the three-year agreement.

Mr. Kong recommended Board approval of the renewal of the maintenance agreement for the Sierra ILS from Innovative Interfaces, Inc. for \$192,790.87 spread over the three-year period covering May 2019-April 2022.

A motion was made by Ms. Barbir, seconded by Mrs. Hunter:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE RENEWAL OF THE MAINTENANCE AGREEMENT
FOR THE SIERRA ILS FROM INNOVATIVE INTERFACES, INC. AT A
COST OF \$192,790.87 OVER THREE YEARS.**

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

Andrew Berman and Alex McLean entered the meeting at 7:02 pm.

APPROVAL OF RENEWAL OF SERVICE AGREEMENT WITH BIBLIOTHECA

The library's automated materials handling system, RFID security detection system, RFID staff workstations, and self-check stations are all provided by Bibliotheca. Renewal of the annual service and maintenance agreement for the hardware and software involved in these systems for FY 2020 is \$62,584.57.

The agreement will cover a 12-month period from June 1, 2019 through May 31, 2020.

The service agreements cover labor, parts, and equipment modifications necessary to keep the equipment operating at peak performance.

Mr. Kong recommended renewal of the Bibliotheca service agreement for \$62,584.57 as proposed.

A motion was made by Mrs. Parrilli, seconded by Ms. Barbir:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RENEWAL OF THE BIBLIOTHECA SERVICE AGREEMENT AS PROPOSED AT A COST OF \$62,584.57 FOR ONE YEAR.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

RAILS Board of Directors Meeting

Friday, March 22, 2019

Santori Public Library, Aurora IL

The following are highlights from the March 22, 2019, RAILS Board of Directors meeting's supporting documents and recorded videoconference.

Financial Report: A representative from Mr. Jim Kregor's Burr Ridge office reported that the unassigned General Fund total cash and investment balance ending February 28, 2019, was \$14,200,000, covering the 14.2 months of operation. RAILS received the balance of the 2018FY Area and Per Capita Grant of \$3,217,500.

Executive Director's Report: Deirdre Brennan reported on the progress of the "Explore More Illinois" program, which provides museum passes. So far, 80 libraries and 19 attractions have been added to this popular service.

She expressed concern that, with a deadline of March 31, only 1,156 libraries out of 1,283 have

completed the certification process. Staff is hopeful that all libraries will complete the process.

ISL Report: A staff member from the Illinois State Library complimented RAILS staff on their efforts to complete the member certification process. She reported on the current distribution of grants literacy programs, after-school programs for teens, and construction. She informed the Board that public libraries should have received this week the Area and Per Capita Grant notification letters for FY2020. She was happy to announce that the funding is at the maximum of \$1.25.

A RAILS staff member reported on a program initiated by a state senator to provide books to prison libraries. Stateville Prison in Will County was approached, agreed to, and received more books than anticipated from the Friends of the Libraries book sale project. There are plans to contact Joliet Prison in the near future. Discussion followed regarding the restrictions and challenges servicing prison libraries. (Note: There are forty correctional facilities throughout the state.)

RAILS staff member, Gwen Gregory, gave a detailed report on academic libraries, numbering 130 in Illinois, which are all educational libraries over the level of K-12.

Next meeting: Friday, April 26, 2019, at Burr Ridge Service Center.

Mr. Kong noted the upcoming retirement of the library's attorney, Heidi Katz.

PRESENTATION ON LIBRARY'S HISTORY BY MR. KONG

The presentation will be postponed to a later meeting.

PRESENTATION BY ANDREW BERMAN

Andrew Berman made a presentation to the Board regarding the latest designs for the renovation. There was discussion among the Board.

Dr. Maks stepped out of the meeting at 7:50 pm. He re-entered the meeting at 7:52 pm.

Mrs. Parrilli stepped out of the meeting at 8:42 pm. She returned to the meeting at 8:46 pm.

Dr. Maks stepped out of the meeting at 8:54 pm. He reentered the meeting at 8:56 pm.

ADDITIONAL COMMENTS FROM TRUSTEES

There were no comments from trustees.

At 9:11 pm a motion was made by Dr. Maks, seconded by Mrs. Hunter to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary