

May 8, 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, May 8, 2019.

CALL TO ORDER

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

Members present: Mark Prosperi, President; Karen Parrilli, Secretary; Mira Barbir; Susan Greer; Eugene Griffin; Jonathan H. Maks, MD; and Richard Kong, Director.

Member absent: Diana Hunter, Vice President/President Emerita

Staff present: Laura McGrath, Deputy Director

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 10, 2019

Dr. Maks made a motion, seconded by Mrs. Parrilli to approve the minutes of the regular meeting of April 10, 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 6 ayes and 0 nays.

DIRECTOR'S REPORT

Renovation Update

Andrew Berman Architect (ABA) visited the library for two days in April, spending most of the visit meeting with library staff and consultants (i.e., structural, lighting, and MEP), and presenting an update of the plans to the Board. On April 26, ABA sent the design development files, which will allow Shales McNutt (SMC) to initiate the next revision of the cost estimates by mid-May. Design refinements will be made over the next three months while work begins on the construction documents, which are expected to be 50% complete by July 2019. Mr. Kong has scheduled a meeting with the Village Mayor, Manager, and other Village leaders on May 31 to provide an update on the library's overall plans. There has also been discussion about the possibility of starting some processing work for the second floor collection prior to the start of the renovation, as early as this summer. More details about the renovation plans will be shared with the public during this time.

The Board briefly discussed Mr. Berman's design for the staircase in the renovation plans, the permit approval and inspection, processes, the upcoming bond process, and the communication about the renovation.

Fifth Third Bank

On May 6, the library transitioned some of its main banking accounts from MB Financial Bank to

Fifth Third Bank due to the latter's acquisition of the former. Training has been scheduled so there will be no disruption of access to the library's accounts during the transition.

### Stand Against Racism

Many library staff and some patrons gathered outside on Oakton Street on Thursday, April 25, to participate in this year's Stand Against Racism, organized by YWCA Evanston/North Shore. The library group spread across the Village Green area in order to connect with the crowd standing outside of the Village Hall, and was joined by congregants of St. Peter's United Church of Christ standing on the north side of the street.

### 2019-2020 Community SEED Groups

Skokie Cares, of which the library is a member, is planning for the third year of community SEED (Seeking Educational Equity and Diversity) groups. These groups will be open to members of the community, starting with Skokie and Niles Township. Though the exact pairings of facilitators and host sites is not yet finalized, the library will once again assist with facilitation, though not hosting due to the anticipated renovation. Other partners who are hosting or providing facilitators include School District 69, School District 73.5, Skokie Park District, and the Village of Skokie. This will be an opportunity for residents and people working in Skokie to learn more about issues related to equity, inclusion, and diversity through exploration of personal beliefs and biases, as well as structural systems of oppression, power, and privilege.

### Festival of Cultures

The 29th Annual Skokie Festival of Cultures is scheduled to take place at Oakton Park on Saturday, May 18 and Sunday, May 19, 2019. Once again, the library is helping to plan the event. We will have a booth with children's activities and early bird sign-up for this year's Summer Reading program, "Friends & Neighbors." The new library book bike will also make its first public appearance outside of the library.

### Town Hall Meeting

State Senator Ram Villivalam, State Representative Mark Kalish, and Congresswoman Jan Schakowsky came together for a town hall held at the library on Wednesday, April 24. The Petty Auditorium was filled to its capacity, and it was clear that there was a lot of engagement with issues on the state and national level.

Mrs. Parrilli asked about the temporary lockdown at the library on May 7. Ms. McGrath summarized the incident for the Board. The Board discussed active shooter training and security cameras.

### BILLS

Ms. Barbir asked a question about some of the larger ticket items under the technology line. Mr. Kong clarified them for her. She also asked about the library's analysis of return on investment for the various digital content services being provided to the patrons. Mr. Kong explained that staff is

constantly monitoring use of the services and in the past has eliminated services when they are not being used sufficiently to warrant the expense.

A motion was made by Mr. Griffin, 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 6 ayes and 0 nays; the motion passed unanimously.

#### YEAR-TO-DATE BUDGETARY STATUS

The Board noted the budgetary status.

#### ANALYSIS OF GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS

The Board noted the analysis of the general operating fund for the past 7 years.

#### CONSENT AGENDA (Financial Statement; Circulation Report; Dashboard, Reports from Department Heads; Gifts; Personnel)

Dr. Maks 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
2. DASHBOARD
3. REPORTS FROM DEPARTMENT HEADS
4. GIFTS: \$500 FROM KALEIDOSCOPE DANCE IN SUPPORT OF SUMMER READING; \$500 FROM SKOKIE LIONS CLUB IN SUPPORT OF SUMMER READING; \$2500 FROM NORTH SHORE COMMUNITY BANK IN SUPPORT OF SUMMER READING.
5. PERSONNEL: HIRE: THALMA BROOMS, FULL-TIME SAFETY SUPERVISOR, BUILDING SERVICES AND SAFETY, EFFECTIVE MAY 13, 2019; JESSICA HANSEN, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE MAY 28, 2019; AYESHA KHAN, PART-TIME EXPERIENTIAL LEARNING SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE JUNE 10, 2019; GERALDINE MENDOZA, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE MAY 21, 2019; EMILY PHAM, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE MAY 21, 2019; JESSICA SMITH, PART-TIME DIGITAL COLLECTIONS INTERN, ACCESS

SERVICES, EFFECTIVE JUNE 4, 2019; TERMINATIONS: CHRIS BREITENBACH, PART-TIME REFERENCE LIBRARIAN, EFFECTIVE MAY 15, 2019; HANNAH CARLTON, PART-TIME INFORMATION SPECIALIST, ADULT SERVICES, EFFECTIVE MAY 12, 2019; JENNY COMELLO, PART-TIME YOUNG ADULT LIBRARIAN, LEARNING EXPERIENCES, EFFECTIVE MAY 15, 2019; MEGHAN WHITE, PART-TIME ADULT SERVICES LIBRARIAN, EFFECTIVE MAY 24, 2019; RETIREMENT: JIM HART, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE MAY 23, 2019

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

There was discussion among the Board regarding statistics and metrics. Mr. Kong suggested a data summit for the Board in July or August with several staff who could present on the data we are collecting across several aspects of the library's work. Ms. Barbir praised the neighborhood profile reports that Ms. Parkison put together and recommended that the Board review them.

Dr. Maks briefly left the meeting at 7:32 pm and returned shortly thereafter. He again left the meeting at 7:39 pm. He returned to the meeting at 7:44 pm.

#### ANNUAL REPORTS FY 2018-2019

The Board noted the reports. There was a brief discussion about the collection.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE ANNUAL REPORTS AS PRESENTED.

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

#### APPROVAL OF MASONRY REPAIRS PROPOSAL

The library is in need of some repair work on the brick wall along the south courtyard, and recently issued an RFP (request for proposals) for this work. The library received two proposals, one from Hynek Construction in Morton Grove for \$15,850 and the other from Central Building and Preservation for \$31,215.

Though only two proposals were received, the one from Hynek is lower than two other quotes the library received last year when we first began to investigate the potential cost of this project. At that time, we had quotes from two other companies for \$18,450 and \$22,765, respectively.

Tim Murphy, Building Services and Safety Manager, checked references for Hynek and they were positive. Hynek is also working with the Village of Skokie's Public Works Department.

Though the library can re-issue the RFP later this year, with the thought to wait until 2020 before taking care of this work, we may experience more damage over another winter season that may increase the costs next year. In addition, since we will be in renovation mode next year, it would present a challenge to try to complete this work next year.

Therefore, Mr. Kong recommended that the Board approve the proposal from Hynek Construction for masonry repairs to the brick wall along the south courtyard for \$15,850.

Ms. Barbir asked if the fact that we the library only received two proposals is in compliance with the library's finance policy. Mr. Kong stated that it is. Mrs. Parrilli asked if any of Hynek's previous projects are public buildings. Mr. Kong mentioned a project on the list provided by Hynek as potentially being a public building and noted Hynek is doing work for the Village.

A motion was made by Ms. Barbir, seconded by Ms. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM HYNEK CONSTRUCTION FOR MASONRY REPAIRS TO THE BRICK WALL ALONG THE SOUTH COURTYARD FOR \$15,850.

A roll call vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

#### APPROVAL OF OUTCOME REPORT ON FY 2019 OBJECTIVES

Each year, library staff identify strategic objectives designed to support the three-year Strategic Plan. This past year, many staff were involved with the annual objectives, each organized under one of the six major strategic goals. A copy of the outcome report for the FY 2019 annual objectives, summarizing the library's achievements related to these specific priorities, was provided to the Board.

Mr. Kong recommended Board approval of the FY 2019 Objectives Outcome Report.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FY 2019 OBJECTIVES OUTCOME REPORT AS PRESENTED.

A vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

Dr. Maks left the meeting at 8:05 pm. He returned to the meeting at 8:08 pm.

## APPROVAL OF STRATEGIC PLAN 2019-2022

Since October 2018, staff and community members, including two Board members (Mira Barbir and Gene Griffin), participated in an inclusive, thorough process to develop the library's next three-year strategic plan. The plan includes the library's vision, mission, core values, strategic priorities, and approaches.

From the start of the process, the library emphasized listening to the community, including well-established leaders and representatives of partner organizations, as well as individual members of the community whom it identified as traditionally having less of a voice in strategic planning processes such as ours. Staff held community conversations and individual interviews with close to one hundred individual members of the community to hear about their experience living in Skokie and their aspirations for the future. The library also gathered and reviewed a significant amount of information about the community's demographics data and patterns, library use, other community plans from local partners, and societal and professional trends.

Near the end of the process, the core committee identified the core values that define who we are and how we want to go about our work. They align with the core service values from the previous strategic plan and with the staff culture statement. Next, it determined the key strategic priorities that would guide our work for and with the community over the next three years. These strategic focus areas are centered on aspirations for the community. The approaches we will take are how we, as a public library, will seek to make progress toward the strategic priorities.

The major interior renovation ahead will play a large role in addressing the library's strategic priorities and demand a significant amount of staff time and attention, so the implementation of the strategic plan will require a flexible approach. Rather than following the traditional practice of creating annual objectives, outcome measures will be shared through quarterly and annual reporting from each department and regular updates to the Board.

Many people contributed to the development of the plan and deserve recognition, but Mr. Kong would especially like to thank the work of the core committee members for devoting so much of their time over many months. He also thanked all of the individual community members and organizations who shared their insights about and aspirations for the community. Skokie has a reputation for being a community in which people work together to better the community for all, and that was certainly evident during this strategic planning process.

Pending approval from the Board, the strategic plan will be added to the library's website and intranet, and Mr. Kong will work with our Communications and Multimedia Engagement team to design a deliverable that will engage both our staff and community members with the key elements.

Board approval of the Strategic Plan 2019-2022 was requested.

There was discussion about the community participation aspect of the plan and the planning and

reporting processes related to objectives pursued throughout the year. Mr. Kong asked the Board for feedback on the mission and vision statements, respectively.

Mrs. Parrilli left the meeting at 8:45 pm. She returned to the meeting at 8:49 pm.

A motion was made by Dr. Maks, seconded by Ms. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE STRATEGIC PLAN 2019-2022.

A vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

### REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

RAILS Board of Directors Meeting

Friday, April 26, 2019

East Peoria Service Center

The following are highlights from the April 26, 2019, RAILS Board of Directors meeting's supporting documents and recorded videoconference.

**Financial Report:** Mr. Jim Kregor reported that the unassigned General Fund total cash and investment balance ending March 31, 2019, was \$15,200,000, covering the 15.2 months of operation. RAILS received \$1,614,386 from the FY2019 Area and Per Capita Grant.

**Executive Director's Report:** Deirdre Brennan happily announced a full slate of candidates for the open positions for the RAILS Board of Directors election. There are ten candidates running for two at-large positions; five for two public library trustee positions; and four for one open special library seat. There is only one candidate from the northern suburbs running for a special library position.

A lengthy discussion revolved around the unserved in Illinois regarding available library services. There are over one million Illinois residents who do not have access to local libraries.

RAILS staff are busy recruiting libraries and Illinois attractions to expand the "Explore More" online program, with 92 libraries and 17 attractions signed up. Attractions include museums, cultural events and festivals, and park districts. Explore More runs concurrently with the Museum Pass offering and is open to all residents.

Next meeting: Friday, May 24, 2019, at Burr Ridge Service Center.

Respectfully submitted,  
Karen Parrilli

Mrs. Parrilli mentioned the sample photography policy included in the RAILS newsletter.

PRESENTATION ON LIBRARY'S HISTORY BY MR. KONG

The Board decided to postpone the presentation to a future meeting.

COMMENTS FROM TRUSTEES

There were no comments from trustees.

At 9:00 a motion was made by Mrs. Parrilli, seconded by Dr. Maks to adjourn the regular meeting. The motion passed unanimously.

CLOSED SESSION

At 9:03 pm a motion was made by Karen Parrilli, seconded by Dr. Jonathan Maks to go in to closed session pursuant to 5ILCS 120/2(c) of the Open Meetings Act (the appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body). The motion was approved unanimously. The vote was 6 ayes and 0 nays. The motion passed.

The Board discussed the performance of a specific employee.

ADJOURNMENT

At 9:08 pm a motion was made by Dr. Jonathan Maks, seconded by Mira 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 SESSION

ADJOURNMENT

At 9:08 pm a motion was made by Dr. Jonathan Maks, seconded by Mira Barbir to adjourn the regular meeting. The motion passed unanimously.

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Karen Parrilli, Secretary