

December 12, 2018

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, December 12, 2018.

CALL TO ORDER

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

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

Members absent: Diana Hunter, Vice President/President Emerita

Staff present: Laura McGrath, Deputy Director; Nancy Kim Phillips, Community Engagement Manager; Leah White, Learning and Development Coordinator

Others present: Jo Berlage and Sarah Steinke, library interns; Corrie Wallace, EDI Consultant

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 14, 2018

Mrs. Parrilli made a motion, seconded by Ms. Barbir to approve the minutes of the regular meeting of November 14, 2018, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

APPROVAL OF DESTRUCTION OF CLOSED SESSION AUDIO RECORDING OF MAY 17, 2016

Mrs. Parrilli made a motion, seconded by Mr. Griffin to approve the destruction of the closed session audio recording of May 17, 2016. The vote was 5 ayes and 0 nays.

REVIEW OF CLOSED SESSION MINUTES OF: JULY 11, 2007; AUGUST 15, 2007; JANUARY 12, 2011; SEPTEMBER 10, 2014; JULY 8, 2015; JUNE 8, 2016; AUGUST 10, 2016; SEPTEMBER 14, 2016; JANUARY 11, 2017; MARCH 15, 2017; APRIL 12, 2017; JUNE 14, 2017; JULY 12, 2017; OCTOBER 18, 2017; DECEMBER 13, 2017; MAY 9, 2018

The Board reviewed all closed session minutes. There was brief discussion among the Board. There was consensus among the Board that all minutes remain closed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY STILL EXISTS FOR THE .JULY 11, 2007; AUGUST 15, 2007; JANUARY 12, 2011; SEPTEMBER 10, 2014; JULY 8, 2015; JUNE 8, 2016; AUGUST 10, 2016;

SEPTEMBER 14, 2016; JANUARY 11, 2017; MARCH 15, 2017; APRIL 12, 2017; JUNE 14, 2017; JULY 12, 2017; OCTOBER 18, 2017; DECEMBER 13, 2017; AND MAY 9, 2018 MINUTES AND THEY SHALL REMAIN CLOSED.

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

COMMENTS FROM OBSERVERS

The interns introduced themselves to the Board.

DIRECTOR'S REPORT

Renovation Update

Andrew Berman and his associates continue to refine the schematic design. Ms. McGrath and Mr. Kong participated in a meeting with the architect and a Chicago-based acoustic consultant. They want to make sure we get the acoustics right throughout the renovated spaces, especially in areas such as the study rooms, quiet reading room, and more active, louder spaces like the DIY/Maker spaces. Once the agreement is finalized with the construction manager, they will bring them up to speed on the project and start finalizing the schematic design. At that point, design development will begin.

Mr. Kong also held a meeting with Communications and Multimedia Engagement staff to discuss a plan for sharing the library's plans more widely with the public. Since the schematic design phase is still in progress and things are constantly shifting and evolving, they agreed that it would be best to start with some communication about the project in late January/early February. We hope to share some renderings and floorplans, if possible, but want to emphasize the rationale for the renovations and the improvements that will be made. Once the design development phase is completed, the plan is to share more details about the project. Over the next couple of months, we will also begin having some "pop-up" informal opportunities to give patrons an opportunity to provide another stage of feedback on our work thus far.

Mr. Kong stated that Mr. Berman will potentially return in January with updated drawings to show the Board. He also said that we are about a month behind on the timeline but the architect believes the time will be made up during later phases of the project and we are still on track to begin construction in January 2020. Ms. Barbir asked a clarifying question about the methods of obtaining patron feedback. Mr. Kong responded that he envisioned tables set up outside different areas of the library with staff to elicit feedback from patrons and visitors.

Strategic Planning Update

The Strategic Planning Core Committee held its first meeting on November 30. The first half of the meeting focused on the purpose and importance of the three-year strategic plan, the elements

involved with the planning process, introductions from and expectations of the committee members, and the ground rules for our committee meetings. The committee used the second half of the meeting to discuss the library's strengths (i.e., what can we build on?), opportunities (i.e., what are our best possible future outcomes?), and aspirations (i.e., what do we care deeply about?). The thoughts and ideas shared in this discussion will be taken into consideration along with insights from our individual and group conversations with community members. This will determine specific focus areas that we will explore in more depth as the process continues. The next meeting is on Thursday, December 20, and will focus on trends relevant to the library's work.

Dr. Maks arrived at the meeting at 6:39 p.m.

2018 Annual Review

This year's Annual Review is now available to view online at <http://skokiellibrary.info/2018review>. This is the second year staff have created an online year-in-review to share key moments, statistics, and stories with our community. Communications and Multimedia Engagement staff, led by its manager Jane Hanna, worked hard to capture and assemble all of the writing, photos, and videos. The Annual Review will be shared widely with our patrons and community partners.

Village Tax Levy Presentation

On Monday, December 3, 2018, Mr. Kong attended the Village of Skokie's Board meeting as the Village Manager and Finance Director presented the 2018 tax levy ordinance. The library's total 2018 tax levy, representing an increase of 0% approved by the Board in September 2018, was presented alongside the Village levy. The Village Board will vote on the 2018 tax levy at the December 17, 2018 meeting.

Mr. Griffin asked if there were any comments regarding the tax levy. Mr. Kong stated that there were no comments.

Black History Month

To recognize and celebrate Black History Month in February 2019, staff have planned a variety of programs for patrons of all ages. A full list of programs is attached to this report for the Board's benefit, and they will be featured in the January/February newsletter that goes out to every Skokie household. Staff are also planning a small exhibit, including some materials from our collections, somewhere near the central lobby wall and Youth Services entrance.

Mr. Prospero asked if there are other months in which the library highlights other groups besides Black History Month in February. Mr. Kong stated that the library frequently highlights different groups. Because the library is taking a bit of a smaller role in Coming Together this year to allow Niles-Maine District Library to highlight such a large part of their population, he felt it was a good opportunity to be able to put a little bit more into Black History Month. Mr. Prospero asked if the exhibits for other groups are as large as the one the library does for Black History Month. Mr. Kong said it varies.

Mrs. Parrilli mentioned that March is Women's History Month and spoke about an exhibit she recently saw regarding inventions by African-Americans that might be nice to highlight for February's exhibit.

Grow-a-Reader

Youth services manager Shelley Sutherland and her staff are working collaboratively with Communications and Multimedia Engagement staff to design our library's version of "1000 Books before Kindergarten," an early literacy initiative that promotes parents' and caregivers' engagement with children from birth to kindergarten. Our program, called "Grow-a-Reader," will help parents and caregivers keep track of books they are reading to their children while also having fun.

Mr. Kong stated that Ms. Sutherland will attend next month's meeting.

Book Bike Update

The library's book bike arrived recently, and artist Jay Ryan completed his designs for the wrap. A local printing company will install the graphic wrap, and we plan to display the book bike inside the library to generate awareness and interest. Once the weather is warmer in the spring, staff will begin taking the book bike out into local neighborhoods and other areas of Skokie.

ILA Legislative Breakfast

Each year, ILA (Illinois Library Association) hosts regional legislative events across the state, inviting library staff and trustees to meet with their legislators. Mr. Kong will attend our local legislative breakfast on Monday, February 18, 2019 in Buffalo Grove. Trustees are encouraged to attend, and should contact Monica for registration assistance.

Mr. Griffin asked which legislators usually attend the legislative breakfast and what the format is. Mr. Kong mentioned a few of the legislators that usually attend and said the format this year is a bit different in that they are inviting people to share their stories. It is a good networking event and an opportunity to talk to local legislators about the library.

ALA Emerging Leaders Program

Mimosa Shah, Adult Program Coordinator, is one of 50 library professionals from across the country selected to participate in the 2019 American Library Association Emerging Leaders program. Mimosa also received a sponsorship to participate in this program from Public Library Association. She will attend both the ALA 2019 Midwinter Meeting in Seattle and the ALA 2019 Annual Conference in Washington, D.C., and work on a group project.

REVIEW OF 2018 ANNUAL REPORT

The Board viewed and praised the Annual Review during the meeting. Ms. McGrath mentioned the library won an award for our Annual Review last year from ALA and received several positive

comments. Mr. Kong mentioned that Ann Rainey from Turning Point sent him an email applauding the library's work.

PRESENTATIONS BY NANCY KIM PHILLIPS AND LEAH WHITE

Ms. White presented about her work as learning and development coordinator. She shared some of her training modules with the Board and expounded on the various elements of her role with library staff.

Ms. Kim Phillips presented on the community engagement work of the library and the many different groups with which the library has developed relationships.

BILLS

Ms. Parrilli asked a clarifying question about the bill for LinkedIn. Mr. Kong said that LinkedIn owns Lynda.com which is a very well used online learning resource.

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.

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

Mr. Griffin mentioned that Mike Isaacs, a reporter who has always covered Skokie, has left the Chicago Tribune.

Mr. Prosperi asked about the bond debt balance. Mr. Kong clarified that the last bond debt payment will be made in December 2020. Ms. Barbir asked if Mr. Kong is working with Mr. Prendi from the Village to take steps towards obtaining a new bond. Mr. Kong confirmed that Mr. Prendi would help the library with that process.

Mrs. Parrilli 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. PERSONNEL: PROMOTION: ELI CHAVEZ, PART-TIME BOOKMOBILE ASSISTANT, COMMUNITY ENGAGEMENT DEPARTMENT, EFFECTIVE DECEMBER 3, 2018; RETIREMENT: PAT GAINES, PART-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 30, 2018.

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

PER CAPITA GRANT REQUIREMENTS

The application for the Per Capita Grant from the Illinois State Library is due on January 15, 2019. Requirements for FY 2019 include the following:

Annual Report

The library is required to file an Illinois Public Library Annual Report (IPLAR) each year. Our current report, submitted in June 2018, is on file with the Illinois State Library.

Standards Chapter Review

The library is required to review and report on progress in meeting Chapter 8, "Public Services: Reference and Reader's Advisory Services," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (a copy of which was provided to the Board). A group of staff reviewed and discussed the chapter, and we are confident that we meet the overall requirements on the checklist.

A copy of Chapter 8, "Public Services: Reference and Reader's Advisory Services," was provided to the Board.

Trustees

Members of the library Board are required to review chapters 6-10 of the "Trustee Facts File." In the October Director's Report, Mr. Kong informed the trustees that review of chapters 6-10 of the "Trustee Facts File" is required for the Per Capita Grant, and noted that the resource is available on the Board members' iPads.

Continuing Education

The library (staff and trustees) is required to complete at least one free online education opportunity focusing on "meeting the needs of patrons with challenges or disabilities." In September and October, Mr. Kong shared a list of archived webinars on the RAILS website that would satisfy this requirement. Both trustees and specific members of the library staff viewed these archived webinars.

Outreach

The library is required to familiarize itself with services provided by the Illinois Veterans' History Project. Mr. Kong notified both trustees and key staff members about the resources available on the Illinois State Library's website about this project, and has reviewed the

information about the project.

APPROVAL OF REMOTE PARTICIPATION POLICY

Last month the Board briefly discussed the question of whether or not Board members should be allowed to participate in Board meetings from a remote location. Although this matter was discussed in December 2015, there appears to be no formal written policy in place. After reviewing the Open Meetings Act and similar policies from other libraries, and consulting with the library's attorney Heidi Katz of Robbins Schwartz, Mr. Kong believes the attached draft of a Remote Participation Policy would provide the necessary guidance for the Board to handle requests for remote participation in the future.

The Open Meetings Act allows for the possibility of remote (i.e., electronic) participation but there are certain conditions that must be met. If a request is made by a Board member to participate remotely, a majority of the quorum physically present at the meeting may allow a member of that body to participate remotely if the absent member is unable to attend the meeting physically for one of the following reasons:

1. Personal illness or disability
2. Employment purposes
3. Business of the public body
4. A family emergency
5. Another emergency

An absence caused by a vacation would not qualify as a reason to allow remote participation.

Mr. Kong welcomed discussion and questions from the Board regarding this matter, and recommended approval of the Remote Participation Policy.

Ms. Barbir expressed her appreciation for including the five categories that would allow for remote participation and asked that the remote participation request form be emailed to the Board. Mr. Griffin highlighted the fact that if the reason that a member cannot attend a meeting is due to a vacation, for example, the member is no longer allowed to participate remotely. However, if the reason for the absence is one of the five listed in the policy, the member can call in and vote via phone. Mr. Kong explained the library's legal counsel recommended how to handle this policy.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE REMOTE PARTICIPATION POLICY AS PRESENTED.**

The vote for approval was 5 ayes and 1 nay (Ms. Greer); the motion passed.

Ms. Wallace entered the meeting at 7:50 pm.

APPROVAL OF REVISED COMPENSATION POLICY

As previously noted in the September Director's Report, the library is currently working with HR Source (formerly Management Association of Illinois) to conduct comprehensive market benchmarking and suggest a revised pay structure. This is an appropriate time to revise the library's Compensation Philosophy and Strategy, which was first approved by the Board in September 1999 and most recently revised in July 2008.

Human Resources Manager Beth Dostert, Deputy Director Laura McGrath, and the library's attorneys from Robbins Schwartz assisted Mr. Kong in the process of taking the essential elements of our Compensation Philosophy and Strategy and creating a revised policy that affirms the library's commitment to an internally equitable and externally competitive compensation structure.

Renamed as the Compensation Policy, this revision provides clearer language about the library's approach to maintaining internal equity, handling potential merit increases and pay adjustments based on the cost-of-labor index, and regularly benchmarking and reviewing its pay structure.

Mr. Kong welcomed discussion and questions regarding the draft of the Compensation Policy that was provided to the Board, which would replace the current Compensation Philosophy and Strategy if approved.

Mr. Kong recommended approval of the Compensation Policy.

Ms. Barbir asked if the goal to be in the top quartile was also included in the previous two iterations of the policy. Mr. Kong stated that it was in both the previous iteration and the current proposed policy. Ms. Barbir asked about how the library's operating budget and population income levels compare to the six county Chicago area. Mr. Kong answered that the library's operating budget is higher than most libraries in the six county Chicago area but would have to get back to the Board about how the library's salaries compare when factoring specific population income levels with other communities. Mr. Kong explained that the strategy of being in the top quartile in pay has benefitted the library in that it has been able to recruit top staff. Ms. Barbir stated that it is vital to have these conversations and affirmed the importance of the library having a benchmarking process. Mr. Kong will reiterate all of the information upon the completion of the analysis by HR Source.

Mr. Kong noted that once the benchmarking analysis and recommendation is completed, the Board will be asked to approve the suggested pay ranges. Ms. Barbir noted that salaries have remained stagnant in the country for the last few years and that is why these benchmarking processes are important.

Mr. Kong emphasized that this will be treated as a revision of the previous strategy document, but will be named Compensation Policy.

A motion was made by Mr. Griffin, seconded by Ms. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

APPROVE THE REVISED COMPENSATION POLICY AS PRESENTED.

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

APPROVAL OF CONSTRUCTION MANAGEMENT FEE PROPOSAL AND AGREEMENT

Since last month's Board decision to rank Shales McNutt (SMC) first on the short list of construction managers, Mr. Kong has been in contact with John Shales of SMC and attorney Samuel Cavnar of Robbins Schwartz to work out the agreement and fee proposal for construction management services for the library's upcoming renovation.

The modified AIA A134 agreement provided to the Board is a standard form of agreement between owner and construction manager as constructor. The AIA A201 agreement (Exhibit A) outlines the general conditions of the contract for construction. The attached fee proposal (Exhibit B) from SMC contains an explanation of both the pre-construction and construction management services. SMC proposes a lump sum fee of \$44,000 for the pre-construction management services required for this project.

For the construction management services, SMC proposes the following:

- Construction fee of 2.85% of construction costs
- General liability insurance expense of 0.75% of construction costs
- Project staff expense at \$34,000 per month
- General expenses at \$7,300 per month

It is important to note that the number of phases may change and may lead to a longer project duration than the 12 months indicated in the proposal.

There is one matter related to the builder's risk coverage that needs to be settled, and Mr. Kong will work with the library's LIRA insurance administrator (Arthur J. Gallagher & Co.) and SMC to determine whether it is more cost effective and beneficial to the library to place the policy directly with Gallagher or to place it with SMC. Section 11.2.1 of the AIA A201 agreement has wording that allows the library to make a later decision on who will buy the builder's risk policy.

Mr. Kong recommended Board approval of the contractual agreements and the SMC fee proposal as presented.

Mr. Kong noted that the fees proposed by Shales McNutt are projected to be less than what they had originally proposed in their cost estimate during the master plan process. Ms. Barbir requested that the comparison chart be emailed to the Board. Pages 108 and 109 of the contract detail what was included in the various portions of the fee proposal. Ms. Barbir asked about the totals and whether what is being proposed is less than what was approved by the Board previously in the cost estimate. Mr. Kong responded that much of the cost projections would depend on decisions made regarding phasing.

Mr. Kong clarified that an approval of the construction management agreement would not be an approval of all of the construction cost bid packages. The Board would review and approve bids later in the process. This is an agreement to move forward under the terms in the contract but there are still several levels of approval to move through before actually commencing the project.

Mr. Kong mentioned that the library attorney was clear that the library should not seek a “guaranteed maximum price”.

Ms. Barbir asked a clarifying question about the “Clarifications” section of the fee proposal. Mr. Kong explained that there are still decisions to be made about the insurance coverage for the project. He is in the process of obtaining a quote from the library’s current insurance carrier and will compare to what SMC proposes. The library attorney has approved this.

Mr. Prosperi asked about sub-contracts and change orders and how payments will be made during the construction process. Mr. Kong explained that none of it has to be decided at this meeting but just wanted to give the Board an idea of how the process would work. For each subcontracting package, SMC would help the library go out for bids and would help us sort through them before the Board would actually decide on the contracts. There would be a process in place to guide how work by individual contractors is monitored and how payments will be approved and issued.

Mr. Kong noted that change orders are normally approved by the Board but some Boards authorize directors to make decisions regarding change orders depending on the amount of money involved without having to bring each decision to the Board. Sometimes there is language allowing the director to go to a board officer if a change order is over the agreed-upon amount, and then any decisions made would be brought before the Board at the next meeting for retroactive full Board approval. Mr. Kong emphasized that none of this had to be decided at this meeting. He will bring all of this before the Board next year as those issues become imminent. Mr. Prosperi suggested bundling up these sorts of smaller decisions and bringing them to the Board periodically in order to keep the Board’s “finger on the pulse” of the construction project.

Mr. Kong also emphasized that the library has the option to settle disputes by arbitration. If the library does not want to arbitrate, then litigation is the method of dispute resolution. SMC will have no say in this process; the library has sole control.

Mr. Kong also mentioned that Mr. Berman will be coming to the library next week and will meet with Shales McNutt to bring them up to speed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSTRUCTION MANAGEMENT FEE PROPOSAL AND AGREEMENT AS PRESENTED.

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

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported the following highlights from the November 16, 2018, RAILS Board of Directors meeting from supporting documents and recorded videoconference.

Financial Report: Mr. Kregor reported that the unassigned General Fund total cash and investment balance ending October 31, 2018, was \$10,000,000, which would fund 10.3 months of operation. He stated that RAILS received \$172,699 from the Area and Per Capita Grant for FY2019. He was also informed that the state increased both FY2018 and FY2019 APC allocated grant money by \$106,000. RAILS still awaits over \$5,000,000 in FY2018 APC grant funding.

Executive Director's Report: To follow up with the Executive Director's goals, Deirdre Brennan informed the Board that she met with Executive Director Richard Kong at Skokie Public Library to discuss diversity, inclusion, and equity of representation on the Board. She was complimentary of Richard and stated she has "a lot of respect for him" and what the Skokie staff are doing. Richard explained the work done by the Diversity, Inclusion, and Equity staff committee, the hired consultant's help with training and community engagement, and the involvement with Skokie Cares and Public Library Association. The Board of Directors plans to pursue diversity training and develop goals based on the information received from Richard.

Illinois State Library Report: Greg McCormack stated that RAILS and IHLS can look forward to continued funding from the FY2018 Area and Per Capita Grant. The Secretary of State's office is currently working on the FY2020 budget.

Next meeting: Friday, January 18, 2019, at Burr Ridge Service Center. There is no RAILS Board of Directors meeting in December.

COMMENTS FROM TRUSTEES

Mrs. Parrilli recommended that each library trustee read *The Library Book* by Susan Orleans.

EQUITY, DIVERSITY, AND INCLUSION TRAINING WITH CORRIE WALLACE

Mr. Kong introduced Ms. Wallace to the Board.

Dr. Maks left the meeting at 8:34 pm.

Ms. Wallace introduced herself and presented the EDI (equity, diversity, inclusion) work with which she is assisting the library. Ms. Wallace concluded her presentation at 8:57 pm.

ADJOURNMENT

At 8:57 p.m. a motion was made by Mrs. Parrilli seconded by Ms. Barbir to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary