

September 11, 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, September 11, 2019.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:30 pm

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

Member absent: Eugene Griffin

Staff present: Blythe Trilling, Finance Manager; Laura McGrath, Deputy Director

Observers present: Andrew Berman and Alex McLean of Andrew Berman Architect; Josh Campanelli of Shales McNutt Construction; Joseph Warfel

COMMENTS FROM OBSERVERS

There were no comments from the observers.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF AUGUST 14, 2019

Dr. Maks made a motion, seconded by Mrs. Parrilli to approve the minutes of the regular and closed meetings of August 14, 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 5 ayes and 0 nays.

DIRECTOR'S REPORT

(Written report provided by Mr. Kong to the Board prior to the meeting)

Renovation Update

Andrew Berman Architect (ABA) will be visiting the library on September 11-12, 2019. He will be present at the Board meeting Wednesday evening to provide an update on the renovation plans. Josh Campanelli from Shales McNutt Construction (SMC) and attorney Samuel Cavnar will also be present at the meeting to discuss the general timeline and answer any questions the Board may have. Graphic designer Neil Donnelly will present revisions of his work to library staff on Thursday.

Village Manager John Lockerby invited me to present a summary of the renovation project to the Village of Skokie Trustees on Monday, September 16. Library trustees are welcome and encouraged to attend to show support for the project.

Finance Manager Blythe Trilling and I will be meeting with Village Finance Director Julian Prendi

and a municipal advisor to discuss the bond process next week.

Information about the renovation will be shared with the public through the library website at <http://skokielibrary/renovation>. A number of information pop-up sessions will be scheduled over the next few months to engage the community and provide a better understanding of the objectives and major enhancements of the renovation.

Reminder of Possible Special Meeting

If all goes according to plan with the construction bidding process, I anticipate that we will need to schedule a special Board meeting on Wednesday, October 30, 2019, to handle the approval of the construction bids recommended by SMC. I would appreciate it if the trustees could mark this date and time (6:30 pm) in your calendars, respectively.

Donation from Diana Hunter

We received a generous donation of \$20,000 from former library trustee Diana Hunter. This donation will be used for a major author event on Sunday, November 17, 2019, featuring well-known author and former columnist for the New York Times Anand Giridharadas. He is the author of *India Calling: An Intimate Portrait of a Nation's Remaking*, *The True American: Murder and Mercy in Texas*, and *Winners Take All: The Elite Charade of Changing the World*. The event, held in the library's Petty Auditorium, will be followed by a reception and book signing with the author. Board members are encouraged to attend.

"Let's Talk About It" Grant

We are partnering with Turning Point Behavioral Health Care Center to host weekly after-school programs for local teens. Led by mental health staff from local behavioral health organizations and our young adult librarians, this program series will be funded by a grant received from Skokie Hospital. The focus will be to offer a space to foster conversations about issues that concern teens and provide education and support to parents. Subsequent phases will take the program to other local communities and hospitals.

Chamber Legislative Breakfast

The Skokie Chamber of Commerce will be hosting its annual legislative breakfast at the Holiday Inn North Shore on Friday, November 1, 2019. Local elected officials, including Congresswoman Jan Schakowsky and state representatives and senators are expected to attend and share thoughts about the legislative environment. Library trustees are encouraged to attend.

Neighborhood Engagement

I attended the recent block party organized by school district 69's PLUS (Parent Leaders Uniting Schools) group. A large turnout of local families and other community neighbors enjoyed a day at Winnebago Park. The bookmobile made a special appearance after its regular Saturday stops and, of course, was a big hit with everyone. Library staff are working on other ways we can connect with local residents and foster social cohesion on the neighborhood level. We are hoping to receive some

funding for a new “Community Walks” initiative based on “Jane’s Walk,” an annual festival of community-led walking conversations.

Niles West Principal Visit

Young Adult Supervisor Laurel Johnson and I met with new Niles West High School Principal Dr. Karen Ritter to visit the library and learn more about the ways in which we serve our local teens. We discussed possible opportunities in which to collaborate and shared our common interests in areas of equity, diversity, inclusion, safety, and restorative practices. Both Laurel and I were impressed with Dr. Ritter and look forward to stronger ties to Niles West High School.

LLAMA Committee Appointment

I recently accepted a two-year appointment to the LLAMA (Library Leadership & Management Association) Buildings and Equipment: Architecture for Public Libraries Committee. The charge of the committee is “to disseminate knowledge, tools and best practices concerning library building planning and design through innovative programs, building tours, networking and social media.”

Discussion of Director’s Report

Mr. Kong mentioned the possibility of inviting Mr. Prendi from the Village and our municipal advisor to a future meeting to review the bond issuance process.

The Board recommended Tuesday, October 29, at 6:30 pm for the special Board meeting needed to review and approved construction bids with Shales McNutt Construction.

Mr. Kong mentioned to the Board that the library will be purchasing NARCAN nasal spray kits to have in the building in case of a suspected opioid overdose. Staff who received AED and CPR training from the Skokie Fire Department this year learned about NARCAN. Ms. Barbir asked Mr. Kong to consult with the library’s attorney about any possible liability involved with using the spray. Mr. Kong mentioned Good Samaritan laws, and stated that safety staff would be the ones to administer the nasal spray if needed.

BILLS

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

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; Statistics Report; Reports from Department Heads; Gifts; Personnel)

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

- 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. STATISTICS REPORT
 2. REPORTS FROM DEPARTMENT HEADS
 3. GIFTS: \$50 FROM VICTORIA GLENNON IN MEMORY OF FINNEGAN FAY; \$20,000 FROM DIANA HUNTER FOR LIBRARY PROGRAMMING; \$100 FROM HEIDI KATZ IN HONOR OF PRESIDENT EMERITA DIANA HUNTER'S 50 YEARS OF SERVICE ON THE BOARD
 4. PERSONNEL: HIRES: BEN HEET, FULL-TIME ACCESS SERVICES ASSISTANT MANAGER, EFFECTIVE SEPTEMBER 3, 2019; DEPARTURES: STEPHEN DELANEY, FULL-TIME WEB DEVELOPER, LEARNING EXPERIENCES, EFFECTIVE AUGUST 31, 2019; SAM RYAN, PART-TIME PROGRAM ASSISTANT, LEARNING EXPERIENCES, EFFECTIVE AUGUST 31, 2019; ZINNIA SCHWARTZ, PART-TIME SUMMER READING ASSISTANT, EFFECTIVE AUGUST 13, 2019.

The motion passed unanimously. There were 5 ayes and 0 nays.

ELECTION OF BOARD VICE PRESIDENT

Mr. Prosperi asked for nominations. Mrs. Parrilli nominated Mr. Griffin, Ms. Greer seconded the nomination. The motion passed unanimously.

ADOPTION OF TAX LEVY

At this meeting, the Board was asked to adopt an operating tax levy for transmission to the Village of Skokie. The 2019 levy will be introduced as part of the Village's Levy Ordinance in early December and acted on by the Village Board before the end of December. This levy will fund the library's 2020-2021 Fiscal Year.

The 2018 operating levy was \$12,210,636, and there was a continuing levy of \$1,264,350 for payment of the library's bond debt from construction completed in 2003. The total 2018 levy was \$13,474,986, which was a 0% increase from the 2017 levy.

Last month, Mr. Kong provided the Board with information relevant for this decision, including projected FY 2021 revenues and expenditures based on no increase in the levy, an increase of 1%, an increase of 1.5%, and an increase of 2%. Projected expenditures included an increase for salaries, factoring in a potential increase of 3.1% for a combined merit and cost of living increase (based on what the Board approved last year).

The projected FY 2021 revenues and expenditures provided to the Board showed if there were to be a

0% increase in the levy, the total levy would remain \$13,474,986. The Capital line could remain at the library's goal of contributing \$550,000 per year into capital improvements (i.e., "Annual Reserve Fund Contribution" in the capital asset plan). However, it should be noted that additional funds would be secured through bond proceeds for the renovation. The library would also need to appropriate some funds from the Reserve Fund for Sites and Buildings in order to pay the first year of the new bond debt without taxing for it. Other operating expenses would be adjusted as needed. The amounts will be determined when the Board considers approval of the FY 2021 operating budget in April 2020.

Mr. Kong recommended that the Board adopt a levy increase of 0% for the 2019 levy, resulting in a levy of \$12,201,936 (funding FY 2021), not including the \$1,273,050 for next year's bond payment. The total amount levied would be \$13,474,986, which is the same amount as the levy from 2017 and 2018.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT A LEVY INCREASE OF 0% FOR THE 2019 TAX LEVY,
RESULTING IN A TOTAL LEVY OF \$13,474,986.

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

APPROVAL OF PETTY AUDITORIUM ACCESSIBILITY MODIFICATIONS

The Petty Auditorium is in need of modifications to provide more accessibility for patrons, staff, and performers. Currently, the main public entrances to the Petty are accessible to people using wheelchairs or other assistive devices. A large landing area toward the back of the auditorium allows people to use their wheelchairs and other assistive devices during an event. However, there is currently no accessibility from the back of the auditorium to the front of the stage, and there is no accessibility onto the stage from neither the audience seating area nor the back of the stage. These are major issues with the Petty, and should be resolved as soon as possible.

Library staff, including Building Services and Safety Manager Tim Murphy, researched possible solutions to the lack of accessibility in the Petty. Consulting with a local company that specializes in installing platform lifts, staff created a plan to install a vertical platform lift near the back of the stage. The library received two quotes for this work for \$22,600 and \$23,660.

Mr. Kong recommended that the Board approve the proposal from Garaventa for this modification of the Petty Auditorium at a cost of \$23,660 because they included a longer warranty and more maintenance visits.. This will allow the library to provide an environment that is more inclusive and accessible to people of different abilities.

Dr. Maks mentioned that in our policies there is a provision that if the project or item is rare and difficult to obtain, that it is not necessary to obtain three quotes. Mr. Kong reiterated that

additionally the three quote rule was one that was self-imposed by the Board. Dr. Maks asked about timeline and Mr. Kong said Garaventa stated it would take about six weeks to install. Mr. Prosperi asked if the installation of the lift would affect the renovation in any way. Mr. Berman stated it would not.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE GARAVENTA PROPOSAL TO MAKE ACCESSIBILITY
MODIFICATIONS TO THE PETTY AUDITORIUM AT A TOTAL COST
OF \$23,660.

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, August 23, 2019

Burr Ridge Service Center

The following are highlights from the August 23, 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 July 31, 2019 (the end of their fiscal year), was \$15,100,000, covering 16.1 months of operation. On July 1, RAILS received \$1,072,500 from the FY2019 Area and Per Capita Grant.

Executive Director Report: Deirdre Brennan stated that RAILS applied for a grant from the Illinois Department of Human Services to act as a Regional Intermediary to facilitate libraries in the collar counties (Lake, McHenry, DuPage, Will, Kane, Kankakee, Grundy, and Kendall) with the 2020 U. S. Census.

Ms. Brennan updated the Board on the membership standards status. Especially since 2014, staff has worked along with the Illinois State Library and member libraries to bring more equity to underfunded and under-served libraries so that they could have equal access to grants and system services.

RAILS staff reported on the web-based, ongoing campaign, "My Library Is..." This far-reaching program, based on the Strategic Plan, is an opportunity for all library members to tell their story to patrons, future patrons, colleagues, and other communities. Through a variety of formats, a participating library can present their programs, services, and overall value to their library

community.

Referring to her lengthy report in the Board packet, Ms. Brennan gave her opinions on the current trends by publishers to limit libraries' access to e-books. Her report included a January 2019 report from ALA, correspondence from within Macmillan Publishing Company, a rebuttal from the CEO of Overdrive, as well as news articles, blogs, and Twitter responses.

Next meeting: Friday, September 27, 2019, at Coal Valley Service Center

COMMENTS FROM TRUSTEES

Ms. Greer asked about the decrease in usage numbers of the bookmobile. Mr. Kong stated that staff are aware and plan to examine ways to increase use.

RENOVATION UPDATE

Mr. Berman presented on the latest status of the renovation plans. A general discussion ensued.

ADJOURNMENT

At 8:26 pm a motion was made by Mrs. Parrilli, seconded by Dr. Maks to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary