

August 8, 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, August 8, 2018.

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; Susan Greer, Eugene Griffin, Jonathan H. Maks, MD; and Richard Kong, Director.

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

COMMENTS FROM OBSERVERS

There were no observers present.

DIRECTOR'S REPORT

Naturalization Ceremony

The library hosted a naturalization ceremony on Friday, July 27, 2018. Working with Congresswoman Jan Schakowsky's office and the regional office of the U.S. Citizenship and Immigration Services, our staff did an excellent job of handling the logistics and creating a wonderful event. More than 60 people from many different countries became new citizens, and many were joined by friends and family. After the ceremony, many gathered in the East lobby to register to vote and sign up for passports. Trustees Susan Greer and Karen Parrilli were both in attendance. The library is hoping to host again in the future.

The Board praised the staff for a successful event. Mr. Kong recognized the community engagement staff for a job well done.

Summer Reading Finale

Summer Reading has been a huge success, with participation numbers exceeding that of past years. There will be a field day of fun activities on Sunday, August 12, 1:30-3 pm to celebrate the end of the program. Trustees are encouraged to wear their summer reading t-shirts and join the library for the event. A group picture that will take place at 2 pm.

South Courtyard Tree

Mr. Kong and Building Services Manager Tim Murphy are keeping a close eye on the large tree in the south courtyard. In recent years, the tree has developed a large split in its trunk, and cables and rods were added to extend the life of the tree. The library will ask an arborist to inspect the tree every three months, measuring the width of the split to see if the tree is worsening. If, at some point, they determine there is a strong chance that the tree will deteriorate further and cause damage to the

library building or pose any threat to people in the courtyard, the tree will likely need to be removed entirely.

#### Task Chair Replacement Update

Staff tested and rated a number of task chairs and some initial quotes range from \$400-\$700 per chair. Staff will be testing one more model this month, and Mr. Kong expects to bring a recommendation to the Board in the next month or two.

#### Dialogue with Donuts

Last year Mr. Kong began a monthly meetup with staff called “Dialogue with the Director,” designed to encourage staff to ask questions about anything that’s happening in the library, share ideas and concerns, and listen to colleagues to learn more about the library and the community. About halfway through, the name was changed to “Dialogue with Donuts” and since then, perhaps predictably, participation has grown. As Mr. Kong begins his third year as the library director, he will continue this series of open discussions, and look for other ways to engage the staff.

#### APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 11, 2018

Mrs. Hunter made a motion, seconded by Dr. Maks, to approve the minutes of the regular meeting of July 11, 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 7 ayes and 0 nays.

#### YEAR-TO-DATE BUDGETARY STATUS

The Year-To-Date Budgetary Status was noted by the Board.

#### BILLS

There was brief discussion regarding the bills. Mrs. Hunter expressed interest in the art appraisal. A copy of the appraisal will be provided to the Board.

A motion was made Mr. Griffin, seconded by Mrs. Hunter:

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

The roll call vote for approval was 7 ayes and 0 nays; the motion passed unanimously.

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

Mr. Kong noted the Dashboard and the different data points being presented. The Board discussed some of the specific statistics, such as the number of households with library

cards.

Ms. Barbir posed the idea of hosting an open house for new residents or potential patrons. Mr. Kong suggested doing it next year during National Library Week. Ms. Greer suggested a fall/Halloween festival as well.

Ms. Barbir asked why study room use has plateaued. It was explained that the rooms are usually at capacity and therefore use cannot increase further. Ms. Greer asked about the procedure for reserving a study room.

Ms. Barbir also asked a question about the drop in desktop computer use. Mr. Kong explained that more people are starting to use their phones as computers, which explains the downward trend. She questioned the need for an updated computer room as is presented in the master plan. Mr. Kong explained that the need still exists but more mobile options would also be provided such as Chromebooks which could be used all over the library.

Mr. Kong highlighted Matt MacKellar's promotion to community engagement librarian.

Dr. Maks made a motion, seconded by Ms. 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. GIFTS: \$300 IN MACY'S GIFT CARDS FOR THE SUMMER READING PROGRAM
4. PERSONNEL: HIRE: CAITLYN MYERS, FULL-TIME ASSISTANT INFORMATION SERVICES SUPERVISOR, ADULT SERVICES, EFFECTIVE AUGUST 20, 2018; PROMOTION: MATTHEW MACKELLAR, FULL-TIME COMMUNITY ENGAGEMENT LIBRARIAN, COMMUNITY ENGAGEMENT, EFFECTIVE AUGUST 20, 2018; TERMINATION: MICHELLE ABRAHAM, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE JULY 17, 2018.

The motion passed unanimously. There were 7 ayes and 0 nays.

### REVISION OF BYLAWS OF THE BOARD OF TRUSTEES

The Board reviewed its bylaws during the July Board meeting, and it was suggested that “Comments from Observers” be added to Article II, Section 4. “Comments from Observers” is always placed on the agenda of Board meetings, but Mr. Kong agreed it would be helpful to add it to the list of potential agenda items in this section.

According to Article VI Sec. 1, any changes to the Board Bylaws must be approved by a majority vote of the Board, with the actual changes presented for consideration at the regular meeting prior to the one at which action shall be taken.

The Board will be asked to vote on this revision at the next meeting in September.

There was consensus among the Board that the revision is appropriate.

### UPDATE OF ANTICIPATED CAPITAL PROJECTS

The Board has asked for an updated list of potential, upcoming capital projects every six months. Since the capital asset study, completed last year, includes a fuller picture of what capital improvements are needed, Mr. Kong provided the Board with a list of completed projects from the past three years, as well as anticipated and in-progress projects for the remainder of the current fiscal year.

Another updated list of anticipated capital projects will be provided in February 2018 as the Board considers the 2019-2020 budget. The complete capital asset study is available through the Board’s Dropbox, and can be viewed at any time.

No board action was needed. The update was for informational and planning purposes only. Mrs. Hunter raised a question about the correlation between the projected expenditures and projected revenue. Mr. Kong confirmed that projected expenditures are based on projected revenues.

### APPROVAL OF RENEWAL OF BAMBOO HR

Last year, the Board approved an annual contract for BambooHR, a human resources tool used primarily for handling the application process for library job openings. BambooHR meets the library’s current needs very well, making it easy for people to apply for positions online, and for our staff to track applicants, communicate with them throughout the hiring process, and onboard new employees. HR Manager Beth Dostert recommends renewing with BambooHR for another year.

The library received a quote from BambooHR for an annual cost of \$10,208.16. This includes a 10% discount for prepaying the entire year’s price up front.

Mr. Kong recommended Board approval of renewing BambooHR at a total cost of \$10,208.16.

Ms. Greer asked if the expense is yearly. Mr. Kong explained it is a subscription. She also asked if it was a charge based on number of employees. Mr. Kong explained that the software is very useful for Human Resources staff and has made the hiring process much more efficient.

Dr. Maks requested statistics for the last few years regarding numbers of jobs posted, numbers of applicants, turnover rate, reasons why people leave, etc. He would like a regional, national, and local comparison, and comparison to other libraries.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RENEWAL OF BAMBOO HR AT A TOTAL COST OF \$10,208.16 FOR 12 MONTHS.**

The roll call vote for approval was unanimous. The motion passed with 7 ayes and 0 nays.

#### APPROVAL OF PAYROLL AND TIME/ATTENDANCE SYSTEM

After an assessment of the library's current payroll processing and time/attendance system, Paylocity, and a thorough examination of what other systems may suit its needs, HR Manager Beth Dostert and Finance Manager Blythe Trilling recommend switching to a new system called Paycor.

Potential benefits from switching to Paycor include the following:

- Better customer service from a consistent point of contact
- More intuitive user experience (e.g., easier to make notes about upcoming payroll changes for individuals)
- Date specific accruals instead of payroll specific, which will make it easier for supervisors and employees to see how much PTO (paid time off) is available
- Cohesion between payroll processing and time/attendance systems saves time of HR Manager (i.e., information only entered once)
- Deductions are tied to the master record, making it easier for Finance Manager when the IMRF rate or insurance costs change
- Easier to use reporting tool that can perform calculations and produce customized reports
- Availability of a dedicated ACA specialist to help with reporting
- Ability to track OSHA incidents and print out required reports
- Cost savings of approximately \$2,000 annually after first year
- Ability to terminate an employee in the system with their last day worked, while maintaining the ability to still pay out their vacation and give the terminated employee access to their pay stubs and W2s for up to 15 months
- Employees would still be able to clock-in or out on a computer, mobile app, or tablet kiosks located in the building

It should be noted that any change with the library's payroll processing would not affect the

Village's role of levying our taxes and administering our IMRF group.

The quote summary provided to the Board outlines the projected costs for the first year, including \$20,032.46 for payroll processing, time and attendance, and year-end fees. It also includes a one-time implementation cost of \$3,500. There is a two-year pricing guarantee, so the second year quote would also be \$20,032.46. In subsequent years, there will likely be a slight increase in the annual rate, but the library would be free to leave Paycor at any point if it chooses to do so. In comparison, the projected annual cost for Paylocity in calendar year 2019, factoring in a recent rate increase in July, is \$21,996. Therefore, the annual cost for Paycor, without factoring in the one-time implementation fees, would be close to \$2,000 less than Paylocity.

Mr. Kong recommended approval of Paycor for payroll processing and time/attendance systems at a total initial cost of \$23,532.46 for the first year and \$20,032.46 for the second year.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYCOR FOR PAYROLL PROCESSING AND TIME/ATTENDANCE SYSTEMS AT A TOTAL INITIAL COST OF \$23,532.46 FOR THE FIRST YEAR AND \$20,043.46 FOR THE SECOND YEAR.**

The roll call vote for approval was unanimous. The motion passed with 7 ayes and 0 nays.

Dr. Maks posed a question about the decision to use Paylocity two years ago. At the time the Village had asked the library if it wanted to use their new payroll system but the decision was made to use Paylocity.

#### **APPROVAL OF SAN STORAGE PURCHASE**

Board approval for the purchase of an additional Storage Area Network (SAN) array is sought. The Information Technology (IT) department is asking for a capital expenditure of \$28,676.76 for the purchase of a Dell EqualLogic PS6210X SAN. The price quoted represents a 42% discount from list pricing.

The recent Technology Plan (May 2018), under the VMWare and Storage Infrastructure section of the technology assessment, discusses the growing library disk storage needs for server and appliances, photos and video, historical archives, and backups. In June 2016, a Dell EqualLogic SAN was purchased as the new primary storage array, relegating four older storage devices to less-critical functions. This additional Dell EqualLogic SAN would replace those four older, end-of-life storage devices (i.e., two EqualLogic PS4000 SAN arrays purchased in December 2009 and two QNAP NAS storage devices purchased in April 2012).

The proposed SAN, while \$3,600 more expensive than the one purchased two years ago, has double the storage capacity. With the new SAN the library would not only be replacing four old storage devices waiting to be retired, but would also be increasing total storage capacity by more than a third. This will provide room for growth over the next five to seven years.

Mr. Kong recommended Board approval of the purchase of a Dell EqualLogic SAN at a cost of \$28,676.76.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF A DELL EQUALLOGIC SAN AT A COST OF \$28,676.76.**

The roll call vote for approval was unanimous. The motion passed with 7 ayes and 0 nays.

#### APPROVAL OF NETWORK INFRASTRUCTURE UPGRADE

Board approval is sought for the purchase of a new network switch. The Information Technology (IT) department is asking for a capital expenditure of \$13,626.47 to purchase a replacement HPE switch, and essential network modules. This is discounted pricing from CDWG through the National IPA Technology purchasing contract, and it is about one third less expensive than comparable quotes from Meridian IT, CDWG (no contract), and Provantage.

The center of the library network is the “core” switch on the third floor. All wired and wireless network traffic passes through this switch going to and from the Internet. This switch was last replaced in October 2008. At that time, the memo submitted for Board approval stated that the switch “will provide us with a more robust network with enough bandwidth capacity for the next 8 to 10 years.” We are now reaching the top end of that time estimate. Given its age, an end of sale date of July 31, 2015, and the fact that the latest software releases from HP no longer run on this model, it is time to replace this switch.

For the moment, with potential renovations on the horizon, the switches on the first and second floor will not be replaced. These switches are different models than the core switch and are not yet at the end of sale. They also still support the most recent software version. The tentative plan to replace them, as a capital expenditure, is in the next fiscal year.

Mr. Kong recommended Board approval of the purchase of a replacement HPE switch and essential network modules at a cost of \$13,626.47.

A motion was made by Mrs. Parrilli, seconded by Mr. Griffin:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF A REPLACEMENT HPE SWITCH**

AND ESSENTIAL NETWORK MODULES AT A COST OF \$13,626.47.

The roll call vote for approval was unanimous. The motion passed with 7 ayes and 0 nays.

ADOPTION OF TAX LEVY (Not for action until September meeting)

Next month, the Board will need to adopt a tax levy for transmission to the Village of Skokie. The 2018 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 2019-2020 Fiscal Year.

The 2017 operating levy was \$12,205,561, and there was a continuing levy of \$1,269,425 for payment of the library's bond debt from construction completed in 2003. The total 2017 levy was \$13,474,986, which was a 1.5% increase from the 2016 levy.

Last month, the Board reviewed tax collection shortages over the past five years. Starting with the 2017 levy, the Village directed the Cook County Clerk to extend an additional 3% for loss and cost in collection of the tax levy. This should help make up for future shortages. The tax collection shortages from the past five years were as follows:

FY 2018	\$432,300	(3.26% of collection)
FY 2017	\$208,379	(1.59% of collection)
FY 2016	\$343,359	(2.64% of collection)
FY 2015	\$367,692	(2.85% of collection)
FY 2014	\$388,263	(3.07% of collection)

Despite these collection shortages, the library has maintained a healthy cash balance in the General Operating Fund, regularly spending less than revenues. The General Operating Fund balance as of May 1 for the past five years has been as follows:

FY 2018	\$6,495,304	(after transfer of \$550,000 to Reserve Fund)
FY 2017	\$6,267,321	(after transfer of \$200,000 to Reserve Fund)
FY 2016	\$5,607,690	(after transfer of \$300,000 to Reserve Fund)
FY 2015	\$5,432,099	(after transfer of \$1 million to Reserve Fund)
FY 2014	\$5,434,384	(after transfer of \$1 million to Reserve Fund)

The library has built a healthy balance in the Reserve Fund in recent years, with a total balance of \$8,711,760.91 as of June 30, 2018. In addition, \$844,178 has been budgeted in the Capital line for current capital expenses in the FY 2019 budget. With our starting balance of \$6,495,304 (unaudited) in the GOF at the start of the current Fiscal Year, we have sufficient funds for about six months of operation when factoring in an average monthly expenditure of \$1,082,550.

The levy increases from the past five years were as follows:



2017 levy	\$13,474,986	(1.5% over 2016 levy)
2016 levy	\$13,275,848	(1% over 2015 levy)
2015 levy	\$13,144,404	(1% over 2014 levy)
2014 levy	\$13,014,261	(1% over 2013 levy)
2013 levy	\$12,885,407	(2% over 2012 levy)

The charts provided to the Board showed an Analysis of the General Operating Fund for the past seven years, and a preliminary look at the projected budget for FY 2020. Outside of tax collections, conservative projected revenues include \$300,000 for Corporate Replacement Tax, \$100,000 for fines and fees, and \$175,000 for interest. The library has already received its 2018 Per Capita Grant for \$80,980 from the Illinois State Library. The revenue projection also includes \$40,000 from other sources such as donations/sponsorships and photocopier collections.

Projected expenditures include a 4.62% 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) and a projected implementation cost tied to the upcoming salary scale review. The merit and cost of living increases are usually determined by the Board during the March Board meeting. The cost of implementing the salary scale changes is projected at \$100,000, as the library may need to increase pay for some staff to bring them up to a new minimum for their salary range, but a more accurate figure will be provided to the Board after the salary scale review is completed in early 2019. In addition, the employer's portion of health insurance is expected to increase in 2019, and we are tentatively factoring in a 6% increase.

Overall, a 1% increase in the levy may be expected to yield \$134,750 more in FY 2020. A 1.5% increase may be expected to yield \$202,125 more in FY 2020. A 2% increase in the levy may be expected to yield \$269,499 more in FY 2020. With a 1.5% levy increase, the Capital line in the preliminary projected budget would be \$607,251, which is above the library's goal of contributing \$550,000 per year into capital improvements (i.e., "Annual Reserve Fund Contribution" in the capital asset plan).

Since the library has been able to transfer a balance to the Reserve Fund each year for the last five years, in spite of short collections ranging from 1.59% to 3.26% of the amount budgeted, Mr. Kong recommended a levy increase of 1.5% for 2018 (funding FY 2020). This would allow the library to account for expected increases in salaries and health insurance costs, while still maintaining a healthy budget for other operating expenses (e.g., books, technology, building and grounds, continuing education) and putting the library in a better position to take on potential renovation projects.

Mr. Griffin suggested leaving the tax levy amount stable during the next year or two (assuming approval of the master plan), paying for the initial master plan expenditures from the library's capital line and reserves, and then increasing the levy as needed in subsequent years. The Board was in general agreement about not increasing the tax levy for the upcoming year.

## APPROVAL OF MASTER PLAN

Last month, the Board discussed the status of the master plan and potential renovations, and received information about the process for issuing bonds to help pay for potential renovations. After discussion, the Board agreed to table the discussion and requested more information about potential costs, particularly for the bond issuance process and design fees.

Mr. Kong explained, in his memo, that there would be opportunities to refine the scope of the project and even reduce the projected costs during subsequent stages in the process. Major aspects of the cost estimate include the following:

- Construction, FFE (Furniture, Fixtures, Equipment), and Shelving (all based on the cost summary provided to the Board last month). Note that the construction cost estimate includes construction management fees.
- Design fees from ABA broken into major phases. Note that the normal design fee is 10% of the total cost of construction, FFE, and shelving, but ABA reduced this to 9% to factor in \$100,000 already agreed to and paid for the master plan. In addition, the fees shown here include reimbursable expenses for travel, printing, etc. If the project were to include significant breaks in between phases, design fees would increase.
- Additional consultants (e.g., MEP (mechanical, electrical, plumbing), lighting, structural, specifications writing) is estimated at 3% of the total construction cost.
- The bond issuance process would cost approximately \$255,000, according to the Village Finance Director.

In his memo, Mr. Kong suggested that the master plan provides an exciting, clear vision for what the library's interior spaces can be in the near and long-term future. It addresses the focus areas identified in the 2017 RFQ and the design objectives that emerged from many conversations with key stakeholders, including the following:

- Develop a clear relationship between the east and west public entries
  - Create a "street" (i.e., open, main thoroughfare), providing clear passage for patrons throughout the 1<sup>st</sup> and 2<sup>nd</sup> floors
- Support intuitive wayfinding for library patrons
  - Update shelving solutions to make collections more appealing and accessible, and create a sense of browsing one's way through the library
  - Establish clearer sightlines between various points of the building, including between the "street" and program spaces
  - Improve lighting design and use of natural light throughout the library
  - Reconfigure staircase to make a stronger connection between the 1<sup>st</sup> and 2<sup>nd</sup> floors, and invite patrons to explore the 2<sup>nd</sup> floor
  - Create better spaces to meet and gather near the lobby areas
- Increase transparency into and through the library
  - Enhance visibility and functionality of courtyards

- Open up areas near the exterior windows, maximizing natural light for people and increasing visibility into and out of the library
- Consolidate public service points
  - Streamline services desks to promote more effective interactions
  - Combine service point for advisory services (books, movies, and music)
- Consolidate books and other materials to optimize space for people and programming
  - Redesign Youth Services area, with larger spaces for programming (e.g., arts, crafts, cooking), story times, and STEAM learning
  - Improve spaces for young adults (grades 6-12); enclosed with variety of seating options, individual study rooms, gaming nook, and DIY space
  - Create larger quiet reading room for adults on 2<sup>nd</sup> floor
  - Increase variety and number of seating, tables, and study rooms
  - Offer an appealing, visible, and functional café area (indoor/outdoor)
  - Enhance learning spaces for adults, including a redesigned training room and a new creative space for DIY activities and digital media production

Further direction from the Board on how to proceed with potential renovations was requested.

Ms. Barbir asked a question about the timeline for the Master Plan and Mr. Kong distributed a draft timeline to the Board. Ms. Barbir requested clarification about dates associated with the debt service and tax levy. She requested a visual representation of the due dates for the various funding options.

Mr. Prosperi asked about the amount of money that would be spent in the immediate future if the Board were to approve the master plan. There was discussion among the Board about the library's capacity to fund the renovation expenses from existing funds for the first year of the new debt service in order to avoid increasing the burden for tax payers. Mr. Prosperi asked where the money would come from. Mr. Kong explained that the library would spend the capital line down first and then would turn to the money appropriated from the Reserve Fund for Sites & Buildings.

Ms. Greer and Dr. Maks left the meeting at 7:42 pm.

Dr. Maks returned to the meeting at 7:45 pm.

Ms. Greer returned to the meeting at 7:46 pm.

Mr. Prosperi asked a question about the difference between construction management and administration. Mr. Kong provided more information about the roles of the construction manager and the architect, respectively. Mrs. Parrilli asked about the Board's role in the entire renovation process. Mr. Kong anticipates monthly updates and full involvement from the Board throughout the renovation process.

Mr. Prosperi proposed negotiating with Mr. Berman to pay for the design fees phase by phase versus the entire cost at once. Mr. Kong stated that payments would be made as progress is made with each phase.

Mrs. Parrilli asked about the kind of account the bond money would be deposited into. Ms. Trilling responded she would look into it.

Mrs. Parrilli left the meeting at 8:02 pm.

Mrs. Parrilli returned to the meeting at 8:04 pm.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MASTER PLAN AND NEGOTIATION WITH MR. BERMAN REGARDING SCHEMATIC DESIGN AND DESIGN DEVELOPMENT WORK, AND PREPARATION OF CONSTRUCTION DOCUMENTS.**

Mr. Prospero asked that each Board member present their thoughts about the plan and process with their vote.

Each board member provided their thoughts regarding their vote. The feeling among the yes votes was that the Board has chosen the right architect and design and that the renovation is a necessary update to the library.

Mrs. Hunter expressed concern regarding the timing of the termination of the current debt service and the proposed renovation, and feels that the intellectual part of libraries is diminishing. She also feels that the “street” concept is a fad.

The roll vote for approval was 6 ayes and 1 nay (Mrs. Hunter). The motion passed.

Mr. Kong stated he would speak to Mr. Berman and bring the proposal for continued design work to the Board in September.

### REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported the following highlights from the July 26, 2018, RAILS Board of Directors meeting from supporting documents and recorded videoconference.

The newly elected Board members were sworn in. At the recommendation of the Nominating Committee, the new officers are: President – Laura Turner, Caterpillar, Inc.; Vice President – Paul Mills, Fountaindale Public Library District; Secretary – Susan Busenbark, Kewanee Public Library District; and Treasurer – Nadia Sheikh, Carol Stream Public Library.

***Financial Report:*** Finance Director Jim Kregor reported that the General Fund total cash and investment balance ending June 30, 2018 was \$11.9 million and would fund an estimated 12.3

months of operations. The Capital Projects Fund stands at \$3,000,000. No additional revenue from the Area and Per Capita Grant funds had been received.

***Executive Director's Report:*** In her list of goals for FY2019, Deirdre Brennan announced that RAILS will present a new branding with a new logo to coincide with the revised Strategic Plan and to reflect that RAILS no longer offers the talking books program. She presented a sample of a revised logo, which symbolizes a railroad track in the shape of an infinity.

At its August meeting the Board will vote on the fee structure for the newly developed "Find More Illinois" program. This program offers all libraries the ability to search five online shared catalogs seamlessly, rather than individually. The annual fees the Board was asked to consider range from \$150 for smaller libraries to \$10,000 for the larger libraries, based on their annual collection budgets. Libraries can sign up for this opportunity to participate after Labor Day in September.

After a brief discussion it was agreed to establish a "Buddy" mentor program, which would pair a new RAILS Board member with a veteran member.

***ISL Report:*** Staff continue to focus on the Area and Per Capita Grant fund distributions for FY2018.

Next meeting: Friday, August 24, 2018, at East Peoria Service Center.

Fox River Grove Public Library is going through a complete renovation and will be closed for an entire month. It is that library's first renovation in 40 years. It was explained that the library had accumulated reserves that it had to spend.

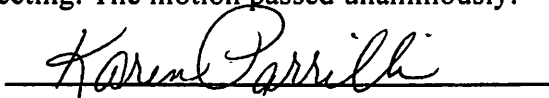
Mrs. Hunter expressed displeasure regarding the dissolution of the North Suburban Library System in 2011.

#### COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

#### ADJOURNMENT

At 8:18 p.m. a motion was made by Mrs. Parrilli, seconded by Ms. Greer to adjourn the regular meeting. The motion passed unanimously.



Karen Parrilli, Secretary