

December 9, 2020

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held virtually via Zoom, Wednesday, December 9, 2020.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:35 pm.

Members present: Mark Prosperi, President; Eugene Griffin, Vice President; Mira Barbir; Jonathan H. Maks, MD; Shabnam Mahmood; Magnolia Rivera-Pulex; and Richard Kong, Director

Staff present: Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Monica Chavez, Administrative Assistant to the Director

Guests present: Jen Martinson, Lauterbach & Amen, LLP; Josh Campanelli, Shales McNutt Construction; Andrew Berman, Andrew Berman Architect

Observers present: Scott Harrod; Thalma Brooms; Laurel Dooley; Rachael Bild; Megan Rosol; Jimmy Gonzalez-Vicker; Leah White; Becca Boland; Amy Koester

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 11, 2020

Dr. Maks made a motion, seconded by Mr. Griffin to approve the minutes of the regular meeting of November 11, 2020, subject to additions and/or corrections. A roll call vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

APPROVAL OF DESTRUCTION OF CLOSED SESSION AUDIO RECORDINGS OF DECEMBER 13, 2017 AND MAY 9, 2018

Mr. Griffin made a motion, seconded by Dr. Maks to approve destruction of closed session audio recordings of December 13, 2017 and May 9, 2018. A roll call vote was taken. 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(a); March 15, 2017; April 12, 2017; June 14, 2017; July 12, 2017; October 18, 2017; December 13, 2017; May 9, 2018; May 8, 2019; October 16, 2019; October 29, 2019; May 13, 2020; May 28, 2020; September 9, 2020

The Board reviewed all closed session minutes.

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

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(A); MARCH 15, 2017; APRIL 12, 2017; JUNE 14, 2017; JULY 12, 2017; OCTOBER 18, 2017; DECEMBER 13, 2017; MAY 9, 2018; MAY 8, 2019; OCTOBER 16, 2019; OCTOBER 29, 2019; MAY 13, 2020; MAY 28, 2020; AND SEPTEMBER 9, 2020 MINUTES AND THEY SHALL REMAIN CLOSED.

A roll call vote was taken and the motion was approved unanimously with a vote of 5 ayes and 0 nays.

#### COMMENTS FROM OBSERVERS

Laurel Johnson Dooley, Young Adult Supervisor, provided comments in support of Ms. Graham Washington's proposal.

DIRECTOR'S REPORT (Written report provided by Mr. Kong to the Board prior to the meeting)

#### COVID-19 Reopening Update

During our planned closure of the building during the last two weeks of November, Governor Pritzker announced the start of Tier 3 resurgence mitigations across the entire state, starting on November 20. The IDPH (Illinois Department of Public Health) made it clear that operations of libraries are at the discretion of local governmental entities. After carefully examining our options, in light of the new mitigations and the preparations needed to transition into the next phase of the renovation, I decided that it would be best to continue offering patrons an opportunity to place holds on physical items from our collection and use a limited number of computers by appointment, while temporarily pausing in-building browsing. I had conversations with colleagues at the library, the Village of Skokie Health and Human Services Director, other library directors in the local area, and Board President Mark Prosperi before deciding on this course of action. This service approach began on December 1 and has been successful so far. When possible, we will open the building for browsing with capacity and time limits in place. Of course, we will also be requiring all patrons to wear a mask at all times and social distance while in the library. Hand sanitizer and restrooms will be available to encourage visitors to practice good hand hygiene as well.

#### Renovation Update

Phase 2 (west side of the first floor and courtyards) of the renovation was essentially completed at the end of November. There are some issues on the punchlist, and some shelving and signage yet to be installed. Most of the furniture for Phase 2 has arrived, but some pieces were intentionally delayed since we needed to create space for temporarily placed youth collections. Shales McNutt Construction (SMC) officially began Phase 3 demolition on the east side of the first floor on November 30. Phase 3 should be completed by the end of March 2021. The east driveway and entrance are currently closed off to the public.

#### Financial Outlook for FY 2020-2021

*Note: An update will be provided each month through FY 2021*

Surprisingly, we received an additional late payment of \$321,363.93 in property tax revenue at the end of November from Cook County. This brings our total fall collection to \$6,095,770, which is \$102,723 below our projected revenue used for the FY 2020-2021 operating budget. This means we received 98.34% of the anticipated fall revenue from property tax collections, and 99.25% of the entire 2019 tax levy in 2020. This is encouraging because we are essentially fully funded for the current fiscal year's operations.

We are still on track to meet the reduced spending limits (i.e., 10% reduction of approved operating budget), though with 99.25% of our 2019 levy coming in, there is less of an immediate concern about revenues for this fiscal year. As mentioned last month, one line that we know will go over the reduced spending limit by the end of the fiscal year is the capital line. Rather than stick to the reduced budgeted amount, I think it makes more sense to spend down the original budgeted amount for capital in our operating budget before spending out of our reserve fund. I will present the first draft of the FY 2022 operating budget to the Board in January.

#### Digital Network Access Grant

IT Manager Mark Kadzie applied for a Digital Network Access Grant to support our *Wireless Expansion to Village Green and Parking* project. We received a letter from the Secretary of State informing us that we will receive a \$5,000 grant. This will be used for hardware and installation costs. Though this is not nearly enough to help everyone who is struggling with internet access from home, we hope it will help some people connect to the resources they need. We will test the network's reach over the next couple of months and promote widely to the community when we are sure it works well.

#### Personal Protective Equipment (PPE) Grant

We received a letter informing us that we have been awarded an FY2021 grant for \$500 for personal protective equipment (PPE) from the Secretary of State (through the Illinois State Library). Finance Manager Blythe Trilling will work with the State Library to request reimbursement.

#### Coming Together in Skokie and Niles Township

Learning Experiences Manager Amy Koester has been in discussions with other members of the Coming Together in Skokie and Niles Township (CTISNT) committee to discuss initiatives for the immediate future as well as the next few years. There is enthusiasm about supporting the community's needs today in areas such as food insecurity as well as developing programmatic ideas to help our community become more inclusive.

#### PLA Nomination

I have been asked to stand for election for PLA (Public Library Association) President. The election will take place next year. If elected, I would serve as the President-Elect in 2021-2022, President in 2022-2023, and Immediate Past President in 2023-2024. Since this potential commitment would begin after the anticipated completion of the renovation project, I feel confident that I would be able to balance this role with my responsibilities as the library's director. If I were to be elected, I think it will also benefit the library, as I will have more involvement in critical conversations within the library field. Even if I am not elected, I plan to increase my involvement in PLA and library associations to previous levels now that the renovation is winding down.

#### Per Capita Grant Requirements

We received notice from the Illinois State Library that the deadline to apply for the FY 2021 Public Library Per Capita and Equalization Aid Grant has been extended to March 15, 2021. We will take advantage of this extra time to review *Serving Our Public 4.0 Standards for Illinois Public Libraries*,

with a discussion for the Board planned for early 2021. A PDF copy of *Serving Our Public 4.0* is available to the Board.

Ms. Rivera Pulex entered the meeting at 6:47 pm.

#### Discussion of Director's Report

Josh Campanelli and Andrew Berman provided brief updates regarding the status of phase 3 of the renovation project. Ms. Barbir asked Mr. Campanelli and Mr. Berman if the project is still on schedule to be completed in March 2021. Mr. Campanelli confirmed that it is.

#### APPROVAL OF CONSTRUCTION PAY APPLICATION #12

The Board reviewed Construction Pay Application #12 and change orders #158; 166r1; 167r1; 168-171; 173-183. None were in amounts requiring Board approval.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CONSTRUCTION PAY APPLICATION #12 AND CHANGE ORDERS #158; 166r1; 167r1; 168-171; AND 173-183, SUBJECT TO AUDIT.

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

Josh Campanelli left the message at 6:55 pm.

Mr. Berman left the meeting at 6:59 pm.

#### ACCEPTANCE OF AUDIT FOR FISCAL YEAR 2020

The Audit for FY 2020, ended April 30, 2020, as prepared by Lauterbach & Amen, LLP was provided to the Board. The library encountered no difficulties in working with Lauterbach & Amen on the Audit.

Page 10 of the financial statements provide an overview of the library's financial position in all funds. The library began the year with a total fund balance of \$17,146,205 and ended the year with a total fund balance of \$30,130,423 with the increase due to the 2019 Bond Issuance. The library continues to be in solid financial position with Lauterbach & Amen stating the financial statement is presented fairly.

Page 22 provides information on the status of the library's long-term obligations. The largest portion of our long-term debt comes from the 2019 Issuance of General Obligation Bonds for the 2020-2021 building renovation. Page 24 details the total debt service requirements to maturity, including \$1,871,018 due in FY 2021. This amount is comprised of the final payment of \$1,273,050 to refund bonds for the library's building expansion and renovation of 2001-2002 and \$597,968 for the 2019 Bond Series.

During the course of the Audit, Lauterbach & Amen noted that the library does not have a formal capital asset policy approved by the Board. Although in the past staff have used internal procedures to track and capitalize assets, Lauterbach & Amen recommend a Board approved policy, which is being worked on and will be brought to the Board for approval.

In addition, past practice of the library has been to not include Management's Discussion and Analysis (MD&A) due to it being considered supplementary information that is not a part of the basic financial statements, and such missing information does not affect the Audit opinion of the basic financial statements.

Also, included in this year's Audit is an actuarial evaluation of the library's Other Post-employment Benefits (OPEB). Due to the Governmental Accounting Standards Board (GASB) issuing Statements 74/75, the library was required to have the evaluation done. The primary objective of the statements was to improve accounting and financial reporting for post-employment benefits other than pensions.

The Board was asked to accept the Audit as presented.

The trustees asked questions of Ms. Martinson about the Audit.

A motion was made by Ms. Barbir, seconded by Ms. Rivera-Pulex:

MOTION:        THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
                      ACCEPT THE AUDIT FOR FISCAL YEAR 2020

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

Ms. Martinson left the meeting at 7:11 pm.

### BILLS

Ms. Barbir asked a question about a technology network line item to clarify what Vocera Communications is. Mr. Kong explained it is for the library's in-building communication system.

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

### CONSENT AGENDA (Financial Statements; Reports; Personnel)

Mr. Griffin commented that the library has currently spent all of the salary line that is expected to have been spent at this point. He wanted to recognize the library for having been able to keep staff working at full capacity so that staff are able to earn what they were expecting to earn

despite the decision that was made to pay staff based on actual hours worked after the emergency closure had ended. Mr. Kong also praised staff's flexibility and willingness to help out in areas where the library may be short staffed because of departures and vacancies throughout the year.

Mr. Prosperi asked if any of the publishing companies have changed their approach about selling eBooks to libraries. Mr. Kong said that things do not appear to have changed, and the challenges that libraries face are still there.

Ms. Mahmood 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. REPORTS;
2. PERSONNEL: HIRE: STEVE KACHNOWSKI, PART-TIME BUILDING ENGINEER, BUILDING SERVICES AND SAFETY, EFFECTIVE NOVEMBER 30, 2020.

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

#### APPROVAL OF INSURANCE COVERAGES

LIRA (Libraries of Illinois Risk Agency) Executive Board members and associates at Arthur J. Gallagher Risk Management Services, Inc. presented information about the 2021 renewal to the full Board of LIRA members at the annual meeting on November 12, 2020. An executive summary of the renewal was provided to the Board. The total renewal for next year, including the total fixed costs for property/casualty coverage, total variable cost (loss fund), and the annual premium for workers compensation coverage is \$122,097, which is a 17.75% increase from last year's total of \$103,688.

As a reminder, in 2017, the Board approved switching to LIRA for the library's insurance coverages (i.e., Property & Liability, Workers Compensation, Auto, Cyber Liability, Directors and Officers, etc.). LIRA is an insurance pool that is made up of Illinois libraries, and it is administered by Gallagher. Member libraries of LIRA are not self-insured nor self-funded. LIRA is currently made up of 58 member libraries, and the total insured value is \$1,394,114,822. The group purchase minimizes the risk for individual libraries by giving us more leverage, and pools like LIRA give flexibility to its members during times of "hard markets" for insurance.

According to Gallagher, the insurance market was already hardening prior to COVID-19, and the pandemic and the current economic situation have significantly affected insurance carrier profits. Property and excess liability markets seem to have been hit the hardest. Climate conditions (e.g., wildfires, hurricanes, flooding, and wind/hail storms) are also more frequent and replacement costs and costs of construction have increased. Insurance carriers are looking for rate increases. More details about the program costs can be found in the attachment.

Mr. Kong recommended Board approval of the 2021 LIRA insurance renewal at a total annual cost of \$122,097.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 2021 LIRA INSURANCE RENEWAL AT A TOTAL ANNUAL COST OF \$122,097.

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

#### APPROVAL OF PURCHASE OF NETWORK EQUIPMENT

Board approval is requested for the purchase of HP/Aruba networking equipment for the new network closet being constructed on the east side of the first floor. This network equipment purchase will not only complete the new first floor network closet but will also complete the entire building network infrastructure upgrade that began in 2018.

The CDW-G quote for the equipment is \$11,256, which can be taken from the current Technology budget. As the HP/Aruba *preferred vendor* for the Skokie library, no other reseller can match the discounts CDW-G can offer us on this equipment, including buying directly from HP/Aruba. In addition, the relationship CDW-G has with HP/Aruba allows their team to provide even steeper discounts. The price we have been quoted by CDW-G is about 60% off MSRP pricing. I am confident this is the best pricing we can get for the new equipment needed.

Mr. Kadzie recommended Board approval of the purchase of HP/Aruba network equipment from CDW-G, for the price of \$11,256, to be taken from the current Technology budget.

A motion was made by Mr. Griffin, seconded by Ms. Rivera-Pulex:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF HP/ARUBA NETWORK EQUIPMENT FROM CDW-G AT A TOTAL COST OF \$11,256.

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

#### APPROVAL OF TEMPORARY PAID SICK LEAVE POLICY

To further aid library staff as the COVID-19 pandemic continues, and to move toward a more equitable treatment of employee benefits, Human Resources Manager Beth Dostert and Mr. Kong, along with Attorney Thomas Garretson of Robbins Schwartz, worked on the Temporary Paid Sick Leave Policy provided to the Board.

The policy would provide up to two weeks of paid sick leave for all library staff. Staff who currently do not receive paid sick leave benefits (currently 49 employees) would be able to request paid sick leave up to the equivalent of two weeks of their regular workweek schedule for which they were hired. Staff who already receive paid sick leave benefits would first need to use their existing sick time before requesting this additional paid sick leave.

One main benefit of this temporary policy is that it will provide employees who do not currently receive paid sick leave benefits more incentive to stay home when they are experiencing any illness. This is always encouraged, of course, but especially during the current pandemic, we do not want staff to feel like they need to work while sick in order to work their normal hours and receive wages.

Since this is a temporary policy for 2021, staff will not accrue any sick time that would carry over into the next year. However, Mr. Kong will continue to examine elements of our Personnel Code to consider how the library can be more equitable and improve working conditions for library staff. If there are changes to our regular sick leave policy that make sense, he will bring those forward to the Board for consideration.

Mr. Kong recommended Board approval of the Temporary Paid Sick Leave Policy.

The Board discussed the proposed policy.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TEMPORARY PAID SICK LEAVE POLICY AS PRESENTED.

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

#### APPROVAL OF EQUITY, DIVERSITY, INCLUSION CONSULTATION PROPOSAL

With the completion of the Discovery Phase of our EDI (equity, diversity, inclusion) work, Reesheda Graham Washington (RGW Consulting) provided a proposal for the next phase of our development as we address key recommendations from the discovery report. The objectives are laid out in more detail in the proposal, but RGW's work will include the following on a basic level:

1. Redevelopment of the Equity Advisory Team (i.e., the EDI Committee) made up of library staff, Board members, and community stakeholders
2. Development of an Equity Strategic Plan
3. Development of the library Board and staff through numerous workshop sessions
4. Reflections, next steps, and meetings throughout the process

Mr. Kong strongly believes that this is an important moment in the library's history where the Board and staff leadership can take meaningful action on our stated commitment to equity, diversity, and inclusion. There is a local, national, and global movement toward collective action to end systemic



racism, inequity, and all forms of oppression. The library exists within this space, not outside of it, and he believes that we must make the investment of resources needed to participate in and advance this work. Just as the library appropriately brings in experienced experts for architectural design, construction management, and legal guidance, EDI is an area that requires assistance from an experienced and educated expert in the field.

The library's current three-year strategic plan, approved by the Board in 2019, prioritizes building a more resilient, engaged, and inclusive community. The proposed recommendations from RGW would clearly position the library to make advances toward these priority areas. By engaging more meaningfully with community individuals and partner organizations, we will have more success in creating a sense of belonging and connection with one another, and we will offer opportunities for community members to understand themselves and others. Furthermore, one of the core values stated in the strategic plan is compassion, speaking to the idea that we value action that is rooted in equity and respect for human dignity. This work will help the library stay true to that core value.

On a practical level, it is also worth noting that RGW will work with the leadership of the library to "become adept at the use of an equity framework" to develop policies, programs, and procedures. The formalization of an equity lens or framework to guide every aspect of the library's work has been identified as a critical piece to the library's EDI efforts, but something our organization has struggled to fully realize. We feel that we need assistance from an EDI expert who has experience working with libraries and other organizations. This framework will propel us forward as an equitable, diverse, and inclusive organization. At the end of the year, the Equity Advisory Team, library staff, and Board will have an opportunity to reflect on progress made in 2021 and determine further work. It may be that more help from RGW will be necessary, or we may determine that staff can make progress on the next steps internally or with just limited assistance from RGW or other consultants. The equity strategic plan that will be created in 2021 will provide a starting point for the next library strategic plan (2022-2025).

The proposal provided to the Board describes a yearlong process at a total cost of \$40,000. Approximately \$23,000 would be spent in the current fiscal year, and the rest of the balance would be paid over the first eight months of calendar year 2021. Due to the library's conservative spending this year, and the fact that we have received full funding (i.e., 99.25% of the 2019 tax levy), Mr. Kong believes the library has the funds to cover RGW's proposed fees. In addition, the proposed fees are in line with what he has seen from other equity consultants personally and through communication with other libraries and institutions.

Lastly, feedback from staff gathered through written comments and verbal conversations about the discovery phase has been overwhelmingly positive. There is considerable excitement among many of those leading our efforts with EDI to continue the library's work with RGW. Many staff have indicated that they feel a strong sense of connection with RGW and appreciate her approach. Most importantly, library staff join Mr. Kong in wanting to see action and progress now in these critical areas.

Mr. Kong recommended Board approval of the proposal from RGW Consulting for a total amount of \$40,000.

The trustees discussed the proposal. Mark Prosperi opposed the proposal. He said RGW's report was conclusory, lacked a stated factual basis to support its conclusions, was insufficiently tied to events occurring at SPL, and was generally poorly written. For those reasons Prosperi recommended against the selection of RGW. In addition, Prosperi and Gene Griffin opposed the proposal because unlike the process used in the past to select consultants there was no vetting of the consultant prior to a selection being made. Prosperi asked for a motion in support of the proposal and the board was silent. Further discussion was held. Prosperi asked again for motion in support of the proposal. Shabnam Mahmood moved to approve the proposal. The motion failed for lack of a second. The board then asked Richard Kong to proceed to institute some of RGW's suggestions and report back to the board in three months. Griffin asked Kong to provide the board with other possible choices for a consultant.

APPOINTMENT TO FILL THE REMAINDER OF NATALIE MILO-NICOLASIN'S  
(FORMERLY KAREN PARRILLI'S) TERM AS LIBRARY TRUSTEE

CLOSED SESSION PURSUANT TO 5ILCS 120/2(c)3 OF THE OPEN MEETINGS ACT

At 8:53 pm a motion was made by Ms. Barbir, seconded by Ms. Rivera-Pulex to adjourn the regular meeting and enter into closed session pursuant to 5ILCS 120/2(c)3 of the Open Meetings Act to consider selection of a person to fill a vacancy in a public office. A roll call vote was taken and the motion passed unanimously.

OPEN SESSION

At 9:07, the trustees returned to open session.

A motion was made by Dr. Maks, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF  
TRUSTEES APPOINT MICHELLE MALLARI TO FILL THE  
REMAINDER OF NATALIE MILO-NICOLASIN'S  
(FORMERLY KAREN PARRILLI'S) TERM.

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

Mr. Prosperi said that he would contact Ms. Mallari. Mr. Kong said that he would be sure to go through the orientation process with her.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

RAILS Board of Directors Meeting Summary

November 20, 2020

The following are highlights from the November 20, 2020, RAILS Board of Directors meeting, supporting documents, and recorded video conference via Zoom.

#### RAILS Financial Report - Jim Kregor

- Mr. Kregor reported RAILS was in a good position financially.
- \$18.4 million of unassigned cash position which would fund nearly twenty months of operations.
- \$1,614,000 grant payment received in September 2020.
- \$5,362,500 final payment of fiscal year 2019.
- \$1.9 million in federal funds.
- Investment Income continues \$47K below budget.

#### Advocacy Committee – Jenna Nemec-Loise

- Committee met on Nov. 12, 2020 to discuss Library Eco-System Program at the virtual ILA Conference, partnering with Hallie Cox with Special Libraries.
- Forging partnerships between school and academic libraries.
- ILA Trustee Forum- Eco-System Program was very successful; developing an email for list-serv; starting points for school and academic libraries.

#### RAILS Monthly Report

- Deirdre Brennan announced the last day of Amy de la Fuente will be November 30, 2020.
- Trustee Forum will meet November 21, 2020.
- EDI Committee will meet.
- Federal grant of \$125K received and will be used to buy e-books and materials for K12 and community colleges.

#### RAILS Service of the Month Report: Measuring the Impact of RAILS Programs/Services on Members - Grant Halter, Data Analyst Manager for RAILS

- Mr. Halter reported on various projects he has worked on this past year: a number of surveys, Public IPLAR Dashboard by RAILS, continuing education programs, school data information to help libraries, E-Read grant, evaluating e-news for RAILS.

#### Delivery Planning - Greg Pronevitz, Consultant

- Mr. Pronevitz conducted a study to evaluate the efficiency of delivery systems using focus groups.
- Recommendations
  - Seek collaborations with stakeholders to convey information about automated vs. label-less sorting
  - Seek alignment of statewide services
  - Explore alternative hubs
  - Brand delivery service components

- Seek efficiencies in library workflow: e.g., automated transit slip printing and route prioritization
- Ms. Brennan expressed concern about cost-effectiveness of delivery service due to lack of plans for automation.

#### RAILS BOARD MEMBER REPORTS

- Special Libraries-Trends & Challenges – Halle Cox
  - Ms. Cox reported RAILS is doing exceptionally in its diversity of specialized libraries. Specialized libraries are not schools, libraries, or universities. They cover a host of specialized fields: physicians, law, art, nursing, etc. There are currently 181 SL in RAILS. The hurdles SL face are from active participation of these members in specialized associations: ALA, ILA, etc. Ms. Cox said advocacy is crucial to SL as is getting the word out to introduce SL to the communities.

Next meeting: Friday, January 15, 2021, at 1:00 pm via Zoom.

Dr. Maks left the meeting at 9:12 pm.

#### COMMENTS FROM TRUSTEES

There were no comments from the trustees.

#### ADJOURNMENT

At 9:14 pm a motion was made by Ms. Barbir, seconded by Ms. Rivera-Pulex to adjourn the regular meeting. A roll call vote was taken and the motion passed unanimously.

Ms. Barbir thanked the Board and staff for serving the Skokie community.

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Shabnam Mahmood, Board Secretary