

March 14, 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, March 14, 2018.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:31 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Mira Barbir; Susan Greer; Eugene F. Griffin; and Richard Kong, Director.

Members absent: Karen Parrilli, Secretary and Jonathan H. Maks, MD.

Staff present: Laura McGrath, Deputy Director; Annabelle Mortensen, Access Services Manager; Vanessa Rosenbaum, Graphic Designer.

Guests present: Andrew Berman and Alexander McLean of Andrew Berman Architect who arrived at approximately 7:00 pm.

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

Mrs. Hunter made a motion, seconded by Ms. Barbir to approve the minutes of the regular meeting of February 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.

COMMENTS FROM OBSERVERS

No observers were present.

BILLS

A motion was made by 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 5 ayes and 0 nays; the motion passed unanimously.

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

Mr. Prosperi remarked on the drop in circulation this month. Mr. Griffin asked about weather impact stated on the Dashboard.

Ms. Greer 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/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. PERSONNEL: TERMINATION: BECKY THORNTON, PART-TIME REFERENCE LIBRARIAN, ADULT SERVICES, EFFECTIVE MARCH 25, 2018; HIRE: DEVAN PARKISON, FULL-TIME DATA SERVICES COORDINATOR, ADMINISTRATION, EFFECTIVE MARCH 5, 2018.

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

DIRECTOR'S REPORT

Master Plan Update

Andrew Berman has made significant progress with his schematic designs for our master plan. He has focused on the first and second floor public and staff spaces. In an effort to seek further feedback from the public, large floorplans were posted in three different areas of the first floor, inviting patrons to share their suggestions on post-it notes affixed to the large floorplans. Mr. Kong also attended department staff meetings to answer questions about the master planning process and listen to suggestions. Berman and his colleagues attended the March Board meeting to share the initial designs and ask for feedback from the Board.

Mr. Kong stated that approval of the Master Plan may wait until the May meeting. There was a brief discussion regarding obtaining the public's comments on the Master Plan. Mr. Prosperi requested that there be another update in April about the status of the plan. Mr. Kong suggested having Mr. Berman available by videoconference at the April meeting to be able to view the plans one last time before the final plan.

Fiscal Year 2018-2019 Objectives

As the end of FY 2018 and the start of FY 2019 approach, staff are starting to consider possible objectives for next year. Annual objectives support the six main goals outlined in the 2016-2019 Strategic Plan. The library has made significant strides with much of our plan, especially in objectives related to engaging the community through sustainable partnerships and promoting equity. The new objectives will be presented to the Board in May. Mr. Kong welcomes any thoughts from the Board regarding possible objectives.

Changes in Adult Services and Learning Experiences

With the recent departures of former Information Services Coordinator Bruce Brigell and Digital Literacy Supervisor Erika Kallman, the library is making some changes to the staffing structure in both departments. When hired, the new information services supervisor will oversee reference and digital literacy staff on the second floor, and the plan is to merge the tech help desk with the existing reference desk to provide a more consistent, convenient experience for our patrons. Learning Experiences staff will continue to oversee programming related to digital literacy, and Experiential Learning Supervisor Amy Holcomb will supervise the youth computer lab and its staff. Most of these changes will occur after the new information services supervisor begins their work.

Security System Update

The installation for both the access control system and the intrusion detection system is complete. Staff and a small number of additional authorized users have received key fobs that can be used to give them access to the building and various staff areas. Board members picked up their key fobs before the Board meeting to access the third floor on the elevators.

Mr. Griffin asked a question about what kind of access board members have through the keyfobs.

Banking Update

Blythe Trilling, Finance Manager, and Mr. Kong met with the library's representative from MB Financial Bank. They were able to secure higher interest rates for all of the library's accounts, and started a new interest-bearing account that will be used for incoming tax revenue. The library is also exploring higher interest rates for our CDs with both North Shore Community Bank and First Bank & Trust to increase our interest revenue next fiscal year.

There was brief discussion about the CD's and increase in interest rates being offered.

Elevate Illinois Libraries Leadership Program

Mr. Kong continues to serve on the steering committee for a new leadership program for the Illinois library community to be held on April 28, 2018 at the University of Illinois at Springfield. Elevate is a one-day program designed to help library staff of all levels (MLS not required) gain a better understanding of strengths-based leadership. The library has a number of library staff applying to the program, but not everyone will be able to attend as the selection process is competitive. Adam Goodman of Northwestern

University, who has also facilitated the PLA Leadership Academy for many years, will lead the program.

Asian Human Services – Family Health Center

Nancy Kim Phillips, Community Engagement Manager, and Mr. Kong met with Dr. Muhammad Paracha of Asian Human Services. He provided a tour of and shared information about the Skokie Family Health Center located on the corner of Lockwood Avenue and Dempster Street. The breadth of their services and the flexible options they provide for both the insured and uninsured are impressive. They discussed possible ways of partnering with one another.

Voter Registration and Information

Community Engagement staff, led by manager Nancy Kim Phillips, collaborated with volunteers organized by Niles Township Trustee Bonnie Ognisanti and the League of Women Voters to register voters for six weekends leading up to the registration deadline for the Illinois March primary. A table was set up in the west lobby. They registered 51 voters, a number of whom were naturalized citizens, and answered many questions about the elections and voting. Staff also created a voter information resource (<https://skokiellibrary.info/resources/voter-information/>) on our website to provide information about how to participate in the primary election and research the candidates.

Author Amani Al-Khatahtbeh Visit

This year's Coming Together in Skokie and Niles Township program features the book *Muslim Girl: A Coming of Age*. Author Amani Al-Khatahtbeh will be at the library on Monday, March 19, 2018 at 7pm for a discussion of her writing and reflections on issues facing Muslim Americans today. There are still some openings to the event so board members were asked to register if they are able to attend.

Public Library Association 2018 National Conference

The PLA National Conference is held every two years and is widely considered the best professional conference for those interested in public libraries. This year the conference will take place March 20-24 in Philadelphia. Mr. Kong is the Conference Committee Chair and will also presenting a program about the experience of first-time library directors. Once again, we the library will be well-represented at the conference and a number of staff who will be presenting, including Amy Koester, Amy Holcomb, Mimosa Shah, and Mick Jacobsen.

APPROVAL OF RESOURCES SELECTION POLICY (Presented by Annabelle Mortensen, Access Services Manager)

Before the discussion of the approval of the resources selection policy, Ms. Mortensen gave a brief presentation regarding circulation statistics.

Mr. Prosperi asked a question about the possibility of the library obtaining a music streaming subscription.

Mr. Kong mentioned the upcoming residential construction within walking distance to the library that may increase our numbers of users and cardholders despite a nationwide downward circulation trend.

There was brief discussion regarding circulation trends and our weeding process. Ms. Mortensen also spoke about our donations of books to local organizations.

Ms. Mortensen then went over the changes that were made to the Resources Selection Policy.

State law requires that the Board review the Resources Selection Policy every two years. Because the Board last reviewed the policy in March 2016, an updated version was provided to the Board for consideration. The primary changes appear in the first five paragraphs of the document, with the library mission statement updated and core values added to reflect the Strategic Plan of 2016-2019. Other minor updates on selection responsibility reflect changes in the library's organizational chart.

The Resources Selection Policy provides the basis for the larger Collection Development Plan, which guides collection management on a day-to-day basis. The first few pages of the Collection Development Plan also were provided to the Board.

Ms. Mortensen recommended the Board approval of the revised Resources Selection Policy.

Mr. Griffin made a motion, Ms. Barbir seconded:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE REVISED RESOURCES SELECTION POLICY AS
PRESENTED.

The roll call vote for approval was unanimous. The vote was 5 ayes and 0 nays.

APPROVAL OF RENEWAL OF COLLECTIONHQ (Presented by Annabelle
Mortensen, Access Services Manager)

The library's three-year subscription to CollectionHQ is up for renewal; the library would like to renew for another three years effective March 2018.

CollectionHQ is a software tool that informs collection management, most notably using historical and current usage statistics to focus weeding projects and help identify and target both overstocked and understocked areas. It also has modules for determining budget allocation, identifying well-worn titles that might need replacement, and flagging circulation trends. The tool is simple to use, organizing information in a much more useful and actionable way than ILS data reports. In the past several years, it has helped our collection development staff work with far greater efficiency and effectiveness.

CollectionHQ also has been crucial in facilitating our ongoing weeding efforts. When the product was first implemented in February 2015, it flagged more than 47,000 library items as not having circulated in four years or more. By February 2018, that number has decreased by 45% and continues to drop steadily each month. The library sees CollectionHQ as an essential tool as we near the approval of a master space plan and continued movement toward our goal of "right-sizing" the collection to make it as useful and attractive as possible.

The library paid \$12,500 per year in our original three-year CollectionHQ contract. The renewal contract for 2018-2020 stipulates a payment of \$13,000 per year. CollectionHQ will also provide a free year of their ESP module, which offers predictive analytics so that we can determine, based on past checkouts, whether an upcoming book release may be of particular interest to our patrons.

Ms. Mortensen recommended that the Board approve a three-year renewal of CollectionHQ at \$13,000 per year.

Mrs. Hunter made a motion, Mr. Griffin seconded:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
 APPROVE RENEWAL OF THE THREE-YEAR SUBSCRIPTION TO
 COLLECTIONHQ AT \$13,000 PER YEAR.**

The roll call vote for approval was unanimous. The vote was 5 ayes and 0 nays.

APPROVAL OF HVAC PREVENTATIVE MAINTENANCE PROPOSAL

The library's current agreement for preventative maintenance (PM) on our HVAC systems is nearing its end, and Tim Murphy, Facilities and Safety Manager, and Mr. Kong decided it would be best to go out to bid for a new provider. The maintenance agreement would cover preventative maintenance on our air-handling units, boilers, chillers, cooling towers, exhaust fans, pumps, and other related equipment.

An RFP (request for proposals) was posted for these PM services and received five proposals (see attached). Tim Murphy reviewed each of the bids and recommended approval of the bid from Atomatic Mechanical Services of Arlington Heights, which submitted the lowest bid for all the work specified in the RFP at a total price of \$14,976 for the first year. They also provided all of the necessary paperwork for the RFP, including insurance and reference information. Murphy worked with Atomatic Mechanical while employed at other facilities and found their service to be top-notch. He also noted that he has always found their pricing to be competitive.

Murphy also checked multiple references for Atomatic Mechanical, including Park Ridge Public Library, the Anti-Cruelty Society, and NBC Tower. All the comments he heard about Atomatic's performance were positive.

If the library were to enter an agreement with Atomatic Mechanical, we would work with our primary and secondary assigned mechanics, as well as their contacts for service dispatch, service management, and billing, to make the transition from Anchor to Atomatic. Murphy assured Mr. Kong that Atomatic is very familiar with the types of equipment in our library and will make a smooth transition.

Mr. Kong recommends Board approval of the bid from Atomatic Mechanical Services to provide preventative maintenance for our HVAC systems at a total annual cost of \$14,976. After the first year, we will re-evaluate and will have the option to sign a multi-year agreement if we are pleased with their work.

Ms. Hunter asked if we were unhappy with our current company and Mr. Kong explained that they had not exceeded expectations or fulfilled all of their promises.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TWELVE MONTH AGREEMENT WITH ATOMATIC MECHANICAL TO PROVIDE HVAC PREVENTATIVE MAINTENANCE AT A COST OF \$14,976.00 (\$1,248/MONTH) AS PRESENTED.

The roll call vote for approval was unanimous. The vote was 5 ayes and 0 nays.

APPROVAL OF COST OF LABOR ADJUSTMENT AND MERIT INCREASE FOR STAFF

In February, Mr. Kong provided information from the Bureau of Labor Statistics showing a 2.1% annual increase in wages and salaries for state and local government workers for calendar year 2017. It has been the Board's practice to use this report in determining an across-the-board adjustment to the pay scale for the following fiscal year.

A copy of the proposed pay scale for FY 2018-2019 with the 2.1% adjustment across the scale was provided to the Board. Mr. Kong asked the Board to approve this scale adjustment.

If the Board were to approve this adjustment, all staff (unless they are above the maximum for their pay grade) will receive the 2.1% adjustment at the beginning of the new fiscal year.

Last year, staff received a 2.1% cost of labor adjustment and a 1.5% increase at the time of their annual review for a total increase of up to 3.6%. Two years ago, staff received a 1.8% cost of labor adjustment and a 1.5% increase at the time of their annual review for a total increase of 3.3%. Total increases before that were 3.6% in 2015, and 3.1% in both 2014 and 2013. If the Board would like to maintain the same total increase as last year at 3.6%, the merit increase would need to be increased to 1.5% at the time of the annual review.

Year	COLA Increase	Merit Increase	Total Increase for Year
2017	2.1%	1.5%	3.6%
2016	1.8%	1.5%	3.3%
2015	1.6%	2%	3.6%
2014	1.1%	2%	3.1%
2013	1.1%	2%	3.1%

This year, based on research of pay increases provided by other public libraries in the Chicagoland area in the past year, Mr. Kong recommended a 1.0% merit increase for eligible staff for a total increase of 3.1% for the year. Libraries differ in how they handle cost of labor adjustments and merit increases, but most of the larger libraries in our area provided 3% increases for staff in the past year. The average salary increase for libraries in 2017-2018 budget projections, according to Management Association of Illinois, was 2.6% for non-exempt and exempt staff. The Board also asked for information about increases for federal and state employees. According to our finance manager, the federal government's 2018 pay raise will be from 1.67%-2.29% depending on area of residence. The State of Illinois' largest union (AFSCME) has not had an annual raise due to its expired contract in 2015.

Mr. Kong recommended a 2.1% cost of labor adjustment and a 1.0% merit increase for staff. Mr. Kong requested action on both the Cost of Labor adjustment and merit increase.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE A 2.1% COST OF LABOR ADJUSTMENT TO THE
LIBRARY SCALE AND THE COST OF LABOR INCREASE SHALL
BE GIVEN TO ALL STAFF UNLESS THEY ARE ABOVE THE
MAXIMUM FOR THEIR PAY GRADE; AND A 1.0% INCREASE FOR**

ALL ELIGIBLE STAFF AT THE TIME OF THEIR PERFORMANCE REVIEW FOR FISCAL YEAR 2019.

The roll was called: Ms. Barbir—yes; Ms. Greer—yes; Mr. Griffin—yes; Mrs. Hunter—yes; Mr. Prospero—yes. The motion passed; there were 5 ayes and 0 nays.

PROPOSED OPERATING BUDGET FY 2019

In January and February, Mr. Kong presented the Board with a first and second look at the projected operating budget for FY 2018-2019.

Changes to the proposed budget since then include:

- The salaries line was reduced because we are projecting being over-budgeted in the current fiscal year.
- The employer's IMRF and FICA lines were reduced based on the budgeted amount for salaries.
- The continuing education and membership line was reduced by \$10,000.
- The research resources (i.e., online databases) line was reduced by \$10,000; the physical content line was reduced by \$24,000; and the leased content (i.e., digital content such as eBooks and streaming video and audio) was increased by \$4,000.
- Professional services was decreased by \$1,000.
- Due to the above reductions, the capital line was significantly increased.

Approval of the budget is not required until April, but Mr. Kong welcomed questions and comments from the Board.

At this time a short recess was taken in order to set up Mr. Berman's presentation.

The meeting resumed at approximately 7:30 pm.

PRESENTATION OF MASTER PLAN PROGRESS BY ANDREW BERMAN ARCHITECT

Mr. Berman presented the plans of the first and second floors in depth with questions throughout from the board. He will most likely attend the April board meeting via videoconference to provide the Board with an update.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

No report in Mrs. Parrilli's absence.

COMMENTS FROM TRUSTEES

Mr. Griffin shared a news update about the IMET fraud case.

ADJOURNMENT

At 9:10 p.m. a motion was made by Ms. Barbir, seconded by Ms. Hunter to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary