

March 11, 2020

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, March 11, 2020.

CALL TO ORDER

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

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

Staff present: Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Lorrie Hansen, Community Engagement Librarian; Caitlin Savage, Youth Services Librarian, Sue Teller, Youth Services Librarian/Staff Artist

Members absent: Karen Parrilli, Secretary; Magnolia Rivera-Pulex

Visitors present: Andrew Berman and Alex McLean, Andrew Berman Architect; Dr. Catherine Counard, Director of Health, Village of Skokie

COMMENTS FROM OBSERVERS

There were no observers present.

PRESENTATION BY YOUTH SERVICES OF PUPPET SHOW

Community Engagement Librarian Lorrie Hansen shared some introductory information about the school puppet shows prepared by Youth Services staff, and youth librarians Caitlin Savage and Sue Teller performed one of the puppet shows for the Board.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 12, 2020

Dr. Maks made a motion, seconded by Mr. Griffin to approve the minutes of the regular meeting of February 12, 2020, 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.

Dr. Counard entered the meeting at 6:46 pm and shared some information about the COVID-19 pandemic with the Board and the Village's response. Mr. Kong shared with the Board some of the steps taken by the library, including the plan to cancel programs through the end of March, and a draft of the library's pandemic response procedures. Discussion ensued in which questions were asked by the Board and answered by Mr. Kong.

Dr. Counard left the meeting at 7:35 pm.

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

meeting)

### Renovation Update

We continued to make significant progress with the renovation project last month. The individual rooms and areas of the second floor and the first floor offices are taking more shape. Shales McNutt Construction (SMC) and Andrew Berman Architect (ABA) are in constant communication with one another to discuss the progress of the project and make necessary adjustments. There have been a good number of change orders on the project, requiring use of a significant portion of funds from the contingency, but SMC is working hard to make sure we maintain a solid position with the budget and timeline. We also met with ASI Signage and graphic designer Neil Donnelly for a project kick-off discussion. Andrew Berman will provide a more detailed update on the renovation and answer questions during the March Board meeting.

### COVID-19/Pandemic Response

The coronavirus disease 2019 has been a major topic of conversation for local library directors and leaders in the community. Dr. Catherine Counard, Director of Health at the Village of Skokie, visited the library recently to share an update on what is happening locally and share recommendations about what the library and other community organizations/businesses can do to help slow the spread of respiratory illnesses such as COVID-19. I shared this information with all library staff, and continue to discuss ways in which the library can respond. In addition to informing staff of good practices to stay healthy (e.g., washing one's hands with soap and staying home when sick), we are also taking extra steps to clean frequently touched surfaces. We are also considering such steps as canceling certain programs, and asking certain staff to work from home more. Library staff have also created resources to provide reliable information to the public, including pop-up Civic Lab discussions. We will continue to do our best to stay on top of the situation and work with local health experts to respond in helpful ways. I am also working on some procedures for responding to a pandemic, using examples from other libraries as a starting point. This document will be reviewed and shared with staff soon.

### Service Design Workshop

Almost thirty staff members, including myself, recently participated in a three-day training workshop to learn more about service design. Led by Jackie Flowers, a librarian from Calgary Public Library, these workshops provided staff an opportunity to explore what it means to provide exceptional patron experiences, with a particular focus on our upcoming renovated spaces. Staff also learned about the difference between a fixed mindset and a growth mindset, as well as design thinking tools. Staff responded very positively to the training, and we plan to continue using what we learned to help support a fluid, responsive approach to pursuing our strategic priorities.

### Mini-Comic Book Project

We are collaborating with local schools, particularly School District 69, to design a mini-comic book for local elementary students. The idea is to share a positive message about inclusion and resilience in a fun way that will appeal to local children and their families. Local high school students will be

asked to apply to create the artwork and write the story for the mini-comic book, and the plan is to produce something to share with local students sometime this fall. Copies will be available for checkout at the library, but we are also planning to produce a copy for every second grade student to help promote literacy. Materials Handler Vincent Kao, who is also a professional artist and writer, has agreed to mentor the high school student(s) working on this project.

#### Chamber of Commerce State of the Village Breakfast

The Chamber of Commerce will host its annual State of the Village Breakfast at 7:30 am on Friday, April 24, 2020. Mayor Van Dusen will provide the main presentation about key economic development projects and budget issues relevant to the community. Library Board members are encouraged to attend. Please let Monica or me know if you plan to participate in this event.

#### Conversation with Fairview School District 72

The staff at Fairview School District 72 invited School Services Librarian Lorrie Hansen and I to attend a planning meeting for changes they are starting to consider for their Learning Center (i.e., school library). We shared some insights from our master planning process and renovation project.

#### PLA National Conference

In late February, a group of library staff members attended the 2020 PLA (Public Library Association) National Conference in Nashville. The conference was a huge success, and staff came away with many ideas from program sessions and networking with other professionals. I attended programs related to building library spaces, onboarding, strategic planning, creating safe environments, and considering changes to the role of the MLS degree for library positions. I also attended various receptions and meetings to network with other directors and professional colleagues. Deputy Director Laura McGrath and I, accompanied by Scott Fairbanks from LFI, also toured the manufacturing factory at Tennsco, the company that will be providing our new shelving.

#### SECOND FLOOR WALK THROUGH WITH ANDREW BERMAN

The Board toured the second floor and received an update on the renovation project from architect Andrew Berman. Mr. Berman also shared some revised plans for the courtyards.

#### APPROVAL OF CONSTRUCTION PAY APPLICATION #3

The trustees asked for and received clarification about the pay application and most recent change orders. Mr. Berman explained the careful process followed by Andrew Berman Architect, Shales McNutt Construction, and the library for reviewing and approving the change orders. Mr. McLean reviewed several of the change orders with the Board.

The Board reviewed the following change orders, including those over the approval threshold for the director): PCOs #004; #005; #007, #013; #014; #015; #016; #017; #018; #019; #020; #021; #022; #023; #024; #025; #026; #027; #028; #029; #031; #032; #033; #034; #035; #036; #037; #039; #040; #041; #042; #043; #044.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE CONSTRUCTION PAY APPLICATION #3, SUBJECT TO  
AUDIT.

The roll call vote for approval was Mr. Prosperi-yes, Mr. Griffin-yes, Ms. Barbir-yes, Dr. Maks-yes, Ms. Greer-abstain; the motion passed.

Mr. Berman and Mr. McLean left the meeting at 8:46 pm.

### BILLS

The trustees asked for and received clarification about some of the paid bills for the month.

A motion was made by Dr. Maks, 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; Personnel)

Dr. Maks 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. STATISTICS REPORT;
2. REPORTS FROM DEPARTMENT HEADS;
3. PERSONNEL: HIRES: CHRIS BREITENBACH, PART-TIME  
ADVISORY SPECIALIST, PATRON ENGAGEMENT, EFFECTIVE  
MARCH 17, 2020; JACKIE CHACKO, PART-TIME PATRON  
SERVICES ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE  
MARCH 11, 2020; MARIDSA CHOUTE, PART-TIME PATRON  
SERVICES ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE  
MARCH 11, 2020; ROBIN COYNE, PART-TIME PATRON SERVICES  
ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE MARCH 11,  
2020; LADIPO FAMODU, PART-TIME EXPERIENTIAL LEARNING  
SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE MARCH 9,  
2020; GABBY GUERRA, PART-TIME PATRON SERVICES  
ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE MARCH 16,  
2020; PAM LEVITT, PART-TIME EXPERIENTIAL LEARNING  
SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE MARCH 9,  
2020; FRANNIE MILLER, PART-TIME EXPERIENTIAL LEARNING

SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE MARCH 9, 2020; VEENA VILLIVALAM, PART-TIME EXPERIENTIAL LEARNING SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE MARCH 9, 2020; DEPARTURES: JORGE HERNANDEZ, PART-TIME MATERIALS PAGE ACCESS SERVICES, EFFECTIVE FEBRUARY 23, 2020; GERALD MAMURI, PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE MARCH 8, 2020; ANTHONY MATTHEWS, PART-TIME PATRON SERVICES ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE FEBRUARY 18, 2020; OVI TUDOSA, PART-TIME BUILDING ENGINEER, BUILDING SERVICES AND SAFETY, EFFECTIVE FEBRUARY 29, 2020; TRANSITIONS: MICHELLE ABRAHAM, PART TIME PATRON SERVICES LEAD, PATRON ENGAGEMENT, EFFECTIVE MARCH 17, 2020; PAUL KIM, PART-TIME ADVISORY SPECIALIST, PATRON ENGAGEMENT, EFFECTIVE MARCH 16, 2020; PENNY WONGTRAKUL, PART-TIME ADVISORY SPECIALIST, PATRON ENGAGEMENT, EFFECTIVE MARCH 17, 2020.

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

#### PROJECTED FY 2020-2021 BUDGET

In January, the Board was presented with a first look at the projected operating budget for FY 2020-2021. No changes were made to the projected budget in the second look presented last month.

The Board was provided with a slightly revised projected budget for FY 2020-2021, including estimates for anticipated revenues and expenditures. An additional \$150,000 was added to the projected revenue from interest, factoring in interest expected from the library's recent bond proceeds. The projected bond proceeds for the next fiscal year was adjusted to reflect what the library's current projections are for what we will have spent in the current fiscal year. This figure will likely be adjusted again before the Board receives the final budget proposal next month, as we will have a more accurate idea of our renovation expenditures through April.

On the expenditures side, the projected salary line was increased \$100,000, which also led to an increase in the Employer's IMRF and FICA projections. The continuing education and reception/meetings budget lines, respectively, were increased slightly. There was also an increase factored into the projected utilization of reserve funds for capital projects to account for the possibility of a roofing project and unforeseen expenditures related to the renovation project. Any amount from this projected figure that is not used in the next fiscal year will simply remain in the Reserve Fund.

Mr. Kong explained that he will ask the Board to approve the operating budget in April.

Mr. Kong also mentioned a potential adjustment to the library's full-time equivalency (FTE) count.

### APPROVAL OF COST OF LABOR ADJUSTMENT AND MERIT INCREASE FOR STAFF

Last year, the Board approved a new salary scale based on a market benchmarking and pay structure analysis performed by HR Source. The purpose of that analysis was to ensure that the library's positions are valued appropriately with one another within the organization and that the library's pay rates are comparable to the going rates offered by our local market competitors. To implement the new scale last May, adjustments were made for some staff who were below what became their new minimum and for others in order to maintain internal equity. For most of the staff who did not receive an adjustment, a 1% cost of labor adjustment was approved by the Board. The Board also approved a 2.1% merit increase for all eligible staff.

The total adjustment for most staff last year was a 3.1% increase (1% cost of labor adjustment and 2.1% merit increase). Total increases approved by the Board in the years prior were 3.1% in 2018, 3.6% in 2017, 3.3% in 2016, and 3.6% in 2015.

<b>Year</b>	<b>Cost of Labor Adjustment</b>	<b>Merit Increase</b>	<b>Total Increase for Year</b>
2019	1.0%	2.1%	3.1%
2018	2.1%	1.0%	3.1%
2017	2.1%	1.5%	3.6%
2016	1.8%	1.5%	3.3%
2015	1.6%	2%	3.6%

This year, Mr. Kong recommended that the Board approve a 1% cost of labor adjustment like last year and a 2.5% merit increase for eligible staff, totaling a 3.5% increase for those receiving both the cost of labor adjustment and merit increase. He believed this to be comparable to recent pay increases at most larger suburban libraries in our area. Library staff have performed admirably this past year with the start of a new strategic plan and the renovation project, and much will be asked of them again this coming year as the library's renovation project continues. Launching new renovated spaces and adjusting services and collections during the remaining construction phases will be significant, requiring hard work and expertise from all of the staff. During the first few months of the renovation, we have seen that our community is still using their library frequently and regularly in many different ways, in the building, on the bookmobile, and through our virtual services. In addition, due to increases in the minimum wage and the number of jobs overall, the library is currently in a more competitive employment environment. Approving this recommended cost of labor adjustment and merit increase for eligible staff will help the library to attract and retain a diverse staff of talented, highly skilled, and qualified employees.

If the Board approves this recommendation, all staff (unless they are above the maximum for their pay grade) will receive the 1% adjustment at the beginning of the new fiscal year in May 2020. Staff who meet expectations at the time of their annual performance review within FY 2020-21, and are not at or above the top of their salary range, will receive the 2.5% merit increase.

Mr. Kong recommended Board approval of a 1% cost of labor adjustment and a 2.5% merit increase for eligible staff.

Discussion ensued in which questions were asked by the Board and answered by Mr. Kong.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE A 1% COST OF LABOR ADJUSTMENT AND A 2.5%  
MERIT INCREASE FOR ELIGIBLE STAFF.

A roll call vote was taken. The votes were Mr. Griffin-yes, Ms. Greer-yes, Ms. Barbir-yes, Dr. Maks-yes, and Mr. Prosperi-no. The motion was approved.

#### APPROVAL OF PURCHASE OF LASER ENGRAVER

Experiential Learning Supervisor Amy Holcomb and her team have identified a laser engraver as a desired piece of equipment for the future second floor makerspace, called the Studio. Similar to the plans for 3D printing, the service model for the laser engraver would emphasize design skill building. This machine would allow patrons, with the assistance of trained staff, to explore their own creativity and develop technological and hands-on skills.

Staff researched a number of different options and obtained multiple quotes, and settled on the Epilog Mini 24x12 machine as their first choice. This high-definition optics machine, used by other local libraries in their makerspaces, has many attractive features including an air filtration system that will reduce fumes and make it comfortable and safe for patrons to use. The laser engraver would sit on top of a portable air filtration system so it would not require any kind of attachment to the library's mechanical system nor the exterior of the building.

The local distributor, Fairway Laser Inc., offers the most attractive pricing and has offered to waive the costs for the connection kit, air assist pump, and the two-year extended warranty. They are also reducing the cost of the laser system by \$4,505. Installation and staff training are also included in the package.

Mr. Kong recommended Board approval of the proposal from Fairway Laser Inc. for the Epilog Mini 24x12 laser engraver at a total cost of \$17,145.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE PROPOSAL FROM FAIRWAY LASER INC. FOR  
THE EPILOG MINI 24X12 LASER ENGRAVER AT A TOTAL COST  
OF \$17,145.

A roll call vote was taken. The votes were Mr. Prosperi-yes, Mr. Griffin-yes, Ms. Barbir-yes, Dr. Maks-yes, Ms. Greer-no. The motion passed.

### APPROVAL OF SUMMER READING T-SHIRT ORDER

Each year, community members of all ages look forward to the library's summer reading program. Traditionally, the library orders custom designed t-shirts for participants, and the cost of these t-shirts is covered by generous donations received from local businesses and organizations. Last year, Youth Services Librarian Cathy Maassen raised \$16,500.

This year, staff would like to order 3130 t-shirts. The library obtained three quotes, with the lowest quote coming in at \$12,667.30 from Custom Creations Chicago, a trusted vendor with whom we have worked previously. The plan is to provide t-shirts to Skokie cardholders who complete the required challenge on a first-come, first-served basis. We do not anticipate needing a second order.

Mr. Kong recommended Board approval of the proposal from Custom Creations Chicago at a total of \$12,667.30 for custom summer reading t-shirts.

Mr. Kong clarified that the amount for the t-shirts is expected to be fundraised.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE PROPOSAL FROM CUSTOM CREATIONS  
CHICAGO FOR CUSTOM SUMMER READING T-SHIRTS AT A  
TOTAL COST OF \$12,667.30.

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

### APPROVAL OF AV EQUIPMENT PROPOSAL FOR RENOVATION

The renovated spaces on both the first and second floors will require a significant amount of new audiovisual equipment in order to provide the best possible services envisioned for the public. This includes large screen monitors strategically located throughout the library to provide information about what is happening in the library (i.e., programs), wayfinding (i.e., floorplans and locations for different areas and collections), and promotional content about the library's services, programs, and collections. It also includes tablets mounted at various co-working and program rooms to provide information about activities and room reservations.

With the assistance of a technology consultant, library staff and Andrew Berman Architect (ABA) identified all the necessary equipment and shared specifications with a number of different audiovisual vendors. This was done to simplify the procurement into a single order and maximize savings.

After evaluation of the 3 proposals received, Mr. Kong recommended that the Board approve the proposal received from Titan Electric at a total cost of \$156, 521.

Discussion ensued.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES



## TABLE THE DECISION REGARDING THE PROPOSAL FOR AV EQUIPMENT.

A roll call vote was taken. The votes were Mr. Griffin-yes, Ms. Greer-yes, Dr. Maks-yes, Mr. Prospero-no, Ms. Barbir-abstain. The motion passed.

### APPROVAL OF SECURITY SYSTEMS UPGRADE

In October 2017, the Board approved a proposal from eNorman Security Systems for the installation of a new access control system, intrusion detection system, and security camera system. It was understood at the time that eNorman would work with the library during our renovation project, providing consulting services and helping us to reuse existing hardware and equipment as much as possible.

Janusz M. Sochacki from eNorman worked closely with Andrew Berman Architect and our own staff, especially IT Manager Mark Kadzie and Building Services and Safety Manager Tim Murphy, to identify the best areas to install the equipment for the three systems. The combination of these systems will improve the security and safety throughout the first and second floors of the library. The upgrade to the access control system (\$74,327.81) will allow us to keep certain spaces secure from random or unauthorized entry, while allowing staff to access the same rooms as needed. The upgrade to the intrusion detection system (\$13,887.10) will provide notifications of unauthorized entry into the building, especially during closed hours. The upgrade to the video surveillance camera system (\$78,680.35) will provide our safety staff with high quality video coverage to investigate incidents and create a safer environment for the public and staff.

The additional electrical work noted in the eNorman proposal is already covered in the electrical contractor's scope of work, so we do not need to contract separately for it.

The total amount for the eNorman proposal is \$166,895.26. In addition to this cost, IT Manager Mark Kadzie recommends the purchase of a new third-party video server and storage solution to accommodate the new surveillance system software and storage requirements. The total cost for this is \$11,897.96.

Mr. Kong recommended Board approval of the proposal from eNorman Security Systems at a total of \$166,895.26 and the purchase of a third-party video server and storage solution at a total cost of \$11,897.96.

There was discussion among the Board.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM ENORMAN SECURITY SYSTEMS AT A TOTAL COST OF \$166,895.26 AND THE PURCHASE OF A THIRD-PARTY VIDEO SERVER AND STORAGE SOLUTION AT A TOTAL COST OF \$11,897.96.

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

#### APPROVAL OF 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 2018, an updated version was provided to the Board for consideration.

The library mission and values statements were updated to reflect the Strategic Plan of 2019-2022, and the gifts and donations section ere updated to align with the library's finance policy that was updated in November 2018.

Mr. Kong recommended Board approval of the revised Resources Selection Policy.

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

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

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

#### DISCUSSION OF EXPECTED VACANCY ON BOARD

Mr. Prosperi suggested choosing one of the two other finalist candidates during the last round of interviews to replace Mrs. Parrilli who is expected to resign in April or May. He proposed calling those two candidates to see if they are still interested, and if so, then taking a vote at the following meeting. Dr. Maks requested that the two finalists' resumes be sent to the entire Board to review.

#### COMMENTS FROM TRUSTEES

There were no comments from the trustees.

#### ADJOURNMENT

At 10:06 pm a motion was made by Ms. Greer, seconded by Ms. Barbir to adjourn the regular meeting. The motion passed unanimously.

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Karen Parrilli, Secretary