

March 10, 2021

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held virtually via Zoom, Wednesday, March 10, 2021.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:34 pm.

Members present: Mark Prosperi, President; Eugene Griffin, Vice President; Mira Barbir; Michelle Mallari; Magnolia Rivera-Pulex; Noreen Winningham; and Richard Kong, Director

Member absent: Shabnam Mahmood, Secretary

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

Observers present: Jarrett Dapier; Amy Koester; Veena Villivalam; Jimmy Gonzalez-Vicker; Amanda; Rachael; Rory Fanning; Allyson; David Grossman; Ly Nguyen; Scott Harrod; Megan Rosol; Nancy Kim Phillips; Pam Levitt; Tiffany Breyne

Guests present: Andrew Berman

COMMENTS FROM OBSERVERS

Rory Fanning, a Skokie resident, made a comment asking the library to support the unionization of the library workers.

David Grossman, a Skokie resident, also made a comment in support of the unionization of the library staff.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF FEBRUARY 10, 2021

Ms. Barbir made a motion, seconded by Mr. Griffin to approve the minutes of the regular meeting of February 10, 2021. A roll call vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

Ms. Rivera-Pulex made a motion, seconded by Ms. Mallari to approve the minutes of the closed session of February 10, 2021. A roll call vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

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

### COVID-19 Reopening Update

We are approaching the one-year mark since the library's emergency closure last March. Our region (10) moved out of Tier 1 mitigations last month and into Phase 4 of the Restore Illinois plan. Our current service model is going well, and many patrons are expressing appreciation for being able to browse for books and more in the library. People are also picking up print jobs, tax forms, and some program supply kits near the west entrance. We are seeing more people coming in to use computers on the second floor as well. As more people in the community receive vaccinations and COVID-related metrics continue to trend in a more positive direction, we will examine when it makes sense to expand services in a safe way. For now, though, there are still limitations on the total number of patrons allowed at any given time as well as time restrictions for visits. When the renovation of the youth area and the east side of the first floor are completed, and safety measures (e.g., desk shields, stanchions, hand sanitizer) are set up, we will open the youth collections to the public for in-person browsing. Program rooms such as the Petty, MR Room, Activity Room, BOOMbox, and Storytime Room, will all remain closed until we determine it is safe to begin in-person programs. Library staff continue to assist with calls made to the Village's COVID hotline, and we are also supporting AARP volunteers to provide tax filing assistance to the community.

### Renovation Update

We are nearing the end of our major renovation project, with Phase 3 of the renovation on the east side of the first floor scheduled for completion at the end of the month. Most of the ceiling and flooring has been completed, and we are waiting for some custom millwork for staff service points and other areas. We are also working with local artist Jay Ryan, who designed the wrap for the bookmobile in 2016, on some artwork for the domed ceiling and possibly the walls of the new Storytime Room. Andrew Berman Architect (ABA) visited for several days to examine progress throughout the building, and expressed great satisfaction with what they saw. They will work closely with Shales McNutt Construction (SMC) and the library to close out the punchlist for the project over the next month or so. Over the next few weeks, we will see shelving installed, collections moved in from storage and temporary locations, and furniture delivered. Staff will need a significant amount of time to prepare the collections areas in the youth area for public use. This will be complicated by social distancing requirements, so there will likely be a need to close the library for in-person browsing in parts of or all of the first floor near the beginning of April. We would still try to make holds pickup and computer use available to patrons. We are still projected to complete the renovation on budget, with the allowances and contingency budget in a good position with one month left in the project, but we will likely have some late adjustments needed for the shelving and lighting on the first floor. Closeout documents will be shared by SMC after the project is completed, and I will ask ABA and SMC to provide a final presentation to the Board as we close out the project.

### Financial Outlook for FY 2020-2021

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

We are still on track to meet our significantly overall reduced (10%) spending target this fiscal year, though we may be slightly overspent on the reduced salary line (still underspent when looking at the actual budget for the fiscal year). Also, as reported earlier, a few other lines, such as the printing and

publicity line and the capital line, will be overspent when looking at the unofficial reduced budget. Overall, we expect to end the fiscal year well within our approved operating budget.

### Board Officer Elections

In 1988, the Board changed the length of officer terms to two years instead of one, and officer elections have been held in even numbered years since then. Our attorneys recently recommend that we have officer elections within 60 days after an April consolidated election, which take place in odd numbered years. Here are two options for the Board to consider:

1. Keep our existing officers' terms in place expiring in May 2022, when the Board can hold an election for one-year terms (i.e., 2022-2023). This would mean the Board would then have another officer election in 2023 after the April consolidated election, getting back to two-year terms (i.e., 2023-2025). This would put us on the odd numbered year schedule to align with the April consolidated election cycle.
2. Hold an officer election this May, essentially cutting short the two-year terms (i.e., 2020-2022) currently held by our three officers. This would allow the Board to keep the two-year election cycle moving forward but switch to an odd numbered year schedule to align with the April consolidated election cycle.

### ILA Library Trustee Forum

The Illinois Library Association (ILA) Trustee Forum is planning a series of webinars this spring. Topics will include, "One Year On – Where is Your Library and How Can You Prepare for a Post-COVID World," "Equity, Diversity and Inclusion: What Library Trustees Need to Know," and "Boot Camp for Trustees." The dates are March 13, April 17, and May 15. More details and registration information will be shared on the ILA website soon. Please let me know if you are interested in the library registering you for these webinars.

### Equity, Diversity, Inclusion (EDI) Update

During the December Board meeting, the Board asked me to have further discussions internally about our EDI efforts and report back in three months. Due to other pressing matters related to managing our overall COVID-19 response, wrapping up Phase 3 of our renovation project, and addressing other urgent issues, I have not had enough time to fully assess our EDI efforts and prepare a revised recommendation in regards to what aspects of our work may require assistance from a consultant. I will work with staff and community members to identify how we can pursue EDI in alignment with the library's vision and mission. I welcome Board input, and will incorporate any comments and feedback into another update hopefully in the summer after the renovation project is wrapped up.

### Discussion of Director's Report

Mr. Berman commented on the recent visit by ABA to the library. He said it was a productive visit. The project remains on schedule. ABA will be back at the library again on two more occasions to close out the punchlist and on an as-needed basis thereafter. Things are going well, the team remains focused. He expressed a desire to be able to walk around the library together once the project is completed in the not too distant future.

Mr. Prosperi suggested that the Board make a decision regarding Board officer elections at the April meeting. Mr. Kong will add it to the agenda.

#### APPROVAL OF CONSTRUCTION PAY APPLICATION #15

The Board reviewed Construction Pay Application #15 and change orders #145r1, 207, 208r1, 209, 210, and 212. None were in amounts requiring Board approval.

Ms. Rivera-Pulex asked a clarifying question about a balance on line 9 of the pay application. Mr. Kong confirmed that that is the balance remaining for the rest of the project, and that the change orders are a part of that. Mr. Prosperi explained that a portion of that balance is a retainage that will not be paid out to contractors until the completion of the project.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CONSTRUCTION PAY APPLICATION #15, SUBJECT TO AUDIT.

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

Mr. Berman left the meeting at 6:53 pm.

#### BILLS

Mr. Griffin asked a question about an item listed as Skokie Cares account. Mr. Griffin was asking because in the bills, the money coming in was not shown, only the outgoing payments. Mr. Kong and Ms. Trilling explained that because Skokie Cares is not its own financial entity, the library is functioning as a pass-through account taking in tuition and paying out facilitators.

Ms. Barbir asked about a payment to Mittera Group. Mr. Kong explained that it is a regular payment for printing and mailing of the library newsletter every two months. Ms. Rivera-Pulex asked how many are printed and mailed. Mr. Kong explained that it goes out to every Skokie household.

Mr. Prosperi asked about a payment to the New York Times. Mr. Kong explained that it is a research database to get access to the online version of the newspaper. Mr. Prosperi asked if it includes access to the archives. Mr. Kong said he would look into it.

Ms. Rivera-Pulex asked what population in the community uses the financial database Mergent Inc. Mr. Kong said that a significant number of patrons who invest or who are curious about business data and information use those databases. She asked if it was an annual subscription. Mr. Kong said that it is.

Dr. Winningham asked about several entries related to Fifth Third Bank. Mr. Kong explained that those are charges being made on a Fifth Third credit card. The pages at the end of the bills list out each of the charges on the card.

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

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; Gifts; Personnel)

Ms. Rivera-Pulex asked a question about the amount on the financial statement under miscellaneous income. Ms. Trilling explained that it was an insurance reimbursement for the renovation pipe repair.

Mr. Prosperi asked when the library would receive the spring tax payments. Mr. Kong stated that the library has already received about \$4.2 million so far. Taxes are due to be paid by residents on May 1. Mr. Prosperi asked how long after May 1 the library will have an idea of what total amount is anticipated to be received. Mr. Kong stated that hopefully the bulk of it will come before May 1. Mr. Prosperi asked when the library will have an idea of how much of a reduction in tax collection the library will incur this year. Mr. Kong stated that the library should have a good idea of what the full collection will be in May.

Mr. Griffin made a motion, seconded by Ms. Mallari:

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. GIFTS: \$20 FROM RAMER RAFI IN APPRECIATION FOR THE LIBRARY'S SERVICES;
3. PERSONNEL: PROMOTIONS JOEL HERNANDEZ, FULL-TIME ACCESS SERVICES ASSISTANT, ACCESS SERVICES DEPARTMENT, EFFECTIVE FEBRUARY 15, 2021; VINCENT KAO, FULL-TIME ACCESS SERVICES ASSISTANT, ACCESS SERVICES DEPARTMENT, EFFECTIVE FEBRUARY 15, 2021; IQRA YOUSAF, FULL-TIME IT SPECIALIST, INFORMATION TECHNOLOGY DEPARTMENT, EFFECTIVE MARCH 8, 2021; DEPARTURE: FRANNIE MILLER, PART-TIME EXPERIENTIAL LEARNING SPECIALIST, LEARNING EXPERIENCES DEPARTMENT, EFFECTIVE MARCH 5, 2021.

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

### APPROVAL OF RENEWAL OF COLLECTIONHQ

The library's three-year subscription to CollectionHQ is up for renewal; we would like to renew for another three years effective May 2021.

CollectionHQ is an online software tool that assists our staff in collection management and evaluation, most notably using usage statistics to focus weeding projects and to help identify overstocked and understocked areas. It also has modules for scheduling reports and staff tasks, determining budget allocation, identifying well-worn titles that may need replacement, and highlighting collection trends. The tool is simple to use and organizes information in a useful manner, helping our staff work with greater efficiency and effectiveness in maintaining our extremely large collection. We provide checkout data to CollectionHQ through a bi-monthly file download listing each item in the collection and aggregate circulation information; no patron data is shared with the company.

The library paid \$13,000 per year in its previous CollectionHQ contract. In acknowledgement that the tool could not be used as effectively during our emergency closure and while the library was closed to patron browsing in this past summer, the company has offered the library a three-year renewal contract at a discount of \$9,999 per year. CollectionHQ also partners with Better World Books, the organization we use to divert many withdrawn books and DVDs. Because proceeds of the sale of the library's weeded materials through Better World Books can be applied to our CollectionHQ account, the actual yearly invoice for the product will be lower than the quoted amount. (For example, in 2020 we received a \$2,000 credit for our CollectionHQ invoice from Better World Books sales.)

Mr. Kong recommended that the Board approve a three-year renewal of CollectionHQ for a total cost of \$29,997.

Dr. Winningham asked if the library's attorneys had reviewed the membership terms and conditions. Mr. Kong said that he always reviews the library's contracts and he believes that this specific contract was reviewed by the attorneys three years ago. Much of the language is boilerplate used by many vendors with which the library has subscriptions.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A THREE-YEAR RENEWAL OF COLLECTIONHQ FOR A TOTAL COST OF \$29,997.

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

### PROJECTED FY 2021-2022 BUDGET

In January, Mr. Kong presented the Board with a first look at the projected operating budget for FY 2021-2022. No changes were made to the projected budget in the second look presented last month, but there is a slight change in the projected budget this month due to a \$10,000 decrease in projected interest revenue. This is reflected in a reduction of the projected capital line. A slightly revised projected budget for FY 2021-2022 was provided to the Board, including estimates for anticipated revenues and expenditures.

In addition, upon Board request, Mr. Kong provided two other versions of the projected budget, each with a 1% reduction (\$123,000) shown in the total operating budget. One version shows the 1% reduction taken from the capital line and no other lines adjusted. The other version shows the 1% reduction taken from various budget lines, including programming, materials processing, physical content, reception and meetings, library supplies, maintenance of equipment, maintenance of buildings and grounds, janitorial supplies, furniture and equipment, and capital.

Though we are only factoring in a possible \$300,000 utilization of the Reserve Fund for FY 2021-2022, this may change if we determine that a large roofing project is needed sooner than planned (i.e., FY 2022-2023). We recently discovered some leaking issues on the east side of the second floor and the youth courtyard/BOOMbox area. Mr. Kong hopes to determine by April's Board meeting whether the library will need to take on the roofing project next fiscal year. If that is the case, the library will need to increase the utilization of the Reserve Fund significantly.

Mr. Kong will ask the Board to approve the final version of the recommended operating budget in April.

Ms. Barbir asked if Mr. Kong has a sense at this time how much a roof replacement project would cost. Mr. Kong explained that because of the tiered roofs, the projections are that the upper roof would cost about \$750,000 and the lower would cost about \$960,000 for a total of \$1.8 million. Mr. Prosperi asked where that money would come from. Mr. Kong said that it would have to come from the Reserve Fund. Mr. Prosperi asked if it would affect the budget. Mr. Kong explained that the only way it would affect is that when money is used from the Reserve Fund, it should be noted that the money is being appropriated from the Reserve Fund. If something were to come up during the year the Board can always take action at that time to pull money from the Reserve Fund, but if there is something that is known ahead of time, it is preferable to have it included in the operating budget that is approved in April.

Ms. Mallari asked what the cost for the recent roof repairs was. Mr. Kong explained that the library has not been billed yet as the roofers were out today.

Ms. Barbir asked about the difference in the capital lines in the working budget and the 1% reduced version of the budget. Ms. Trilling explained that the calculation for the reduced budget is a 1% reduction in the total operating budget, subtracted from the capital line in the first alternate version.

Mr. Griffin asked a clarifying question about the way expenditures are broken out in the two iterations of the operating budget. Mr. Kong asked the trustees if they would prefer that the insurance and HSA lines be broken out in the projected expenditures sheet so that all personnel costs are

grouped together. The Board expressed that they would like this change.

## PER CAPITA GRANT REQUIREMENTS

The application for the Per Capita Grant from the Illinois State Library is due on March 15, 2021. Requirements for FY 2021 include the review of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Public libraries must show that they will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1). The library director and Board of Trustees for each public library are required to review the standards, which have already been made available to the Board. Library staff and Mr. Kong have carefully reviewed and discussed the standards. The following is a summary of how the library either meets or has plans to make progress on the standards.

### Chapter 1: Core Standards

The library meets all Core Standards. In regards to Appendix C (Topics Recommended for Inclusion in Board Bylaws), there are some details that can be added to the existing Board Bylaws. Mr. Kong will work on a revision of the Board Bylaws and present to the Board for consideration during an upcoming meeting.

### Chapter 2: Governance and Administration

The library meets all components of the Governance and Administration checklist, with the exception of having a written succession plan in place to fill anticipated needs for library leadership and other key personnel. The library will create a written succession plan and share it with the Board by the end of the calendar year.

### Chapter 3: Personnel

The library meets all components of the Personnel checklist.

### Chapter 4: Access

The library meets all components of the Access checklist.

### Chapter 5: Building Infrastructure and Maintenance

The library meets all components of the Building Infrastructure and Maintenance checklists.

### Chapter 6: Safety

The library meets all components of the Safety checklist, but some steps (e.g., updating floor plans with new locations of emergency equipment such as fire extinguishers) will need to be taken after the library's current major renovation is fully completed.

### Chapter 7: Collection Management

The library meets all components of the Collection Management checklist.

### Chapter 8: System Member Responsibilities and Resource Sharing



The library meets all components of the System Member Responsibilities and Resource Sharing checklist.

#### Chapter 9: Public Services: Reference and Reader's Advisory Services

The library meets all components of the Public Services checklist.

#### Chapter 10: Programming

The library meets all components of the Programming checklist.

#### Chapter 11: Youth/Young Adult Services

The library meets all components of the Youth/Young Adult Services checklist.

#### Chapter 12: Technology

The library meets all components of the Technology checklist, with the exception of providing a link to the CARLI academic library catalog (I-Share) since the library is not affiliated with CARLI and interlibrary loan (ILL) requests from academic libraries are handled through our own ILL system.

#### Chapter 13: Marketing, Promotion and Collaboration

The library meets all components of the Marketing, Promotion and Collaboration checklist.

In addition to the review of these aforementioned standards, the library is required to file an Illinois Public Library Annual Report (IPLAR) each year. Our current report, submitted in June 2020, is on file with the Illinois State Library.

The Board noted the Per Capita Grant requirements.

### REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

RAILS Board of Directors Meeting Summary

Feb 26, 2021

The following are highlights from the February 26, 2021, 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.
- \$16.4 million cash balance in general fund, which would fund nearly 17.7 months of operations.
- \$5,000,000 grant payment received in October 2020.
- \$1,125,370 revenues above budget due to these payments. Remaining payments would total nearly \$8.4 million of the fiscal 21 grant.
- Investment Income continues \$83,706 below budget.
- Expenditures of \$734,420 through January, below budget.

- Special Revenue Funds have concluded two programs recently 1.) Census 2020 2.) L2 replacement which was budgeted at \$35K. At the moment the ebook project is currently active having been granted federal funds in the amount of \$125,000; will be used to purchase special content for e-read programs.
- Fraudulent checks update: \$33,171 was reimbursed for one check. Investigation shows the checks were stolen at the post office.

#### **Advocacy Committee – Jenna Nemec-Loise**

- Committee met on February 11, 2021 to discuss future ILA meetings.
- Collaboration between high school and academic libraries to help transition students from high school to college.
- Potential partnerships opportunities between schools and academic libraries; collaboration has been difficult due to pandemic.
- Committee is trying to find common ground with partners- e-resources among library types; need more school data to see how to help.

#### **Consortia Committee -- Did not meet**

#### **EDI (Equity, Diversity, Inclusion) Committee -- Diane Hollister**

- Committee meeting held February 18, 2020.
- EDI consultant, Lindsey Ryan Biz, facilitated a number of training opportunities, including a toolkit to help staff and members. Discussed timeline for training.
- Potential sub-committees:
  - Staff Training, Leadership, Advocacy
  - Recruitment, Hiring, Retention
  - Collection and Cataloguing
  - Programs and Outreach
  - Building Web Design and Accessibility
  - Patron-Focused Policies
- RAILS can support four sub-committees at this time. Following a poll these top three sub-committees were chosen
  - \* Staff Training, Leadership, Advocacy
  - \* Recruitment, Hiring, Advocacy
  - \* Programs and Outreach
- Each sub-committee will draft a charge to determine leader(s).

#### **Universal Service Committee -- Sue Busenbark, Deirdre Brennan**

- Committee met February 5, 2021.

- The committee is charged to recognize the importance of extending service to the approximately one million underserved residents of Illinois.
- Deirdre explained the benefits of the Pulse Page on RAILS website.
- Mary Witt gave *Talking Points* to taxpayers about why giving free library cards to students is a good idea and to justify providing additional library services to non-residents.
- Greg McCormick gave legislative updates about Cards for Kids-no fees for library cards to non-residents K-12 students who fall at or below US Dept of AG income eligibility guidelines.
  - \* E-resources card which allows non-residents to access to digital content that the closest library can provide at no cost and the disabled veterans standard homestead exemption where non-residents fee shall not apply to veterans with service-connected disability.
- Deirdre talked about how community colleges might serve as “public” libraries to underserved non-residents. Academic licensing determines accessibility.

#### **RAILS Monthly Report -- Deirdre Brennan**

- Quarantine changes to 24 hours. Urban Library Council survey about quarantine hours, shows all libraries are struggling with this.
- Pulse Page is on the website.
- Networking meetings are continuous and have great support from legislators.
- Great proposals for “My Library Is...” grant.

#### **EDI Activities -- Joe Filapek, Monica Harris**

- Rails Climate Team - ten volunteer staff members, role of group is to work with Biz and give insight into the culture of RAILS.
- First Phase: Recognize four core relationships-
  - RAILS-to-members
  - RAILS-to-one another
  - RAILS-to-partner organizations
  - RAILS-to-board

Looking at what is working and what is not.

Toolkit-prepared with Biz which looks at four core relationships, gives foundational Information. Asking questions such as: “How does RAILS board reflect diversity of membership?”

Provide training to all RAILS staff.

- EDI Board Committee-diversity in roles as well as individuals
- EDI Initiatives found on Pulse Page

### **State Library -- Greg McCormick**

- Updates: Governor's budget address included the level funding for library funding.
- Sent reminders to public libraries for funding applications.
- Funding will be released absent of any statutory language change.
- April 15 deadline for Public Library Construction Grant applications. Moving forward with those who applied earlier and were accepted: e.g., Galesburg Library. \*Galesburg Library had a fire and has been located in a temporary facility since the 1960s.
- System funding early next week.
- Federal funding for RAILS over \$1.9 million, shall be in the state's clearing account and paid out in the next fourteen days.

### **New Business -- Dan Bolstrom**

- Deferred expenditures in FY20-21 Budget
- Possible cuts depending on pandemic on big expenditures and will be reassessed.
  - New laptops are needed for \$125K
  - New vehicle
  - Staff raises- wishes to match Heartland's raise for their staff at 3%.
  - Paul Mills motioned to go forward with staff raises, new vehicles. Seconded by Becky
  - The Executive Director is not included in this.
  - The entire board wholeheartedly agreed to staff raises
  - Diedre requested to have the raises retroactive from July 2020.
  - Jim Gregor said finances allowed this.
  - Paul Mills amended his motion to reflect retroactive raise. Seconded by Becky.
  - Animated unanimous vote by board

### **8.2 - Statewide Databases -- Deirdre Brennan**

- ILA decided not to ask for money.
- Statewide database purchase, new funding, decided by a committee of statewide libraries, offered to residents, libraries who can't afford databases.
- We are one of two states in the nation who does not do this.
- E.g. Ohio spent \$7 million and saved libraries \$57 million/year.
- Board agreed to purchase as it would show commitment of RAILS to this and its importance to member libraries.
- Unanimously approved by the board.

## **OSHA Complaint**

- On Feb. 8, 2021 RAILS received a complaint from OSHA from East Peoria Library.
- On Feb. 12, 2021 RAILS sent response addressing:
  - Frequency of bins
  - Timeline of training provided for COVID-19 compliance.

## **Unfinished Business**

- Board Engagement Survey- need fifteen responses. Suggestion made to offer to public libraries for their boards.
- Board Election & Nomination Committee- Bylaws are vague and need to be reassessed.
  - Board is actively seeking diverse individuals for board seats.
  - Diversity in individuals and job titles.

## **Delivery RFP**

- Status of report in progress

## **Board Development**

- Academic Library- Trends & Challenges
  - Diversity of academic libraries
  - Focusing on accessibility

**Next meeting:** Friday, March 26, 2021, at 1 pm via Zoom.

### *Agenda Items:*

- Legislation
- RAILS plan for extending service for all
- Report of Universal Services Committee
- Bylaws

Respectfully submitted,

Shabnam Mahmood

CLOSED SESSION PURSUANT TO 5ILCS 120/2(c)2 OF THE OPEN MEETINGS ACT  
Deliberations concerning salary schedules for one or more classes of employees.

A motion was made by Mr. Griffin and seconded by Dr. Winningham to enter into closed session pursuant to section 2(c)2 of the Open Meetings Act. The roll call vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

The Board entered into closed session at 7:25 pm.

The Board resumed open session at 8:25 pm.

#### COMMENTS FROM TRUSTEES

There were no comments from the trustees.

#### ADJOURNMENT

At 8:27 pm a motion was made by Mr. Griffin seconded by Ms. Rivera-Pulex to adjourn the regular meeting. A roll call vote was taken and the motion passed unanimously.

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Shabnam Mahmood, Board Secretary