

November 13, 2019

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, November 13, 2019.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:30 pm

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

Member absent: Susan Greer

Staff present: Blythe Trilling, Finance Manager; Laura McGrath, Deputy Director; Devan Parkison, Data Analysis Coordinator

Observers present: Family of Ms. Rivera-Pulex; Pramod Shah

COMMENTS FROM OBSERVERS

There were no comments from the observers.

APPOINTMENT OF MAGNOLIA RIVERA-PULEX TO FILL REMAINDER OF DIANA HUNTER'S TERM AS LIBRARY TRUSTEE

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPOINT MS. MAGNOLIA RIVERA-PULEX TO FILL THE REMAINDER OF DIANA HUNTER'S TERM AS LIBRARY TRUSTEE.

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

Ms. Rivera-Pulex was sworn in as a trustee by the Skokie Village Clerk, Mr. Pramod Shah.

The observers left the meeting at 6:33 pm

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF OCTOBER 16, 2019, AND THE SPECIAL AND CLOSED MEETINGS OF OCTOBER 29, 2019

Mrs. Parrilli made a motion, seconded by Dr. Maks to approve the minutes of the regular and closed meetings of October 16, 2019, and the special and closed meetings of October 29, 2019, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

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

MOTION: THAT THE MINUTES OF THE CLOSED MEETINGS OF
OCTOBER 16 AND 29 REMAIN CLOSED.

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

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

Renovation Update

Andrew Berman Architect (ABA) and library staff have been working closely together for the past month on the selection of furniture and shelving. The furniture bidding process will begin on November 7, 2019, and close on November 26, 2019. Recommendations for Board approval will be presented during the December Board meeting. During the November meeting, I can provide a quick slideshow presentation of the furniture selections.

The recommendation to approve both the moving services bid and the shelving proposal, respectively, will be brought to the Board during this November meeting. The sale of general obligation bonds by the Village of Skokie is scheduled for Monday, November 18, 2019.

Library staff have continued to share information about the upcoming renovation with patrons during a series of pop-up information sessions in the central lobby of the first floor. The reaction and feedback from the public continues to be overwhelmingly positive.

Approval of Construction-Related Contracts and Change Orders

Before the renovation project begins in early January, the Board should determine if it would like to approve a resolution to authorize administrative approval of contracts and change orders related to the renovation. I am attaching a template for this type of resolution, provided by our attorney Samuel Cavnar, so the Board can discuss it during the November meeting. Approval of the resolution can be handled during the December Board meeting.

Park District Announcement of New Director

Skokie Park District's Board of Commissioners announced the appointment of Michelle Tuft, currently the Park District's Superintendent of Recreation and Facilities, as its new executive director. The current director John Ohrlund will be retiring at the end of the year. The library has a strong working relationship with Ms. Tuft so we are confident that we will continue our partnership with a wide variety of initiatives and events.

Volunteerism Discussion with Skokie Cares

The member organizations and their representatives, respectively, of Skokie Cares have started some discussions about our future goals and the best use of our time and resources. The group continues to offer local SEED (Seeking Educational Equity and Diversity) cohorts that meet for 10 months, and they have attracted an increasing number of participants each year. One possible initiative that has come up several times is increasing volunteerism in our community. Village Manager John Lockerby, Community Engagement Manager Nancy Kim Phillips, and I plan to meet later this month.

Skokie Community Foundation Grant Awards

During the Chamber of Commerce's recent Legislative Breakfast, Library Trustee Gene Griffin and Chair of the Skokie Community Foundation announced the Foundation's 2020 grant award recipients. This year, the library joined a number of different groups in the area to apply for a grant as the Skokie Resilient Community Collaborative (SRCC) Partners. The group was awarded a grant to bring adverse childhood experience (ACE) educator training to the community.

Discussion of Director's Report

Mr. Kong asked the Board to table the approval of the shelving proposal until the December meeting in order to finalize the exact specifications and pricing.

The Board discussed the procedure for change orders during the renovation. Mr. Kong will review the resolution with the library attorney and bring it to the Board for approval at the December meeting.

Mr. Kong presented some of the furniture specifications to the Board.

BILLS

Mrs. Parrilli asked about the payment for use of the parking lot at St. Paul's Church. Mr. Kong said that the parking arrangement for staff is still running smoothly. Ms. Barbir asked about one of the payments to Atomatic. Mr. Kong explained it was for the chiller repair. She also asked about the \$15,000 payment to RAILS. Mr. Kong explained it was a group purchase of a product/service so the billing came through RAILS. Ms. Rivera-Pulex asked about the process for the approval of the bills. Mr. Kong provided more context by explaining the approval process for the annual operating budget to Ms. Rivera-Pulex.

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

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

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

YEAR-TO-DATE BUDGETARY STATUS

The year-to-date budgetary status was noted by the Board.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/19

The balance sheet was noted by the Board.

Mr. Prosperi asked about the status of the bond issue. Mr. Kong stated that the sale will occur on November 18.

ACCEPTANCE OF AUDIT FOR FISCAL YEAR 2019

The Board was provided with the Audit for FY 2019, ended April 30, 2019, as prepared by Baker Tilly. The library encountered no difficulties in working with Baker Tilly on the Audit.

The library began the year with a total fund balance of \$15,141,227 and ended the year with a total fund balance of \$17,146,205. The library continues to be in solid financial position, and the financial statement is presented fairly, the highest opinion Baker Tilly gives.

Baker Tilly did not identify any deficiencies that would be considered material weaknesses. Auditing requirements provide for two-way communication with the Library Board and the auditor. The Board may contact Baker Tilly if it has questions or concerns with the audit.

Ms. Rivera-Pulex asked if the Board has an auditing committee. Mr. Kong said that, to his knowledge, there has never been a separate auditing subcommittee.

Ms. Barbir asked for more information about the reasons for the Village's switch to a 2-year budget.

Ms. Barbir asked about the comment on page 45 of the audit regarding the Management's Discussion and Analysis. Mr. Kong said that he would provide an explanation to the Board after speaking with the auditor.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE AUDIT FOR FISCAL YEAR 2019

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

CONSENT AGENDA (Financial Statement; Statistics Report; Reports; Gifts; Personnel)

Mrs. Parrilli praised Ms. Robinson's exhibit regarding her visit to Pelican Bay prison.

Mr. Griffin 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. STATISTICS REPORT

2. REPORTS
3. GIFTS: IN MEMORY OF CORALIE GINSBURG: \$50 FROM AUDREY BEASLEY; \$50 FROM TIM AND LYNN KING; \$50 FROM ELAINE BANKOFF; \$250 FROM NANCY AND STUART MURPHY;
4. PERSONNEL: HIRES: TIFFANY BREYNE, FULL-TIME COMMUNICATIONS COORDINATOR, COMMUNICATIONS AND MULTIMEDIA ENGAGEMENT, EFFECTIVE DECEMBER 2, 2019; JEORGE GARCIA, PART-TIME EXPERIENTIAL LEARNING SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE NOVEMBER 4, 2019; ALEX WYNNE, PART-TIME SAFETY OFFICER, BUILDING SERVICES AND SAFETY, EFFECTIVE OCTOBER 31, 2019; DEPARTURES: BETH BLOCK, TEMPORARY COLLECTION DEVELOPMENT SPECIALIST, ACCESS SERVICES, EFFECTIVE OCTOBER 17, 2019; SAHVE GREEFF, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE NOVEMBER 2, 2019; KATHY SEXTON, FULL-TIME ADVISORY SERVICES SUPERVISOR, PATRON ENGAGEMENT, EFFECTIVE NOVEMBER 9, 2019; RETIREMENT: AMALIA RANGEL, PART-TIME PATRON SERVICES LEAD, PATRON ENGAGEMENT, EFFECTIVE DECEMBER 27, 2019.

The motion passed unanimously. There were 6 ayes and 0 nays.

DATA PRESENTATION BY DEVAN PARKISON

Ms. Parkison gave a presentation on library statistics to the Board. Mr. Prosperi asked to include longitudinal circulation per capita data in the annual dashboard. He also proposed capturing online virtual visits such as log-ins to the catalog or visits to the website. Mr. Kong explained that that data is being captured as well. Ms. McGrath also mentioned that external visits to schools and other local will also be tracked soon.

Ms. Parkison left the meeting at 8:12 pm.

APPROVAL OF AWARD OF BID FOR MOVING SERVICES

On November 5, 2019, the library held a public bid opening of bids for moving services for the 2020 Library Renovation. Vendors were invited to bid on moving services during the three major phases of the project. Moving services include tagging, packing, and relocation (both internal and external) of the library's collections.

The library received four bids from local moving companies. The proposal for moving services from the low bidder, Hallett Movers, is for \$87,115 for Phase 1, \$61,760 for Phase 2, and \$31,000 for Phase 3. The grand total is \$179,875. Hallett Movers' proposal included a long list of references from libraries, including ours since we hired them for moving services during our first floor re-carpeting project several years ago. The library was very pleased with their services during that project. Hallett

Movers' proposal also included a thorough explanation of their unique methodology for preparing and moving the library collections. They clearly have the most experience working with library collections out of all the bidders.

In the project budget spreadsheet that Shales McNutt Construction (SMC) shared with the Board last month, the estimate for moving costs was \$185,000. The spreadsheet will be updated to reflect this slightly lower figure from Hallett Movers' bid.

Mr. Kong recommended that the Board approve the award of the recommended bid for moving services for the 2020 Skokie Public Library Renovation Project in the amount of \$179,875 to Hallett Movers.

A motion was made by Mrs. Parrilli, seconded by Ms. Barbir:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AWARD OF THE RECOMMENDED BID FOR MOVING SERVICES FOR THE 2020 SKOKIE PUBLIC LIBRARY RENOVATION PROJECT IN THE AMOUNT OF \$179,875 TO HALLETT MOVERS.

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

APPROVAL OF SHELVING PROPOSAL

Mr. Kong asked the Board to table the approval of the shelving proposal until the December meeting in order to finalize the exact specifications and pricing, and the Board agreed.

APPROVAL OF INSURANCE COVERAGES

In 2017, the Board approved switching to LIRA (Libraries of Illinois Risk Agency) 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 Arthur J. Gallagher Risk Management Services, Inc. As a reminder, member libraries of LIRA are not self-insured nor self-funded. LIRA is currently made up of 56 member libraries, and the group purchase minimizes the risk for individual libraries.

LIRA Executive Board members and associates at Gallagher presented information about the 2020 renewal to the full Board of LIRA members at the annual meeting on November 6, 2019. An executive summary of the renewal, highlighting improvements to various aspects of the insurance program was provided to the Board.

The total program cost for the library's property/casualty coverage is \$81,522, which is a 27% increase from last year, and the total annual premium for workers compensation coverage is \$22,167, a 7% decrease from last year. The total cost for the library's insurance coverages is \$103,689, which is a 17.6% increase from last year's total of \$88,158. The increase in property/casualty is attributed to climate conditions (i.e. hail, flood, storms) in the Midwest.

Mr. Kong recommended Board approval of the 2020 LIRA insurance renewal at a total annual cost of \$103,689.

Ms. Barbir asked about the number of libraries in the LIRA pool. Ms. Trilling replied that there are currently 56 member libraries. Mr. Griffin asked if there are other options for insurance. Mr. Kong suggested staying in the LIRA pool for the time being.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE 2020 LIRA INSURANCE RENEWAL AT A TOTAL
ANNUAL COST OF \$103,689.

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

APPROVAL OF DATES OF UPCOMING BOARD MEETINGS

A calendar of Board meeting dates for 2020 and 2021 was provided to the Board.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE CALENDAR OF MEETING DATES FOR 2020 AND 2021
AS PRESENTED.

The motion passed unanimously. There were 6 ayes and 0 nays.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

RAILS Board of Directors Meeting

Friday, October 25, 2019

New Lenox Public Library

The following are highlights from the October 25, 2019, RAILS Board of Directors meeting's supporting documents and recorded video conference.

Board President asked the Board to accept the appointment of Percy Harris from the Homewood Public Library to fill a recently Public Board Member opening. Mr. Percy was sworn in.

Financial Report: Mr. Jim Kregor reported that the unassigned General Fund total cash and investment balance ending September 30, 2019, was \$14,700,000, covering 15.6 months of operation, a slight decrease from last month's balance. He mentioned that RAILS still awaits \$3,217,500 from the FY19 Area and Per Capita Grant.

Executive Director Report: Deirdre Brennan reported that the Illinois State Library filed an amendment to Senate Bill 585 (the Illinois Library Records Confidentiality Act) to protect patrons' privacy by using a patron "code" when picking up self-holds.

She was happy to announce that RAILS was awarded a \$750,000 IDHS Grant to support their work as a regional intermediary within the collar counties for the upcoming 2020 Census.

Ms. Brennan talked about the latest development regarding book publishers' embargo on e-book sales to libraries, announcing that ALA was asked to testify before the House Judiciary Committee. She felt this was a hopeful sign.

She presented the Board a draft of the Membership Standards for library certification in 2021.

Board Development: Discussion leader Anne Slaughter presented a topic on resourcing sharing: "Discovery of Resources."

Next meeting: Friday, November 22, 2019, at Burr Ridge Service Center

Mrs. Parrilli mentioned the recent hiring of a new assistant executive director for RAILS.

COMMENTS FROM TRUSTEES

Mr. Griffin mentioned the recent Skokie community forum and a woman who told him that the library is the reason she has stayed in Skokie. Ms. Barbir mentioned that someone she spoke to said that a few years ago the library must have invested in customer service training because the quality of the service has really increased over the past few years.

Mr. Kong reminded the Board of Mr. Giridharadas' event on Sunday afternoon.

ADJOURNMENT

At 8:24 pm a motion was made by Ms. Barbir seconded by Mr. Griffin to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary