

November 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, November 14, 2018.

CALL TO ORDER

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

Members present: Mark Proseri, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Susan Greer; Eugene Griffin; Jonathan H. Maks, MD; and Richard Kong, Director.

Member present by phone: Mira Barbir

Staff present: Laura McGrath, Deputy Director; Blythe Trilling, Finance Director

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 17, 2018 AND THE SPECIAL MEETING OF OCTOBER 29, 2018

Mrs. Hunter made a motion, seconded by Mrs. Parrilli to approve the minutes of the regular meeting of October 17, 2018 and special meeting of October 29, 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 6 ayes and 0 nays.

APPROVAL OF DESTRUCTION OF CLOSED SESSION AUDIO RECORDING OF APRIL 13, 2016

Dr. Maks made a motion, seconded by Mrs. Hunter to approve the destruction of the closed session audio recording of April 13, 2016. The vote was 6 ayes and 0 nays.

There was a brief discussion with regards to Ms. Barbir's presence by phone and whether Board members are able to vote when not physically present at a meeting. There has been previous discussion among the Board regarding this topic. Ms. Chavez will review past minutes to find the notes regarding this discussion, Mr. Kong will check with the library's attorney, and the Board will address adding the topic to the bylaws or creating an official policy for the future.

COMMENTS FROM OBSERVERS

There were no observers present.

DIRECTOR'S REPORT

Renovation Update

Architect Andrew Berman and his associates are making progress on the schematic design for the library's upcoming renovation. Most of our discussions with him have centered on refining our

ideas reflected in the master plan, including looking at the size, location, and function of many of the spaces throughout both floors. There is still a need to look more closely at collection placement throughout the library, especially in the Youth Services room. Some of the consultants who will work under Andrew and his associates have been selected, and are starting their assessments. Andrew and his associate Alex McLean visited the library again on November 14 to meet with staff and consultants. Mr. Kong provided an overview to the Board of the most recent conversations with Andrew and Alex. The selection of the construction management firm is progressing as planned, and the Board provided a ranking of the three shortlisted firms during the November meeting.

Mr. Prosperi mentioned a desire to include a silent reading room in the renovation plans.

Skokie Community Foundation Grant

The Skokie Community Foundation recently notified the library, Northlight Theater, and the Illinois Holocaust Museum and Education Center that our joint grant proposal was approved for a \$10,000 grant. Northlight Theatre will secure a playwright and a teaching artist to work with Jarrett Dapier, one of the library's young adult librarians, to craft an adaptation and performance of *Martin Rising: Requiem for a King* written by Andrea Davis Pinkney and illustrated by Brian Pinkney. The book spotlights Martin Luther King Jr.'s work in the Memphis civil rights movement. The cast will be comprised of local Skokie teens recruited by the library, and one of the performances will be offered free for the public in the Petty Auditorium.

Mr. Griffin said this is the first year the foundation did a \$10,000 grant and it was targeted towards social inclusion based on listening sessions with the community about what Skokie needs. Mr. Griffin recused himself from the vote on the grant.

Skokie Cares

As a member of the Skokie Cares group, Mr. Kong will be participating in a visioning "retreat" later this month to clarify the group's mission and broader goals. In the past few years, the group successfully launched the "Skokie Welcomes Everyone" lawn sign and button initiative, and oversaw the formation of five different community SEED (Seeking Educational Equity and Diversity) groups.

Food for Fines and Staff Diaper Drive

Through November, patrons will have the opportunity to participate in Food for Fines. This initiative allows patrons to bring in new, unopened items of food and other household supplies in order to waive \$1 in overdue fines per item donated (up to \$30 in waived fines per card holder). All donations benefit the Niles Township Food Pantry. Staff also participated in a separate diaper drive to donate much-needed diapers to the food pantry. More than 1000 diapers were collected.

Mrs. Hunter asked what the process is for people to be eligible to receive the diapers. It was clarified that the food pantry distributes the diapers.

Meeting with Candidate for State Senate Ram Villivalam

Mr. Kong attended a gathering of local community leaders to meet with Ram Villivalam, who is running uncontested for the State Senate seat for the 8th District (includes part of Skokie). The conversation covered topics such as the current economic environment for local businesses, taxes, and the general financial challenges facing Illinois. Mr. Kong spoke with Mr. Villivalam about the role of public libraries, and invited him and his staff to tour our library to get a firsthand look at the positive impact the library has on our community.

Presentation about Village of Skokie Human Services

Beth Lindley, Director of Human Services at the Village of Skokie, gave a presentation to library staff about the range of services provided by her department, including short-term counseling, financial assistance, and a variety of social services to residents of Skokie. Community Engagement Manager Nancy Kim Phillips and Mr. Kong also met with the Village Manager John Lockerby and other Village staff to discuss the challenge of increasing awareness of the human services provided by the Village and other agencies throughout the community. We will continue to work together on this.

Lunch ‘n Learn Regarding Library School

In order to provide more information about potential careers in libraries, Mr. Kong is leading a lunch ‘n learn opportunity for any staff member who is interested in hearing more about library science programs and the profession. A number of librarians who hold an MLS (Master’s in Library Science) degree will share their experiences and advice.

5-star Rating from *Library Journal*

For the fifth year in a row, *Library Journal* recognized the library with a 5-star rating. Compared to other libraries in our budget category throughout the country, Skokie ranked #2. Only two other libraries in Illinois received a 5-star rating among all of the budget categories.

Mrs. Hunter said that the library should be proud of the work we have done to deserve the award. A plaque has been ordered for the first floor. There will be a targeted social media campaign around the award.

ILA Strategic Planning

Illinois Library Association (ILA) is in the midst of a strategic planning process, and they are holding focus groups for members. Mr. Kong plans to participate in an online session later this month. If Board members are interested in participating, they may visit the ILA website to see a full list of dates and locations.

Upcoming Presentations

Mr. Kong will give the keynote presentation during Indian Trails Public Library District’s annual staff day on November 16, 2018. Later, on December 5, 2018, he will give a short presentation and participate in a panel discussion at Cleveland Public Library’s symposium on the future of libraries.

BILLS

Mr. Griffin asked a clarifying question about the bill for roofing repairs and maintenance.

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

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

The roll call vote 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.

Mrs. Hunter asked if there have been any complaints from the community about their taxes that go to the library. Mr. Kong said he has never heard a complaint and Mrs. Parrilli said she has only ever heard positive comments.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/18

The balance sheet was noted by the Board.

ACCEPTANCE OF AUDIT FOR FISCAL YEAR 2018

Mrs. Hunter asked if we have had the same auditors every year. Mr. Kong said we have for the last several years but the firm periodically changes what partners perform our audit. The library's practice is to use the auditor the Village uses to keep costs down. Next year is the last year that the Village will use Baker Tilly.

A motion was made by Mrs. Hunter, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE AUDIT FOR FISCAL YEAR 2018.

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

CONSENT AGENDA (Financial Statement; Circulation Report; Reports from Department Heads; Gifts; Personnel)

Mr. Griffin asked why the numbers for the Youth Digital Media Lab use were so low. The printed version of the Dashboard provided to the Board included some corrections regarding these numbers that were more accurate (and not as low as previously reported) and this will be updated in the electronic version of the Board meeting packet.

Ms. Barbir asked a clarifying question regarding the demographics of Skokie cardholders. Mr. Kong stated that Ms. Parkinson, the library's data analysis coordinator is doing some research

on this and it will be reported on at a later date. There is also an event being planned to attract new card holders.

Dr. Maks made a motion, seconded by Mr. Griffin:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:
1. CIRCULATION REPORT
 2. REPORTS FROM DEPARTMENT HEADS
 3. GIFTS: \$50 FROM NURBEK SAGYNBAEV, IN GRATITUDE FOR THE SERVICES AT THE LIBRARY; \$36 FROM LORI AND DAVID VISE, \$250 FROM THE BOB AND LINDA YOUNGENTOB FOUNDATION, AND \$200 FROM LEON ZAR IN MEMORY OF LARRY BOARD
 4. PERSONNEL: TERMINATION: TED QUIBALLO, PART-TIME DIGITAL LITERACY SPECIALIST, ADULT SERVICES, EFFECTIVE OCTOBER 31, 2018.

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

Mr. Kong mentioned to the Board Mr. Sagynbaev's generous donation to the library and his family's intention to make this a monthly donation in gratitude for the library's services.

APPROVAL OF INSURANCE COVERAGES

Last year, the Board approved switching to LIRA (Libraries of Illinois Risk Agency) for our 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 53 member libraries, and the group purchase minimizes the risk for individual libraries.

LIRA Executive Board members and associates at Gallagher presented information about the 2019 renewal to the full Board of LIRA members at the annual meeting on November 7, 2018. An executive summary of the renewal, highlighting improvements to various aspects of the insurance program was provided to Board members.

The total program cost for the library's property/casualty coverage is \$64,305, which is a 3%

increase from last year, and the total annual premium for workers compensation coverage is \$23,853, a 2% decrease from last year. Our total cost for our insurance coverages is \$88,158, which is a 1.4% increase from last year's total of \$86,929.

Mr. Kong recommended Board approval of the 2019 LIRA insurance renewal at a total annual cost of \$88,158.

Mrs. Hunter asked a question about how many claims the library has had. Mr. Kong mentioned we have not had any serious incidents.

Dr. Maks asked if membership in the consortium has remained the same. Mr. Kong responded that there have been four additional libraries added in the last year. Mrs. Hunter asked if any libraries have dropped out of LIRA. Ms. Trilling responded that there are none she is aware of.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 2019 LIRA INSURANCE RENEWAL AT A TOTAL ANNUAL COST OF \$88,158.

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

APPROVAL OF FINANCE POLICY

Last month the Board reviewed a draft of a new Finance Policy. The revision reflects changes discussed during that meeting.

Finance manager Blythe Trilling and attorney Heidi Katz at Robbins Schwartz both reviewed the draft of the policy, which includes the following sections:

- Fiscal Authority
- Budgeting, Purchasing, and Disbursements
- Corporate Credit Cards
- Disposal of Property
- Donations
- Fund Balances (revision of current Fund Balance policy adopted in April 2012)

Mr. Kong went over the proposed amendments to the policy.

Mr. Griffin asked that the word "for" before "unbudgeted purchases" in section 2.2 Purchasing also be struck for grammatical purposes.

Dr. Maks left the meeting at 7:02 pm and returned at 7:03 pm.

Ms. Barbir asked a clarifying question about \$25,000 being the trigger for a formal competitive bidding process. Mr. Kong explained it is based on Illinois law.

Mr. Kong recommended Board approval of the Finance Policy.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE FINANCE POLICY AS PRESENTED.**

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

Mr. Kong mentioned that there are still more policies to work through and update and the next one will be the meeting room policy which he plans on bringing to the Board within the next few months.

APPROVAL OF REVISED INVESTMENT POLICY

The Board reviewed a revision of the Investment Policy last month. The revision reflects minor formatting changes to the current policy, and adds wording about the Director serving as the library's "chief investment officer" in order to be consistent with the wording in the proposed finance policy.

The revised Investment Policy also includes a change that states the Board shall review the policy on a biennial basis. This change was discussed during the October Board meeting.

Mr. Prospero asked a clarifying question about the section regarding authorized investments where it discusses U.S Treasury and Agency obligations held to maturity. Mr. Kong responded that he would look into it with a financial consultant to explain why that wording is included. He will include that information in his director's report for the next month's meeting.

Mr. Kong recommended Board approval of the revised Investment Policy.

Ms. Greer made a motion, seconded by Mrs. Parrilli:

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

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

STRATEGIC PLANNING PROCESS

Every three years, the library goes through a strategic planning process to reexamine and develop our vision, mission, core values, and big-picture strategic goals. The library's current strategic plan covers the period of 2016-2019, so we will soon begin the process of creating our strategic plan for

2019-2022.

A core planning committee comprised of staff from various departments and two board members will meet regularly between November 2018 and May 2019, and the new plan will be presented for Board approval at the start of the next fiscal year.

The core planning committee members include:

- Mira Barbir, Trustee
- Lindsay Braddy, Access Services Assistant Manager
- Gene Griffin, Trustee
- Jane Hanna, Communications and Multimedia Engagement Manager
- Denise Hudec, Collection Development Librarian
- Nancy Kim Phillips, Community Engagement Manager
- Richard Kong, Director
- Amy Koester, Learning Experiences Manager
- Matt MacKellar, Community Engagement Librarian
- Laura McGrath, Deputy Director
- Devan Parkison, Data Analysis Coordinator
- Shelley Sutherland, Youth Services Manager
- Miguel Ruiz, Information Services Supervisor
- Leah White, Learning and Development Coordinator

Additionally, various subcommittees will be charged with exploring topics that emerge from many discussions with the community and with staff. It is important that the library's work be grounded in a strong understanding of the aspirations and needs of our community, so during this strategic planning process we will continue to place a major emphasis on hearing from our community. In addition to conversations with established community leaders and trusted partners from schools, the Village of Skokie, Skokie Park District, businesses, and non-profits, we will also make special efforts to connect with individual members representing different aspects of our diverse community.

Mr. Kong expects the next strategic plan to build on our recent progress stemming from current strategic initiatives and our plans for renovating the library. The library is in a strong position to deepen our work in the three core values of pursuing access and equity, cultivating learning and literacy, and engaging the community, while still being open to new strategic areas that emerge from the planning process.

Though the Board will be represented on the core committee by Trustees Gene Griffin and Mira Barbir, Mr. Kong encouraged the entire Board to bring forward insights from connections within the community and engage in the dialogue throughout the process. He will bring updates to the Board monthly throughout the process.

RANKING OF CONSTRUCTION MANAGEMENT FIRMS

Following the Board's special meeting on October 29, 2018 to interview the three shortlisted construction management firms, the next step in the process is to rank the three firms and determine our most preferred firm.

The following firms make up the short list, in alphabetical order:

- FQC (Frederick Quinn Corporation) (Addison, IL)
- Pacific Construction Services (Chicago, IL)
- Shales McNutt Construction (Elgin, IL)

Mr. Kong asked the Board to share their individual thoughts. He also shared his own research and assessment of the three firms in more detail, and recommended that the Board rank Shales McNutt Construction highest among the three firms. Mr. Kong believes that Shales McNutt Construction, given their vast experience working with public libraries, the positive references from former clients, and their impressive statement of qualifications and interview, would be the best choice for the library's renovation project.

The Board unanimously ranked the three firms as follows:

- Shales McNutt Construction
- FQC
- Pacific Construction Services

Mrs. Hunter asked if staff that worked with these companies at other libraries were comfortable working with them. Mr. Kong responded that the people he has spoken to at the various libraries that have worked with Shales McNutt were happy with them.

Now that the top-ranked firm has been identified, Mr. Kong will work with the library's legal counsel to begin the process of negotiating the terms and fees with that firm. If an agreement is made with the firm, a contract will be presented to the Board for approval during the December Board meeting. At that point, he will work to bring the construction management team up to speed on our progress with the schematic design of the renovation, and will convene initial meetings with both the construction management team and architect Andrew Berman and his associates.

Dr. Maks made a motion, seconded by Mrs. Parrilli:

MOTION: THAT A CONTRACT BE NEGOTIATED WITH SHALES MCNUTT TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES AND THAT FQC AND PACIFIC CONSTRUCTION SERVICES BE RANKED SECOND AND THIRD, RESPECTIVELY.

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

2019 CALENDAR

The Board noted the 2019 Calendar of Library Conferences and Local Community Events.

Ms. Barbir requested that that page of the Board packet be emailed out separately.

She also asked about the focus of Coming Together in Skokie and Niles Township for this year. Mr. Kong responded that it is the Polish-American culture and that Niles will be the lead library for the program given their large Polish-American population. Ms. Barbir mentioned the letter from the patron last year regarding their disappointment at the library not having sufficiently commemorated Black History Month. This year this is being into consideration and displays will be curated accordingly. Mr. Kong stated he would report further next month. Mrs. Hunter asked what the Village was doing for Black History Month. Mr. Kong stated he would look into it.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported the following highlights from the October 26, 2018, RAILS Board of Directors meeting from supporting documents and recorded videoconference.

Financial Report: Before Finance Director Jim Kregor gave his financial report, Executive Director Deirdre Brennan asked for Board consensus on stopping the practice of approving the monthly financial report. At the ILA Conference, she and staff attended a program on parliamentary procedures, at which the speaker noted that according to Robert's Rules, boards should not formally approve monthly financial reports until they have been audited. Monthly bills should continue to have Board approval.

Mr. Kregor reported that the unassigned General Fund total cash and investment balance ending September 30, 2018, was \$10,900,000, which would fund 11.2 months of operation. On September 28, RAILS received \$1,072,500 from the FY2018 Area and Per Capita Grant funds, leaving a balance of \$5,256,080 yet to be received from the state.

As requested by the Board, Mr. Kregor explained the effects on the reserve fund due to the unreliable receipt of funds from the Area Per Capita Grant. From FY2016 to the first three months of FY2019, RAILS has received approximately \$13,400,000 less than budgeted, resulting in a reserve/capital fund balance of \$2,800,000.

Executive Director's Report: Deirdre Brennan mentioned that libraries should begin preparing for the 2020 United States Census. It is important to know the changes made to this census. RAILS will distribute the necessary information to all libraries in order to ensure accuracy and efficiency. She mentioned in her written report her visit to the Park Ridge Library and their current three-phase renovation project.

The Board continued on-going discussion regarding diversity and representation on the RAILS Board. With eight Board seats going to the public library sector, discussion concentrated on greater representation for academic, school, and special libraries to better understand their purpose and operations. Ms. Brennan mentioned Skokie Public Library's director, Richard Kong, and his involvement in diversity training through ILA and PLA. It was suggested that RAILS ask him to address the Board at one of their meetings.

Next meeting: Friday, November 16, 2018, at Burr Ridge Service Center.

Mr. Kong met with Deirdre Brennan yesterday with regards to the library's equity, diversity, and inclusion work. Mr. Kong mentioned to the Board that Corrie Wallace will present to the Board next month regarding EDI. The agenda for next month is light at the moment and Mr. Kong would like to invite some of the newer additions to the management committee to the meeting to meet the Board if possible.

Mrs. Hunter asked about the RAILS budget. Mrs. Parrilli stated that it is \$9 million and that the funds come from the federal and state government.

COMMENTS FROM TRUSTEES

Mrs. Hunter commented on a perceived lack of participation from the community at the recent event in response to the shooting at the synagogue in Pennsylvania. She feels that a lot of important people were missing. Mr. Kong felt that it was well attended given the last minute organization.

ADJOURNMENT

At 7:34 p.m. a motion was made by Dr. Maks, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary