



SKOKIE PUBLIC LIBRARY ANNUAL BOARD MEETING - WEDNESDAY JUNE 12, 2024

Library Board meetings include an opportunity for public comment in accordance with the Illinois Open Meetings Act and the library's policy regarding public comment at Board meetings. Public comments may be made in person at the designated point during a Board meeting. Public comments may also be submitted by emailing the Administrative Assistant to the Director at tellus@skokielibrary.info or by leaving a voicemail at 847-972-5645 by 4:30 pm on the date of the meeting. Comments submitted by email or telephone may be read or played aloud during the public comment portion of the meeting.

AGENDA

CALL TO ORDER

COMMENTS FROM OBSERVERS

2 APPROVAL OF FY 2025-2026 BOARD MEETING CALENDAR

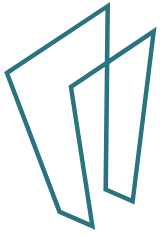
4 APPROVAL OF ETHICS POLICY

14 APPROVAL OF REPEALING BOARD MEMBER USE OF ELECTRONIC COMMUNICATIONS POLICY

16 REVIEW OF BOARD BYLAWS

BOARD TRAINING – JULIE TAPPENDORF IN ATTENDANCE

COMMENTS FROM TRUSTEES



SKOKIE PUBLIC LIBRARY

5215 Oakton Street | Skokie, IL 60077 | 847-673-7774 | www.skokielibrary.info

Memorandum to: Board of Library Trustees

From: Richard Kong, Director

Date: June 5, 2024

Re: Approval of FY 2025-2026 Board Meeting Calendar

Attached is a proposed calendar of regular Board meetings for FY 2025-2026.

Please review the dates to see if there are known conflicts with religious holidays or events which might impede attendance by a majority of the Board.

Board approval of the FY 2025-2026 Board Meeting Calendar is requested.

RK:srs
Attachment

Board Meeting Calendar for FY 2025-2026

FY 2025-2026

Wednesday, May 14, 2025

Wednesday, June 11, 2025

Wednesday, July 9, 2025

Wednesday, August 13, 2025

Wednesday, September 10, 2025

Wednesday, October 15, 2025 (third Wednesday of the month)

****This is also the evening of Simchat Torah****

Wednesday, November 12, 2025

Wednesday, December 10, 2025

Wednesday, January 14, 2026

Wednesday, February 11, 2026

Wednesday, March 11, 2026

Wednesday, April 15, 2026 **(third Wednesday of the Month)**



Memorandum to: Board of Library Trustees

From: Richard Kong, Director

Date: May 3, 2024

Re: Approval of Ethics Policy

The current Ethics and Gift Ban Policy, which applies both to library employees and Board, had not been reviewed in quite some time and appears to be outdated. The attached Ethics Policy, reviewed by the library's attorneys, would replace the existing policy. It provides needed clarification on the definitions of "employee" and "family member," and cleans up additional language currently used in the existing policy.

Upon Board approval, this Ethics policy would be shared with all library employees and linked from the Personnel Code, and also posted on the library's website on the Policies page and the Board page.

I recommend that the Board approve the Ethics Policy. Board comments and questions are welcome.

ETHICS POLICY

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (5 ILCS 430/5-5, *et seq.*), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize policy violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish policy violations that might otherwise be applicable;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SKOKIE PUBLIC LIBRARY, AS FOLLOWS:

SECTION 1: The Policies of the Board of Trustees of Skokie Public Library are hereby amended to add the following provisions:

ARTICLE 1
DEFINITIONS

Section 1-1. For purposes of this policy, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3). "Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Collective Bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 91.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means (i) a person employed by the Skokie Public Library, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, (ii) any appointed or elected commissioner, trustee, director, or board member of a board of the Skokie Public Library; or (iii) any other appointee, but does not include an independent contractor.

Acts of any family member of an official or employee, when done with the knowledge and express, implied or tacit consent of the official or employee, shall be deemed to be acts of such official or public employee for purposes of applying the prohibitions and restrictions of this Policy.

"Employer" means the Skokie Public Library.

"Family Member" means a spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses. All relations which arise by action of law, civil union or marriage shall be included within the meaning of Family Member, including step relatives, adoptees, and half-siblings. For the purposes of this Policy the word "spouse" shall include a life partner.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or the Cook County clerk.

“Prohibited political activity” means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee; or

(5) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or

(6) is an agent of or family member living with a "prohibited source."

ARTICLE 2

PROHIBITED POLITICAL ACTIVITIES

Section 2-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Skokie Public Library in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 3

GIFT BAN

Section 3-1. Gift ban. Except as permitted by this Policy, no officer or employee, and no family member of an officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3-2. Exceptions. Section 3-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code (10 ILCS 5/1-1) or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity. (11) Bequests, inheritances, and other transfers at death.

(11) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other. The regulations in this Section are intended to be no less restrictive than the State Gift Ban Act (5 ILCS 430/10-10), and represent the rules required to be adopted thereby (5 ILCS 430/70-5).

Section 3-3. Disposition of gifts. An officer or employee, or a family member of the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 4

PENALTIES

Section 25-1. Penalties. (a) A person who intentionally violates any provision of Article 2 of this Policy shall be guilty of a Class A misdemeanor and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 3 of this Policy is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Policy to the local enforcement authorities, the State's Attorney or any other law enforcement official shall be guilty of a Class A misdemeanor and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 2 of this Policy may be prosecuted as a criminal offense by an attorney for the Skokie Public Library by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 3 of this Policy may be prosecuted as a quasi-criminal offense by an attorney for the Skokie Public Library or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

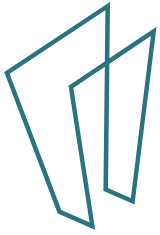
(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 2 or Article 3 of this Policy is subject to discipline or discharge.

SECTION 2: Repeal of former Ethics Policy. The Skokie Public Library Ethics Policy as previously adopted by the Skokie Public Library Board of Trustees on September 8, 2004, is hereby repealed.

SECTION 3: This Policy shall be in effect upon its passage and approval as provided by law.

Adopted by the Skokie Public Library Board of Trustees, June 12, 2024.





Memorandum to: Board of Library Trustees

From: Richard Kong, Director

Date: May 3, 2024

Re: Approval of Repealing Board Member Use of Electronic Communication Policy

Based on my review of the current Board Member Use of Electronic Communication Policy with the library's attorney, I have determined that it is outdated, unnecessarily strict, and not required.

The library's attorney will attend the Board's Annual meeting in June to provide guidance on communication practices for trustees.

I recommend that the Board approve repealing the Board Member Use of Electronic Communication Policy. Board comments and questions are welcome.



BOARD MEMBER USE OF ELECTRONIC COMMUNICATIONS

For purposes of this policy, the term “electronic communications” includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications to, by and among members of the Board of Trustees, in their capacity as board members, shall not be used for the purpose of discussing Skokie Public Library business.

Electronic communications by and among board members relating to library matters shall be conducted exclusively on their library email accounts (not on personal electronic devices), and shall be limited to (1) disseminating information, and (2) messages not involving deliberation, debate or decision making. Board member electronic communications may contain:

- Agenda item suggestions,
- Reminders regarding meeting times, dates, and places,
- Board meeting agendas or information concerning agenda items.

Adopted by Skokie Public Library Board of Trustees, 11/13/2013





BYLAWS OF THE BOARD OF TRUSTEES OF THE SKOKIE PUBLIC LIBRARY

SKOKIE, ILLINOIS 1944

ARTICLE I. ORGANIZATION

Section 1. The Skokie Public Library is established and organized under authority of the Statutes of the State of Illinois. The Board of Trustees is vested with the powers and duties set forth in the Public Library Act.

ARTICLE II. MEETINGS

Section 1. The regular monthly meeting of the Board shall be held on the second Wednesday of each month, at 6:30 p.m. in the Library. The President may reschedule the regular monthly meeting to an alternative date in the month in the event of a conflict. At all meetings four Trustees shall constitute a quorum of the Board; provided, however, that a meeting lacking a quorum may adjourn to a later time.

Section 2. The annual meeting shall be held at the time of the regular monthly meeting for the month of May at the usual place.

Section 3. Special meetings may be called by the President, or upon the written request of three members for the transaction of business stated in the call for meeting. No business shall be transacted at such special meeting except such as is stated in the call.

Section 4. Business at regular meetings shall include the following:

- 1 Call to order
- 2 Comments from observers
- 3 Approval of minutes
- 4 Approval of the Consent Agenda
- 5 Approval for payment of bills
- 6 Report from Director
- 7 Board actions on motions
- 8 Communications
- 9 Reports of Special Committees
- 10 Unfinished business
- 11 New business
- 12 Adjournment

ARTICLE II. MEETINGS (CONTINUED)

- Section 5.** At any meeting the ayes and nays shall be called upon any question before the Board at the request of the President or one Trustee. For passage the motion must have affirmative votes of a majority of those present.
- Section 6.** The Library Director shall attend all meetings of the Board of Trustees
- Section 7.** Notice of upcoming Board of Trustees meetings shall be posted on the Library's website at the beginning of each calendar year. The schedule is also available in the Administrative Office. The agenda for the current meeting is posted on the Library's website 48 hours in advance of the meeting.
- Section 8.** Approved minutes shall be made available in the Administrative Office and on the Library's website the day after the minutes are approved.

ARTICLE III. OFFICERS

- Section 1.** The officers of the Board shall be chosen at a regular annual meeting of the Board or at such time as a vacancy may occur and shall consist of a President, a Vice President and a Secretary, each of whom shall hold office for two years. In the case of a vacancy in one of the offices, the Board shall elect an officer to fill the vacancy for the unexpired term.

ARTICLE IV. DUTIES OF OFFICERS

- Section 1.** The President, or in his/her absence, the Vice President, shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of both President and Vice President the Secretary shall preside.
- Section 2.** The Secretary, or his/her designee, shall keep a true and accurate account of all proceedings of the Board at all meetings; shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings; shall have custody of the minutes, and other records of the Board.

ARTICLE V. COMMITTEES

- Section 1.** Special committees for the study and investigation of special problems and to deal with special subjects, may be created by majority vote of the Board which may also discontinue such special committees when the purpose of their creation has been accomplished. The President shall appoint the members of such special committees unless they are appointed by the vote of the Board.
- Section 2.** Committees shall meet on call of their respective chairman or of two members thereof.



ARTICLE V. COMMITTEES (CONTINUED)

Section 3. In case of the absence of the chair of any committee, or of the chair's inability to act, his/her duties shall be assumed by the next member of the committee in order of appointment thereto.

Section 4. A majority of any committee shall constitute a quorum for the transaction of business under its supervisor or property referred to it.

ARTICLE VI. AMENDMENTS

Section 1 These by-laws may be altered, amended, or repealed by a majority vote of the Board at a regular meeting, provided that any such proposed changes shall have been presented for consideration at the regular meeting prior to the one at which action shall be taken.

ARTICLE VII. MISCELLANEOUS

Section 1 The rules of parliamentary practice comprised in Robert's Rules of Order shall govern the proceedings of the Board in all cases to which they are applicable, and in which they do not conflict with these by-laws.

Section 2 The fiscal year of the Library shall be from the first day of May to the last day of April, inclusive.

1944

Rev. 3/8/67; 6/14/89; 5/11/94; 5/10/00; 9/15/10; 5/17/16; 11/9/16; 7/11/18; 9/8/18; 6/10/20

