

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

January 10, 2024 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Eugene Griffin, President, called the meeting to order at 6:33 pm.

Members present:

- Eugene Griffin, President; Mary Pietrucha, Secretary; Mira Barbir; Michelle Mallari; Ella Whitehead; Amanda Lichtenstein.

Members absent:

- Shabnam Mahmood, Vice President.

Staff present:

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Amy Koester, Director of Public Services; Nancy Kim Philips, Director of Community Engagement; Alyson Doubek, Finance Manager; Suzy Rodela-Sulik, Administrative Coordinator; Calin Muntean, Learning Experiences Supervisor.

Guests present:

- Josh Campanelli, Shales McNutt Construction; Andrew Berman and Alex McLean, Andrew Berman Architect LLC. participated remotely via video conference.

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE DECEMBER 13, 2023, REGULAR AND CLOSED MEETINGS

At 6:33 pm, a motion was made by Ms. Whitehead, seconded by Ms. Mallari, to approve the minutes of the December 13, 2023, closed meeting. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

At 6:34 pm, a motion was made by Ms. Mallari, seconded by Ms. Whitehead, to approve the minutes of the December 13, 2023, regular meeting. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

DIRECTOR'S REPORT

Mr. Kong provided updates on the third-floor renovation, the Bluepoint Security system implementation, the documentary filming crew visit, the budgeting process, strategic planning current priorities, Skokie Police Chief Baker's retirement, and the quarterly employee recognition awards. The trustees asked some clarifying questions and noted the Director's report.

APPROVAL OF DECEMBER 2023 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursements.

At 6:45 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Barbir :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DECEMBER 2023 DISBURSEMENT REPORT.

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

APPROVAL OF CHILLER REPLACEMENT PAY APP #3

Mr. Kong provided a summary of the chiller replacement pay application.

At 6:47 pm, a motion was made by Ms. Whitehead, seconded by Ms. Pietrucha :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHILLER REPLACEMENT PAY APP #3 AT A TOTAL COST OF \$113,830.47.

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

APPROVAL OF CONSTRUCTION PAY APP #4

Mr. Kong provided a summary of the construction pay application.

At 6:48 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSTRUCTION PAY APP #4 AT A TOTAL COST OF \$523,109.56.

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

CONSENT AGENDA

Ms. Kim Phillips provided some details on the strategic plan current priorities and report. The trustees discussed the strategic plan priority and the statistics reports.

At 7:05 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Mallari :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:
 1. REPORTS;
 2. GIFTS;
 3. PERSONNEL:
 - HIRES:
Effective January 14, 2023:
Jeffrey Oribek, Information Specialist, Patron Engagement.
 - RETIREMENT:
Effective January 1, 2024:
Rico Robinson, Building Services Lead, Building Services.

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

QUARTERLY INVESTMENT UPDATE

The trustees noted the quarterly investment update.

APPROVAL OF PETTY AUDITORIUM UPGRADE PROJECT

Mr. Kong said he appreciated the feedback received from the trustees during the December 13, 2023, board meeting and highlighted some areas of the project. Mr. Berman summarized the upgrade process of the upgrade project. Ms. Koester provided additional information about the project. The trustees discussed the proposed upgrades and asked some clarifying questions.

At 7:44 pm, a motion was made by Ms. Barbir, seconded by Ms. Mallari :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PETTY AUDITORIUM UPGRADE AT A PROJECTED COST OF \$998,061.00.

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

APPROVAL OF ARCHITECTURAL FEES PROPOSAL

At 7:45 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ARCHITECTURAL FEES PROPOSAL FROM ANDREW BERMAN ARCHITECT AT A TOTAL COST OF \$63,000.00

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

APPROVAL OF CONSTRUCTION MANAGEMENT FEES PROPOSAL

At 7:46 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSTRUCTION MANAGEMENT FEES PROPOSAL FROM ANDREW BERMAN ARCHITECT AT A TOTAL COST OF \$163,321.00

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

COMMENTS FROM TRUSTEES

Ms. Mallari and Ms. Barbir expressed their excitement for the Petty Auditorium upgrades. Ms. Mallari expressed her appreciation and gratitude for the staff recognized in the quarterly staff recognition awards.

ADJOURNMENT

At 7:49 pm a motion was made by Ms. Barbir, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN THE REGULAR MEETING.

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

Mary Pietrucha, Secretary