

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

March 13, 2024 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Eugene Griffin, President, called the meeting to order at 6:31 pm.

Members present:

- Eugene Griffin, President (left the meeting at 8:00 pm); 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; Annabelle Mortensen, Director of Access Services; Alyson Doubek, Finance Manager; Suzy Rodela-Sulik, Administrative Coordinator; Calin Muntean, Learning Experiences Supervisor.

Guests present:

- None

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE FEBRUARY 14, 2024, REGULAR MEETING

At 6:32 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Whitehead, to approve the minutes of the February 14, 2024, 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 an overview of the director's report, adding that Ms. McGrath is nominated to stand for election to the Public Library Association Board of Directors. Ms. McGrath expressed her excitement for the opportunity. The trustees asked some clarifying questions and noted the Director's Report.

APPROVAL OF FEBRUARY 2024 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursements.

At 6:40 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein.

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FEBRUARY 2024 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 #5

Mr. Kong stated that the chiller replacement project is nearing completion.

At 6:41 pm, a motion was made by Ms. Barbir, seconded by Ms. Pietrucha.

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHILLER REPLACEMENT PAY APP #5 AT A TOTAL COST OF \$49,689.54.

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

APPROVAL OF CONSTRUCTION PAY APP #6

Ms. Pietrucha expressed the importance of celebrating the completion of the third floor renovation project. Ms. Mallari suggested guided tours for consideration.

At 6:43 pm, a motion was made by Ms. Mallari, seconded by Ms. Pietrucha.

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSTRUCTION PAY APP #6 AT A TOTAL COST OF \$758,663.21.

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

APPROVAL OF CONSENT AGENDA

The trustees discussed the reports and asked some clarifying questions.

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

- 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 March 13, 2024:

Marissa Walentschik, Youth Services Specialist, Youth Services.

Effective March 18, 2024:

Andrew Denczek, Materials Handler, Access Services.

Audrey Cho, Production Specialist: Photographer, Communications & Multimedia Engagement.

PROMOTION:

Effective March 11, 2024:

Monica Bustos, Bookmobile Lead, Community Engagement.

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

APPROVAL OF AGREEMENTS FOR SCHOOL EDUCATOR CARDS

Mr. Kong provided some details about the agreements and added that Ms. Pomian Fisher works closely with the schools to not support students and faculty in getting library cards.

At 6:53 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED AGREEMENTS FOR SCHOOL EDUCATOR CARDS AS PRESENTED.

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

APPROVAL OF APPROPRIATE LIBRARY USE POLICY

Ms. McGrath provided a summary of the applied revisions to the policy presented at the February 14, 2024 meeting. The trustees asked some clarifying questions.

At 6:55 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPROPRIATE LIBRARY USE POLICY AS PRESENTED.

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

APPROVAL OF BORROWING POLICY

Ms. Mortensen summarized the proposed revisions. The trustees asked some clarifying questions about the borrowing policy.

At 7:02 pm, a motion was made by Ms. Barbir, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BORROWING POLICY AS PRESENTED.

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

BIENNIAL REVIEW OF RESOURCES SELECTION POLICY

The trustees reviewed the resources selection policy as required by 75 ILCS 5/4-7.2.

PROJECTED FY 2024-2025 BUDGET

The trustees discussed the second look at the projected fiscal year 2024-2025 budget.

APPROVAL OF SALARY SCALE ADJUSTMENT

Mr. Kong noted that HR Source recommends adjusting the salary scale as appropriate, every two years.

At 7:15 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 2.6% INCREASE TO THE SALARY SCALE, EFFECTIVE MAY 1, 2024.

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

APPROVAL OF FY 2025 SALARY AND WAGE INCREASES FOR NON-UNION EMPLOYEES

Mr. Kong provided some context about previous increases approved by the board and recommended the proposed salary and wage increases for non-union employees. The trustees asked some clarifying questions. The item was tabled after subsequent closed session discussion.

CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)(1) AND 120/2(C)(2) OF THE OPEN MEETINGS ACT

At 7:25 pm, a motion was made by Ms. Barbir, seconded by Ms. Mallari:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES MOVE INTO CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)(1) AND 120/2(C)(2) OF THE OPEN MEETINGS ACT TO DISCUSS THE COMPENSATION OF SPECIFIC EMPLOYEES AND COLLECTIVE NEGOTIATING MATTERS.

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

Mr. Griffin left the meeting at 8:00 pm.

ADJOURNMENT

At 8:23 pm a motion was made Ms. Barbir, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RETURN TO OPEN SESSION.

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

COMMENTS FROM TRUSTEES

The trustees expressed appreciation for the most recent library newsletter. Ms. Pietrucha provided an update on a presentation and study for her class through Lake Forest College, highlighting the Skokie Public Library.

ADJOURNMENT

At 8:28 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 5 ayes and 0 nays.

Mary Pietrucha, Secretary