

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

January 15, 2025 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Gene Griffin, President, called the meeting to order at 6:32 pm.

Members present:

- Gene Griffin, President; Shabnam Mahmood, Vice President; Mary Pietrucha, Secretary; Amanda Lichtenstein; Michelle Mallari; Voula Colburn.

Members absent:

- Ella Whitehead.

Staff present:

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Leah White, Director of Organizational Development; Amy Koester, Director of Public Services; Alyson Doubek, Finance Manager; Mark Kadzie, IT Manager; Devan Parkison, Web and Data Administrator; Jessica Goodman, Digital Collections Librarian; Van Rosenbaum, Visual Design Supervisor; Mariah Cherem, Program Coordinator; Kate Belogorsky, Community Engagement Librarian; Suzy Rodela-Sulik, Administrative Coordinator; Rick Sawdon, Program Assistant.

Guests present:

- Teen volunteers; Gretchen Burch, arrived at the meeting at 7:01 pm.

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF DECEMBER 11, 2024

At 6:32 pm, Ms. Pietrucha made a motion, seconded by Ms. Mahmood:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR MEETING OF DECEMBER 11, 2024.

A vote was taken and the minutes were approved unanimously and placed on file. There were 6 ayes and 0 nays.

At 6:32 pm, Ms. Mahmood made a motion, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE CLOSED MEETING OF DECEMBER 11, 2024.

A vote was taken and the minutes were approved unanimously and placed on file. There were 6 ayes and 0 nays.

DIRECTOR'S REPORT

Mr. Kong updated the trustees on the positive feedback reserved from the 2024 Community Survey, FY 2025-26 budget planning process, Values in Action Awards for Staff, and upcoming Staff Day.

APPROVAL OF THE DECEMBER 2024 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:38 pm, a motion was made by Ms. Colburn, seconded by Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DECEMBER 2024 DISBURSEMENT REPORT.

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

APPROVAL OF PETTY AUDITORIUM CONSTRUCTION PAY APP #6

Mr. Kong commented that this is the second to last pay app for the Petty Auditorium Construction project. The project is anticipated to come under budget. Ms. Koester provided some details about the improved use of the renovated auditorium.

At 6:44 pm, a motion was made by Ms. Mallari, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PETTY AUDITORIUM CONSTRUCTION PAY APP#6 AT A TOTAL COST OF \$21,464.13

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, statistics, and events, and asked clarifying questions.

At 6:49 pm, a motion was made by Ms. Mahmood, seconded by Ms. Pietrucha:

- 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 November 18, 2024:

Chris Orita, Experiential Learning Specialist, Learning Experiences.

DEPARTURES:

Effective December 6, 2024:

Marissa Walentschik, Youth Services Specialist, Youth Services.

Jeremi Perez, Safety Specialist, Safety.

RETIREMENTS:

Effective December 27, 2024:

Pat Judge, Acquisitions Supervisor, Access Services.

Effective March 3, 2025:

Shelley Sutherland, Youth Services Manager, Youth Services.

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

QUARTERLY INVESTMENT UPDATE

Mr. Kong noted that we are transitioning out of Fifth Third banking, which is still reflected in the update. The trustees noted the update.

APPROVAL OF REVISED MEETING ROOM POLICY

Mr. Kong summarized the revisions proposed to the policy. The trustees asked some clarifying questions about the policy and the meeting room reservation process.

At 7:08 pm, a motion was made by Ms. Mahmood, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED MEETING ROOM POLICY.

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

APPROVAL OF RESCISSION OF SALE OF AUTHORS' BOOKS POLICY

Mr. Kong explained that the language of this policy is now covered under the Programming Policy, and recommended rescinding the Sale of Author's Books Policy.

At 7:10 pm, a motion was made by Ms. Mahmood, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RESCISSION OF THE SALE OF AUTHORS' BOOKS POLICY.

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

APPROVAL OF LIBRARYWEBSITE AND LIBRARYCALENDAR

Ms. McGrath provided some details about the proposed contract and the features that would be implemented. Ms. McGrath recommended approval of the contract and welcomed questions and comments. The trustees asked some clarifying questions about the platform, website, implementation, and features.

At 7:27 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Mallari:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIBRARYMARKET CONTRACT AT A TOTAL COST OF \$31,900.

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

IT/NETWORK PRESENTATION

Mr. Kadzie gave an informative presentation about the IT department, some historical facts, and projections of paradigms, best practices, current trends in cybersecurity, and maintaining budgets. The trustees asked some clarifying questions.

Mr. Kadzie left the meeting at 8:01 pm.

APPROVAL OF SALARY INCREASE FOR THE EXECUTIVE DIRECTOR

At 8:01 pm, a motion was made by Ms. Colburn, seconded by Ms. Mahmood:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A ONE-TIME RETROACTIVE SALARY PAYMENT OF \$5,324.80, a 2.5% SALARY INCREASE, AND A 1.5% MERIT INCREASE FOR THE LIBRARY EXECUTIVE DIRECTOR FOR FY24-25

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

APPROVAL OF ART ACQUISITION(S)

Mr Kong introduced Gretchen Burch of GB Fine Art. The art committee has been working with Ms. Burch and discussing art acquisitions and deaccessioning of art. The trustees viewed and discussed the artwork proposed, currently installed in the administration office. Mr. Kong thanked the art committee, Ms. Burch, and the board of trustees for their support.

At 8:40 pm, a motion was made by Ms. Mahmood, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ART ACQUISITIONS NOT TO EXCEED A TOTAL OF \$65,000.

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

COMMENTS FROM TRUSTEES

There were no comments from trustees.

ADJOURNMENT

At 8:41 pm, a motion was made by Ms. Colburn, seconded by Ms. Mahmood:

- 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