

February 9, 2022

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Business and Community Center, Wednesday, February 9, 2022.

CALL TO ORDER

Gene Griffin, Vice President, called the meeting to order at 6:34 pm.

Members present: Eugene Griffin, Vice President; Mira Barbir; Michelle Mallari; Noreen Winningham, Mary Pietrucha.

Members absent: Mark Prosperi, President; Shabnam Mahmood, Secretary.

Staff present: Richard Kong, Director; Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Suzy Rodela-Sulik, Administrative Assistant to the Director; Calin Muntean, Program Supervisor.

Guests present: Pramod Shah, Skokie Village Clerk; Tom Hutchinson of Hutchinson Design Group Ltd; Brian Glover of IMRF in virtual attendance; Andrew Berman and Alex McLean of Andrew Berman Architect in virtual attendance.

Observers present: None

COMMENTS FROM OBSERVERS

There were no observers present.

APPOINTMENT TO FILL THE REMAINDER OF MAGNOLIA RIVERA-PULEX'S (FORMERLY DIANA HUNTER'S) TERM AS LIBRARY TRUSTEE

Pramod Shah in attendance for swearing-in.

Ms. Barbir made a motion, seconded by Ms. Winningham to appoint Mary Pietrucha to fill the remainder of Ms. Magnolia Rivera-Pulex's term as library trustee. A roll call vote was taken and the motion was approved unanimously. The vote was 4 ayes and 0 nays.

Mr. Pramod Shah, Village Clerk, swore in Ms. Pietrucha. Mr. Shah left the meeting at 6:38 pm.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND CLOSED MEETINGS OF JANUARY 12, 2022

Ms. Winningham made a motion, seconded by Ms. Barbir to approve the minutes of the regular and closed meetings of January 12, 2022. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

DIRECTOR'S REPORT

The trustees discussed EDI workshop opportunities, the *A Site of Struggle* exhibit at the Block Museum, and the Calm app. The Board noted the Director's Report.

IMRF PRESENTATION

Brian Glover in virtual attendance. Mr. Glover joined the meeting at 6:53 and gave a presentation on IMRF. Mr. Glover left the meeting at 7:15 pm.

ROOFING REMOVAL AND REPLACEMENT UPDATE

Tom Hutchinson of Hutchinson Design Group Ltd. In attendance. Mr. Hutchinson gave a presentation about the roof removal and replacement project. The trustees asked some clarifying questions.

APPROVAL OF ROOFING PROJECT PAY APP

The Board reviewed the roofing project pay application and asked some clarifying questions.

A motion was made by Ms. Barbir, seconded by Ms. Pietrucha:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ROOFING PROJECT PAY APPLICATION AT A TOTAL COST OF \$85,767.30, SUBJECT TO AUDIT.

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

Mr. Hutchinson left the meeting at 7:44 pm

THIRD FLOOR MASTER PLANNING PROCESS UPDATE

Andrew Berman and Alex McLean of Andrew Berman Architect in virtual attendance. Mr. Berman and Mr. McLean joined the meeting at 7:46 pm and gave an update on the third-floor master planning process. The trustees asked some clarifying questions. Mr. Berman and Mr. McLean left the meeting at 8:36 pm.

APPROVAL OF JANUARY 2022 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

A motion was made by Ms. Winningham, seconded by Ms. Mallari:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE JANUARY 2022 DISBURSEMENT REPORT, SUBJECT TO AUDIT.

The roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays

YEAR-TO-DATE BUDGETARY STATUS

Mr. Kong gave an update on the budgetary status. The trustees asked some clarifying questions and noted the year-to-date budgetary status.

BALANCE SHEET FOR THE NINE MONTHS ENDING FROM 5/1/21 THRU 1/31/22

The trustees noted the balance sheet.

CONSENT AGENDA (Financial Statements; Reports; Gifts; Personnel)

The trustees discussed the reports, bookmobile statistics, and the quarterly dashboard,

Ms. Barbir made a motion, seconded by Ms. Mallari:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. REPORTS;
2. GIFTS: \$50 Kristine Hammerstrand in honor of Miki Saladin; \$100 from Elizabeth Hebert in memory of Charlotte Projansky; \$150 from Erica Maute in memory of Josh Ellis.
3. PERSONNEL:

HIRES: Brad Bibbs, full-time Information & Research Librarian, Learning Experiences, effective January 31, 2022. Benjamin Anderson, full-time Community Engagement Liaison for Economic Well-Being, Community Engagement, effective February 28, 2022. Melody Sok, full-time Community Engagement Liaison, Community Engagement, effective January 31, 2022. Celina Tran, part-time Experiential Learning Specialist, Learning Experiences, effective January 27, 2022. PJ Misiura, part-time Patron Services Assistant, Patron Engagement, effective January 31, 2022.

PROMOTION: Zainab Qader, part-time Experiential Learning Specialist, Learning Experiences, effective February 10, 2022.

DEPARTURES: Ly Nguyen, part-time Information Services Specialist, Learning Experiences, effective January 28, 2022. Leah White, full-time Learning and Development Manager, Administration, effective February 4, 2022.

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

#### APPROVAL OF RENEWAL OF INN-REACH

The trustees asked some clarifying questions about INN-REACH and possible alternatives.

A motion was made by Ms. Winningham, seconded by Ms. Mallari:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A THREE-YEAR RENEWAL OF INN-REACH FOR A TOTAL COST OF \$99,947.36.

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

#### APPROVAL OF RENEWAL OF MAINTENANCE AGREEMENT FOR ILS

Mr. Kong recommended the renewal of the maintenance agreement for the ILS.

A motion was made by Ms. Mallari, seconded by Ms. Winningham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RENEWAL OF THE MAINTENANCE AGREEMENT FOR THE SIERRA ILS FROM INNOVATIVE INTERFACES, INC. AT A COST OF \$216,499.47 OVER THREE YEARS, ALONG WITH A PRORATED RENEWAL FOR THE SIERRA ENTERPRISE BACKUP MAINTENANCE FOR \$147.49.

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

APPROVAL OF CONSULTING SERVICES FOR ELEVATOR UPGRADES

The trustees asked some clarifying questions about the consulting services for elevator upgrades.

A motion was made by Ms. Barbir, seconded by Ms. Winningham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSULTING SERVICES FOR THE ELEVATOR UPGRADES AT A COST OF \$14,180.

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

UPDATE OF ANTICIPATED CAPITAL PROJECTS

The trustees noted the anticipated capital projects.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The trustees noted the RAILS report.

PROJECTED FY 2022-2023 BUDGET

Mr. Kong explained that this is the first look at the budget and welcomed questions. The trustees noted the projected budget.

COMMENTS FROM TRUSTEES

The trustees discussed the upcoming change in the mask policy by Governor Pritzker. Ms. Pietrucha thanked everyone for their work during the onboarding and interview process.

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

At 9:23 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 5ILCS 120/2(c)(2) OF THE OPEN MEETINGS ACT TO DISCUSS COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES

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

ADJOURNMENT

At 10:29 pm a motion was made by Ms. Barbir, seconded by Ms. Pietrucha:

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.

ADJOURNMENT

At 10:32 pm a motion was made by Ms. Barbir, seconded by Ms. Mallari to adjourn the regular meeting.

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

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Shabnam Mahmood, Secretary