

March 16, 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, March 16, 2022.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:33 pm.

Members present: Mark Prosperi, President; Eugene Griffin, Vice President; Shabnam Mahmood, Secretary, participated remotely via video conference; Mira Barbir; Michelle Mallari; Noreen Winningham, Mary Pietrucha.

Staff present: Richard Kong, Director; Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Suzy Rodela-Sulik, Administrative Assistant to the Director; Annabelle Mortensen, Access Services Manager; Lynnanne Pearson, Patron Engagement Manager; Calin Muntean, Program Supervisor.

Observers present: None

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND CLOSED MEETINGS OF FEBRUARY 9, 2022

Mr. Griffin made a motion, seconded by Ms. Barbir, to approve the minutes of the regular meeting of February 9, 2022. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 7 ayes and 0 nays.

Ms. Mallari made a motion, seconded by Ms. Pietrucha, to approve the minutes of the closed meeting of February 9, 2022. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 7 ayes and 0 nays.

DIRECTOR'S REPORT

Mr. Kong updated the Board on the recently-lifted state mask mandate; the strategic planning process; the third floor renovation project; the Highpoint at 8000 North ribbon-cutting ceremony; and Coming Together in Skokie and Niles Township.

The Board noted the Director's Report.

APPROVAL OF ROOFING PROJECT PAY APP

The Board reviewed the roofing project pay application.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ROOFING PROJECT PAY APPLICATION AT A TOTAL COST OF \$163,687.03, SUBJECT TO AUDIT.

A roll call vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays.

APPROVAL OF FEBRUARY 2022 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

A motion was made by Mr. Griffin, seconded by Ms. Barbir:

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

The roll call vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays

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

The trustees asked some clarifying questions about the financial statements, and discussed the monthly reports, bookmobile statistics, and the quarterly dashboard.

Ms. Winningham 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: \$100 from John & Amy Kampfe in honor of Jaques the cat; \$20 from Brittany Swan in honor of Steven C. Soderberg; \$50 from Jameson Stengel.
3. PERSONNEL:

HIRES:

Effective February 21, 2022: Ashley Walker, part-time Materials Handler, Access Services. Effective February 28, 2022: Kim Jones, part-time Custodian, Building Services.

DEPARTURES: Effective February 7, 2022: Alex Rangel, full-time Lead Materials Handler, Access Services. Effective March 4, 2022: Louise Tripp, part-time Materials Handler, Access Services.

PROMOTIONS: Effective February 14, 2022: Perry Nelson, full-time Information & Research Librarian, Learning Experiences; previously part-time Information Specialist, Learning Experiences. Effective February 16, 2022: Luis Trejo, full-time Maintenance Worker, Building Services; previously full-time Custodian, Building Services. Effective March 1, 2022: Irma Contreras, full-time Custodian, Building Services; previously part-time Custodian, Building services. Effective March 8, 2022: Phumin Sathornkich, full-time Lead Materials Handler, Access Services; previously part-time Materials Handler, Access Services.

RETIREMENT: Effective March 8, 2022: Dan Suwinski, part-time Building Engineer, Building Services.

A vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays.

APPROVAL OF REVISED RESOURCES SELECTION POLICY

Ms. Mortensen was in attendance and presented the policy to the Board. The trustees asked some clarifying questions. Mr. Kong recommended that the Board approve the revised resources selection policy.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE
THE REVISED RESOURCES SELECTION POLICY AS PRESENTED.

A vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays.

APPROVAL OF REVISED BORROWING POLICY

Ms. Pearson was in attendance and presented the policy to the Board; the policy presented included reciprocity with Chicago Public Library. The trustees asked some clarifying questions. Mr. Kong recommended that the Board approve the revised borrowing policy.

A motion was made by Mr. Griffin, seconded by Ms. Barbir:

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

A vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays.

APPROVAL OF PURCHASE OF DIGITAL REEL SOFTWARE

The trustees asked some clarifying questions about the Digital Reel software. Mr. Kong recommended Board approval of the purchase of the BMI Imaging Digital Reel Software.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE
THE PURCHASE OF THE DIGITAL REEL SOFTWARE AT A COST OF
\$15,000 AND AN ANNUAL HOSTING FEE OF \$1,500.

The roll call vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays

APPROVAL OF HVAC PREVENTATIVE MAINTENANCE CONTRACT

Mr. Kong informed the Board that Mr. Andy Garcia, Building Services Manager, was satisfied with the quality of service provided by Atomic Mechanical Services. The trustees asked some clarifying questions. Mr. Kong recommended Board approval of the three-year agreement from Atomic Mechanical Services.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE
THE HVAC PREVENTATIVE MAINTENANCE PROPOSAL AT A TOTAL
COST OF \$46,308 OVER THREE YEARS.

The roll call vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays

PROJECTED FY 2022-2023 BUDGET

The trustees asked some clarifying questions and noted the projected budget.

Ms. Mortensen and Ms. Pearson left the meeting at 7:53 pm.

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

At 7:54 a motion was made by Mr. Griffin, seconded by Ms. Mahmood:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES MOVE INTO CLOSED SESSION PURSUANT TO 5ILCS 120/2 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 7 ayes and 0 nays.

ADJOURNMENT

At 9:05 pm a motion was made by Mr. Griffin, seconded by Ms. Mallari:

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

A vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The trustees noted the RAILS report.

COMMENTS FROM TRUSTEES

No comments.

ADJOURNMENT

At 9:07 pm a motion was made by Ms. Winningham seconded by Ms. Pietrucha to adjourn the regular meeting. A vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays.

Shabnam Mahmood, Secretary