

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

April 10, 2024 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

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

Members present:

- Eugene Griffin, President; Shabnam Mahmood, Vice President; Mary Pietrucha, Secretary; Michelle Mallari; Ella Whitehead; Amanda Lichtenstein.

Members absent:

- Mira Barbir.

Staff present:

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

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE MARCH 13, 2024, REGULAR AND CLOSED MEETING

At 6:32 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Whitehead, to approve the minutes of the March 13, 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.

At 6:33 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Lichtenstein, to approve the minutes of the March 13, 2024, closed meeting. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

REVIEW OF CLOSED SESSION MINUTES

The trustees reviewed the closed minutes and reached a consensus to open and keep closed the minutes as discussed.

At 6:35 pm, Ms. Lichtenstein made a motion, seconded by Ms. Mahmood:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES OPEN THE MINUTES OF THE CLOSED MEETINGS OF OCTOBER 20, 2022; DECEMBER 13, 2023; AND MARCH 13, 2024.

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

At 6:35 pm, Ms. Mahmood made a motion, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES KEEP CLOSED THE MINUTES OF THE CLOSED MEETINGS OF SEPTEMBER 10, 2014; DECEMBER 13, 2017; FEBRUARY 10, 2021; MARCH 10, 2021; AND NOVEMBER 9, 2022.

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

APPROVAL OF DESTRUCTION OF AUDIO RECORDINGS OF CLOSED SESSION MINUTES

At 6:36 pm, Ms. Mallari made a motion, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DESTRUCTION OF THE AUDIO RECORDINGS OF THE CLOSED SESSION MINUTES OF JULY 13, 2022, AND AUGUST 10, 2022.

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

DIRECTOR'S REPORT

Mr. Kong provided updates on the third-floor renovation, Petty Auditorium project, strategic implementation retreat, ReciteMe integration to the library website, National Library Week, Early Entry Initiative, and Ms. McGrath's election of Director-at-Large for the PLA Board of Directors. The trustees congratulated Ms. McGrath on her election. Ms. McGrath expressed her excitement for the opportunity. The trustees asked some clarifying questions and noted the Director's Report.

APPROVAL OF THE MARCH 2024 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursements.

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MARCH 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 #6

At 6:55 pm, a motion was made by Ms. Mallari, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHILLER REPLACEMENT PAY APP #6 AT A TOTAL COST OF \$94,863.32.

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

APPROVAL OF CONSTRUCTION PAY APP #7

At 6:56 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mahmood.

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSTRUCTION PAY APP #7 AT A TOTAL COST OF \$553,755.15.

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 program attendance.

At 7:12 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 3/22/24:

Alex Reyes, Materials Handler, Access Services.

Effective 4/01/24:

Ayame Keane-Lee, Materials Handler, Access Services.

Effective 4/3/24:

Carlos Gutierrez, Custodian, Building Services.

Effective 4/15/24:

Sayeda Uzma, Experiential Learning Specialist, Learning Experiences.

PROMOTIONS:

Effective 4/01/24:

Jo Robinson, Lead Materials Handler, Access Services.

Effective 5/20/24:

Amanda Toledo, Youth Services Librarian I, Youth Services.

DEPARTURES:

Effective 3/21/24:

Lynnanne Pearson, Patron Engagement Manager, Patron Engagement.

Nina Garzon, Experiential Learning Specialist, Learning Experiences.

Effective 3/29/24:

Jillian Vo, Patron Services Assistant, Patron Engagement.

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

PROJECTED YEAR-END BALANCE

The trustees noted the projected year-end balance.

QUARTERLY INVESTMENT UPDATE

The trustees noted the quarterly investment update.

APPROVAL OF BIBLIOTHECA SERVICE CONTRACT

Ms. McGrath summarized the service contract. The trustees asked some clarifying questions about the contract and other service vendors.

At 7:23 pm, a motion was made by Ms. Mahmood, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ANNUAL SUPPORT AND MAINTENANCE CONTRACT WITH BIBLIOTHECA AT A TOTAL COST OF \$36,704.67.

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

APPROVAL OF PUBLIC COMMENT DURING BOARD MEETINGS POLICY

The trustees asked some questions and suggested revisions to the wording of the instructions.

At 7:36 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED POLICY REGARDING PUBLIC COMMENT AT BOARD MEETINGS AS AMENDED.

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-BARGAINING UNIT EMPLOYEES

The trustees discussed the options presented and asked some clarifying questions.

At 7:46 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mahmood:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 2.5% SALARY AND WAGE INCREASE FOR NON-BARGAINING UNIT ELIGIBLE EMPLOYEES; AND UP TO A 2.0% MERIT INCREASE FOR NON-BARGAINING UNIT ELIGIBLE EMPLOYEES; AND BONUS INSTALLMENT PAYMENTS IN LIEU OF A SALARY AND WAGE INCREASE FOR NON-BARGAINING ELIGIBLE EMPLOYEES WHO ARE ABOVE THE MAXIMUM OF THEIR PAY GRADE, FOR FISCAL YEAR 2024-2025, EFFECTIVE THE FIRST FULL PAY PERIOD OF MAY 2024

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

APPROVAL OF FY 2024-2025 BUDGET

Mr. Kong provided a summary of the proposed budget for fiscal year 2024-2025. The trustees asked some clarifying questions.

At 7:55 pm, a motion was made by Ms. Whitehead, seconded by Ms. Mahmood:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FY 2024-2025 BUDGET AS PRESENTED.

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

APPROVAL OF RESCHEDULED ANNUAL MEETING

Mr. Kong recommended rescheduling the annual board meeting to June 12, 2024.

At 7:57 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Pietrucha:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RESCHEDULING THE ANNUAL BOARD MEETING TO JUNE 12, 2024.

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

COMMENTS FROM TRUSTEES

Mr. Griffin thanked Ms. Mahmood for presiding over the upcoming May 15, 2024, board meeting. Ms. Lichtenstein expressed how much she enjoyed the energy around the Eclipse Viewing Party.

ADJOURNMENT

At 8:02 pm a motion was made by Ms. Pietrucha, seconded by Ms. Lichtenstein:

- 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