

## **SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES**

### **April 12, 2023 Meeting Minutes**

Business and Community Center

#### **CALL TO ORDER**

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

#### **Members present:**

- Eugene Griffin, President; Noreen Winningman, Vice President; Shabnam Mahmood, Secretary; Mira Barbir; Michelle Mallari; Mary Pietrucha.

#### **Staff present:**

- Richard Kong, Director; Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Suzy Rodela-Sulik, Administrative Assistant to the Director; Rick Sawdon, Program Assistant.

#### **Guests present:**

- None.

#### **Observers present:**

- None

#### **COMMENTS FROM OBSERVERS**

There were no comments from observers.

#### **APPROVAL OF THE MINUTES OF THE MARCH 15, 2023 REGULAR AND CLOSED MEETINGS**

At 6:34 pm, Ms. Mahmood made a motion, seconded by Ms. Mallari, to approve the minutes of the closed meeting of March 15, 2023. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

At 6:34 pm, Ms. Winningham made a motion, seconded by Ms. Barbir, to approve the minutes of the regular meeting of March 15, 2023. 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 updated the trustees on the upcoming Legislative Breakfast at the library scheduled on 4/14/23. The trustees noted the Director's Report.

#### **APPROVAL OF MARCH 2023 DISBURSEMENT REPORT**

The trustees asked some clarifying questions about the disbursement report.

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 MARCH 2023 DISBURSEMENT REPORT.

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

#### **APPROVAL OF FY 2024 SALARY AND WAGE INCREASE FOR NON-UNION ELIGIBLE EMPLOYEES**

Mr. Kong recommended approval of the salary and wage increase for non-union eligible employees.

At 6:45 pm, a motion was made by Ms. Mallari, seconded by Ms. Mahmood :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 2.5% SALARY AND WAGE INCREASE FOR NON-UNION ELIGIBLE EMPLOYEES, AND UP TO A 1.0% MERIT INCREASE FOR ALL NON-UNION ELIGIBLE EMPLOYEES FOR THE FISCAL YEAR 2023-2024.

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

### **APPROVAL OF FY 2023-2024 OPERATING BUDGET**

Mr. Kong provided details about different sections of the operating budget. The trustees asked some clarifying questions.

At 7:00 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Winningham :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FY 2023-2024 OPERATING BUDGET AS PRESENTED.

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

### **CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)(3) OF THE OPEN MEETINGS ACT**

At 7:01 pm, a motion was made by Ms. Barbir, seconded by Ms. Pietrucha :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES MOVE INTO CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)(3) OF THE OPEN MEETINGS ACT.

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

### **ADJOURNMENT**

At 9:16 pm a motion was made by Ms. Barbir, seconded by Ms. Mahmood :

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

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

### **APPOINTMENT OF LIBRARY TRUSTEE TO FILL THE REMAINDER OF MARK PROSPERI'S TERM ENDING IN 2025**

At 9:16 pm a motion was made by Ms. Barbir, seconded by Ms. Winningham :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPOINT ELLA WHITEHEAD TO FILL THE REMAINDER OF MARK PROSPERI'S TERM AS LIBRARY TRUSTEE ENDING IN 2025.

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

### **CONSENT AGENDA**

At 9:18 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Barbir :

- 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:  
\$100.00 from Thomas Ward, for the General Operating Fund, in honor of Board Vice President Noreen Winningham.

3. PERSONNEL:

HIRES:

Effective March 31, 2023:

Junia Jung, Experiential Learning Specialist, Learning Experiences.

Effective April 10, 2023:

Humna Bukhari, temporary Information Specialist, Learning Experiences.

Amy Giacomucci, temporary Information Specialist, Learning Experiences

DEPARTURES:

Effective April 2, 2023

Bradley Bibbs, Information & Research Librarian, Learning Experiences.

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 asked some clarifying questions and noted the quarterly investment update.

**APPROVAL OF STRATEGIC PLAN**

Mr. Kong thanked Ms. Winningham and Ms. Mahmood for their participation in the core committee of the strategic planning process. Mr. Kong. The trustees asked some clarifying questions and discussed key aspects of the strategic plan.

At 10:02 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Winningham :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 2023-2026 STRATEGIC PLAN AS PRESENTED.

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

**COMMENTS FROM TRUSTEES**

Mr. Griffin mentioned that he would like future discussion in terms of process and policy on how we engage cultural community groups.

**ADJOURNMENT**

At 10:05 pm, a motion was made by Ms. Winningham, seconded by Ms. Mallari, to adjourn the regular meeting. A vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

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Shabnam Mahmood, Secretary