

April 13, 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, April 13, 2022.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:32 pm.

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

Members absent: Mira Barbir

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.

Observers present: None

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND CLOSED MEETINGS OF MARCH 16, 2022; AND THE SPECIAL AND CLOSED MEETINGS OF APRIL 5, 2022

Mr. Griffin made a motion, seconded by Ms. Winningham, to approve the minutes of the closed meeting of March 16, 2022. A vote was taken and the minutes were approved unanimously and placed on file.

The vote was 5 ayes and 0 nays.

Ms. Mallari made a motion, seconded by Ms. Pietrucha, to approve the minutes of the regular meeting of March 16, 2022. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

Mr. Griffin made a motion, seconded by Ms. Pietrucha, to approve the minutes of the special and closed meetings of April 5, 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 director updated the trustees on National Library Week, the strategic planning process, the library's internship program with Dominican University, YWCA Stand Against Racism, the upcoming State of the Village event, the LIMRICC Board of Directors, and the library staff visit to the "A Site of Struggle" exhibit at the Block Museum.

Ms. Mahmood joined the meeting via video conference at 6:39 pm.

The trustees asked some clarifying questions and 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 \$45,269.25, SUBJECT TO AUDIT.

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

APPROVAL OF MARCH 2022 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

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

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

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

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

The trustees asked some clarifying questions about the monthly bookmobile statistics.

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

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 from Shelley Palmer in memory Alan Jay Simon; \$200 from Debbie Koshiol in honor of Allan Simon; \$5,000 from David Zarefsky, on behalf of Nikki Zarefsky.
3. PERSONNEL:
RETIREMENT: Effective April 25, 2022: Sophia Muchnik, part-time Materials Handler, Access Services.

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

PROJECTED YEAR END BALANCE

The Board noted the projected year-end balance.

QUARTERLY INVESTMENT UPDATE

The Board noted the quarterly investment update.

APPROVAL OF FIREWALL PURCHASE AND SUBSCRIPTION RENEWALS

Mr. Kong expressed the benefit of continuity with the current vendor and recommended Board approval of the firewall purchase and subscription renewals. The trustees asked some clarifying questions.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE AND SUBSCRIPTION RENEWAL SERVICES OF THE PALO ALTO FIREWALL AND ANNUAL MAINTENANCE FEE AT A COST OF \$25,250.

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

APPROVAL OF BIBLIOTHECA SERVICE CONTRACT

Ms. McGrath explained the service contract and added that the library has been satisfied with the equipment and services. Ms. McGrath recommended Board approval of the Bibliotheca Service Contract. The trustees asked some clarifying questions about the lifespan of the equipment.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RENEWAL OF THE BIBLIOTHECA SERVICE AGREEMENT AS PROPOSED AT A TOTAL COST OF \$33,891.87 OVER THREE YEARS.

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

APPROVAL OF STUDY ROOM LIGHTING CONTROLS REVISION

Mr. Kong explained the need to revise the lighting room controls of the study rooms, adding that the ability to completely darken the study rooms poses some safety concerns. Mr. Kong recommended Board approval of the study room lighting controls revision. The trustees asked some clarifying questions and discussed the two revision options as presented.

The study room lighting controls revision was tabled.

CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)1 AND 120/2(C)(2) OF THE OPEN MEETINGS ACT

At 7:20 pm, 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(C)(1) OF THE OPEN MEETINGS ACT TO DISCUSS THE COMPENSATION OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY, AND 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 6 ayes and 0 nays.

ADJOURNMENT

At 8:21 pm a motion was made by Ms. Mallari, seconded by Ms. Winningham:

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.

APPROVAL OF FY 2022 PRORATED RETROACTIVE SALARY AND WAGE INCREASE FOR NON-UNION EMPLOYEES

At 8:22 pm a motion was made by Mr. Griffin, seconded by Ms. Mahmood:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 3% PRORATED RETROACTIVE SALARY AND WAGE INCREASE FOR FY 2022 FOR NON-UNION EMPLOYEES WHO ARE CURRENTLY EMPLOYEED AT THE SKOKIE PUBLIC LIBRARY.

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

Ms. Pietrucha expressed her gratitude and appreciation to all library staff for all their hard work.

APPROVAL OF FY 2022-2023 OPERATING BUDGET

The trustees asked some clarifying questions about the maintenance and lifespan of the bookmobile, the importance of continuing education and professional development.

At 8:26 pm a motion was made by Mr. Griffin, seconded by Ms. Pietrucha:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FY 2022-2023 OPERATING BUDGET AS PRESENTED.

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

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The trustees noted the RAILS report.

COMMENTS FROM TRUSTEES

No comments.

ADJOURNMENT

At 8:27 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.

Shabnam Mahmood, Secretary