

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

### **May 14, 2025 Meeting Minutes**

Carolyn A. Anthony Business and Community Center

#### **CALL TO ORDER**

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

#### **Members present:**

- Eugene Griffin, President; Shabnam Mahmood, Vice President; Mary Pietrucha, Secretary; Leah Glickman; Michelle Mallari; Alisa Ungar-Sargon; Ella Whitehead.

#### **Staff present:**

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Leah White, Associate Director of Organizational Development; Amy Koester, Director of Public Services; Alyson Doubek, Finance Manager; Suzy Rodela-Sulik, Administrative Coordinator; Rick Sawdon, Program Assistant.

#### **Guest present:**

- Village Clerk Minal Desai; Erin Monforti of Ancel Glink.

#### **COMMENTS FROM OBSERVERS**

There were no comments from observers.

#### **ADMINISTRATION OF OATH OF OFFICE FOR LIBRARY TRUSTEES**

Village Clerk Minal Desai in attendance. Ms. Desai administered the Oath of Office to elected trustees Ella Whitehead, Leah Glickman, and Alisa Ungar-Sargon.

Ms. Desai left the meeting at 6:42 pm.

#### **APPROVAL OF THE MINUTES OF THE APRIL 9, 2025, REGULAR MEETING**

At 6:43 pm, a motion was made by Ms. Mallari, seconded by Ms. Whitehead, to approve the minutes of the April 9, 2025, regular meeting. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes, 0 nays, and 2 abstentions.

#### **TRUSTEE INTRODUCTIONS**

The trustees and library staff introduced themselves.

#### **DIRECTOR'S REPORT**

Mr. Kong provided updates on the end of FY2024-2025, art committee progress, and upcoming launch of Counslr mental health benefit for library staff. The trustees asked some clarifying questions and noted the director's report.

#### **APPROVAL OF THE APRIL 2025 DISBURSEMENT REPORT**

The trustees asked some clarifying questions about the disbursement report.

At 7:19 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mahmood :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APRIL 2025 DISBURSEMENT REPORT.

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

### **ANALYSIS OF THE GENERAL OPERATING FUND FOR SEVEN FISCAL YEARS**

Mr. Kong and Ms. Doubek provided some details about the report. The trustees asked clarifying questions and noted the report.

### **APPROVAL OF CONSENT AGENDA**

The trustees discussed the reports, Maker-in-Residence, and video game collection statistics.

At 7:35 pm, a motion was made by Ms. Whitehead, seconded by Ms. Mahmood :

- 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 April 14, 2025:  
Ryen Kao, Material Handler, Access Services.
      - Effective April 21, 2025:  
Edda Merlan, Patron Services Assistant, Access Services
      - Effective May 5, 2025:  
Allison Gruber, Teen Services Specialist, Teen Services.
      - Effective May 19, 2025:  
Megan Dunbar, Information Specialist, Patron Engagement.  
Matthew Mazan, Patron Services Assistant, Access Services.
      - Effective May 27, 2025:  
Allison Moncrieffe, Materials Page (seasonal), Access Services.  
Diti Ghandi, Materials Page (seasonal), Access Services.  
Tristan Alexis Muniz, Materials Page (seasonal), Access Services

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

### **APPROVAL OF REVISION OF AMERICANS WITH DISABILITIES ACT POLICY**

The trustees discussed the proposed policy and made some recommendations to add clarity.

At 7:49 pm, a motion was made by Ms. Mahmood, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISION OF THE AMERICANS WITH DISABILITIES ACT POLICY AS AMENDED..

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

### **APPROVAL OF HOT WATER PUMP REPLACEMENT BID**

Ms. McGrath provided details about the bid tabulation. The trustees asked some clarifying questions.

At 7:55 pm, a motion was made by Ms. Ungar-Sargo, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BID FROM OAK BROOK MECHANICAL SERVICES FOR THE HOT WATER PUMP

REPLACEMENT PROJECT AT A TOTAL COST OF \$329,109.

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

**COMMENTS FROM TRUSTEES**

Ms. Pietrucha enjoyed attending a library event at Emily Oaks. Ms. Whitehead expressed her appreciation for the library hosting an event with Oakton College. The program focused on neurodivergent students and their families, and the transition from 12th grade to college. Mr. Griffin announced he would be stepping down from the board of trustees in June.

**ADJOURNMENT**

At 7:59 pm a motion was made by Ms. Mallari, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN THE  
REGULAR MEETING.

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

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Mary Pietrucha, Secretary