

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

May 15, 2024 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Shabnam Mahmood, Vice President, called the meeting to order at 6:33 pm.

Members present:

- Shabnam Mahmood, Vice President; Mary Pietrucha, Secretary; Mira Barbir; Ella Whitehead; Amanda Lichtenstein.

Members absent:

- Eugene Griffin, President; Michelle Mallari.

Staff present:

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Amy Koester, Director of Public Services; Amy Holcomb, Learning Experiences Manager; Alyson Doubek, Finance Manager; Suzy Rodela-Sulik, Administrative Coordinator; Calin Muntean, Learning Experiences Supervisor.

Guests present:

Josh Campanelli of Shales McNutt Construction; Andrew Berman of Andrew Berman Architect LLC.

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE APRIL 10, 2024, REGULAR AND CLOSED MEETING

At 6:33 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead, to approve the minutes of the April 10, 2024, regular meeting. 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

Mr. Kong thanked Ms. Mahmood for presiding over the meeting in Mr. Griffin's stead. Mr. Kong updated the trustees on the third floor renovation completion and thanked the board for their support of the renovation project and everyone involved in coordinating the process. Mr. Kong provided an update on the art acquisitions process.

APPROVAL OF THE APRIL 2024 DISBURSEMENT REPORT

At 6:40 pm, a motion was made by Ms. Whitehead, seconded by Ms. Barbir :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APRIL 2024 DISBURSEMENT REPORT.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

ANALYSIS OF THE GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS

Mr. Kong reminded the trustees the analysis is provided every May, and was prepared by Ms. Doubek. The trustees asked some clarifying questions and noted the report.

APPROVAL OF CHILLER REPLACEMENT PAY APP #7

At 6:46 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHILLER REPLACEMENT PAY APP #7 AT A TOTAL COST OF \$42,855.64.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF CONSTRUCTION PAY APP #8

At 6:47 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSTRUCTION PAY APP #8 AT A TOTAL COST OF \$300,376.51.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF CONSENT AGENDA

The trustees discussed the reports, meeting and study room use, and materials processing statistics. Ms. Pietrucha commended Access Services staff for processing 37,000 books and 6,000 dvds and blu-rays. Ms. McGrath added that the recognizing long-time staff report is going well. This month, staff around the 20 year mark or more were recognized.

At 6:54 pm, a motion was made by Ms. Barbir, 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 April 15, 2024:

Ammara Qureshi, Experiential Learning Specialist, Learning Experiences.

Effective May 8, 2024:

Brandon Celio, Safety Specialist, Safety.

Effective May 15, 2024:

Monica Mireles, Materials Handler, Acces Services.

DEPARTURES:

Effective April 30, 2024:

Mary Michell, Youth Services Librarian, Youth Services.

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

EXPERIENTIAL LEARNING SPACES REPORT

Mr. Kong introduced Ms. Holcomb, Learning Experiences Manager. Ms. Holcomb provided some highlights and overview of the learning spaces, feedback, and usage. The trustees noted the report.

Ms. Holcomb left the meeting at 7:08 pm.

APPROVAL OF BIBLIOCORE RENEWAL

At 7:08 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE THREE-YEAR RENEWAL OF BIBLIOCORE FOR \$50,072.35.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

ACCEPTANCE OF AWARD OF BIDS FOR PETTY AUDITORIUM PROJECT

Mr. Kong welcomed Mr. Campanelli and Mr. Berman, and added that he and Ms. Doubek have been going over the project and the finances. The trustees asked some clarifying questions.

At 7:22 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AWARD OF THE RECOMMENDED BIDS AND ALTERNATES FOR THE 2024 PETTY AUDITORIUM RENOVATION PROJECT IN THE AMOUNT \$930,730 AS PRESENTED.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

Mr. Campanelli and Mr. Berman left the meeting at 7:23 pm.

THIRD FLOOR TOUR

The trustees participated in a guided tour of the renovated third floor staff spaces.

ADJOURNMENT

At 8:01 pm a motion was made by Ms. Whitehead, seconded by Ms. Barbir :

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

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

Mary Pietrucha, Secretary