

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

June 11, 2025 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Shabnam Mahmood, President, called the meeting to order at 6:37 pm.

Members present:

- Shabnam Mahmood, President; Michelle Mallari, Vice President; Gene Griffin; Alisa Ungar-Sargon.

Members absent:

- Mary Pietrucha, Secretary; Leah Glickman; Ella Whitehead.

Staff present:

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Amy Koester, Director of Public Services; Nancy Kim Phillips, Director of Community Engagement; Leah White, Director of Organizational Development; 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 REGULAR AND ANNUAL MEETINGS OF MAY 14, 2025

At 6:37 pm, a motion was made by Ms. Mallari, seconded by Mr. Griffin :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR AND ANNUAL MEETINGS OF MAY 14, 2025.

A vote was taken, and the motion passed. There were 4 ayes and 0 nays.

REVIEW OF CLOSED SESSION MINUTES:

The trustees conducted their biannual review of the closed minutes.

At 6:39 pm, Mr. Griffin made a motion, seconded by Ms. Mallari:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES OPEN THE MINUTES OF THE CLOSED MEETINGS OF NOVEMBER 13, 2024, AND DECEMBER 11, 2024.

A vote was taken and the motion passed. There were 3 ayes, 0 nays, and 1 abstention.

At 6:39 pm, Mr. Griffin made a motion, seconded by Ms. Mallari:

- 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.

A vote was taken and the motion passed. There were 3 ayes, 0 nays, and 1 abstention.

APPROVAL OF DESTRUCTION OF AUDIO RECORDINGS OF CLOSED SESSION MINUTES OF:

- June 14, 2023 • July 12, 2023 • August 16, 2023 • September 13, 2023
- October 11, 2023 • December 13, 2023

At 6:40 pm, Ms. Mallari made a motion, seconded by Mr. Griffin:

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

DESTRUCTION OF THE AUDIO RECORDINGS OF THE CLOSED MINUTES.
A vote was taken and the motion passed. There were 3 ayes, 0 nays, and 1 abstention.

DIRECTOR'S REPORT

Mr. Kong provided updates on the end DCEO Grant, Skokie Park District master plan, LINKin directors meeting, and ULC CEO Roundtable. The trustees noted the director's report.

APPROVAL OF THE MAY 2025 DISBURSEMENT REPORT

At 6:46 pm, a motion was made by Mr. Griffin, seconded by Ms. Ungar-Sargon:

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

A roll call vote was taken, and the motion passed. There were 4 ayes and 0 nays

APPROVAL OF CONSENT AGENDA

The trustees discussed the reports, statistics, collection, and the ebook market.

At 6:54 pm, a motion was made by Mr. Griffin, seconded by Ms. Ungar-Sargon:

- 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 June 15, 2025:
Katie Fox, Youth Services Librarian, Youth Services.
 - Effective June 13, 2025:
Monica Bustos, Bookmobile Lead, Community Engagement.
 - Effective June 12, 2025:
Chrysta Charlier, Safety Specialist, Safety.
 - Effective June 6, 2025:
Iqra Yousaf, IT Specialist, IT.

A vote was taken, and the motion passed. There were 4 ayes and 0 nays.

ACTION ON PARTICIPATION IN NON-RESIDENT FEE PROGRAM

Mr. Kong reminded the trustees that action is taken annually, but the state's non-resident fee program is not applicable to the library.

At 6:58 pm, a motion was made by Ms. Ungar-Sargon, seconded by Ms. Mallari:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DECLINE PARTICIPATION IN THE STATE'S NON-RESIDENT FEE PROGRAM.

A vote was taken, and the motion passed. There were 4 ayes and 0 nays.

APPROVAL OF TRANSFER FROM OPERATING FUND TO RESERVE FUND

The trustees asked some clarifying questions about the transfer.

At 7:10 pm, a motion was made by Ms. Ungar-Sargon, seconded by Mr. Griffin:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF \$600,000 FROM THE GENERAL OPERATING FUND TO THE RESERVE FUND.

A roll call vote was taken, and the motion passed. There were 4 ayes and 0 nays.

APPROVAL OF REVISION OF VOLUNTEER POLICY

The trustees discussed the proposed policy and asked some clarifying questions. Ms. Kim Phillips provided some details about internal processes.

At 7:17 pm, a motion was made by Ms. Ungar-Sargon, seconded by Mr. Griffin:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISION OF THE VOLUNTEER POLICY AS PRESENTED.

A vote was taken and the motion passed. There were 4 ayes and 0 nays.

APPROVAL OF COMPUTER, TECHNOLOGY EQUIPMENT, AND INTERNET USE POLICY

Ms. McGrath provided some details and recommended approval of the Computer, Technology Equipment, and Internet Use Policy. The trustees discussed the proposed policy and asked some clarifying questions.

At 7:20 pm, a motion was made by Ms. Ungar-Sargon, seconded by Mr. Griffin:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE COMPUTER, TECHNOLOGY EQUIPMENT, AND INTERNET USE POLICY AS PRESENTED.

A vote was taken and the motion passed. There were 4 ayes and 0 nays.

APPROVAL OF REVISION OF PERSONNEL CODE

Ms. White summarized the revisions to the Personnel Code. The trustees discussed the proposed changes and made some recommendations to add clarity.

At 7:25 pm, a motion was made by Mr. Griffin, seconded by Ms. Mallari:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISION OF THE PERSONNEL CODE AS AMENDED.

A vote was taken and the motion passed. There were 4 ayes and 0 nays.

CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)3

At 7:26 pm, a motion was made by Mr. Griffin, seconded by Ms. Ungar-Sargon:

- 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 TO DISCUSS THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE.

A roll call vote was taken, and the motion passed. There were 4 ayes and 0 nays.

Ms. Koester, Ms. Kim Phillips, Ms. White, Ms. Doubek, and Mr. Muntean left the meeting at 7:26 pm.

ADJOURNMENT OF CLOSED SESSION

At 7:35 pm, a motion was made by Ms. Mallari, seconded by Mr. Griffin:

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

A roll call vote was taken, and the motion passed. There were 4 ayes and 0 nays.

Ms. Koester and Mr. Muntean returned to the meeting at 7:37 pm.

APPOINTMENT OF LIBRARY TRUSTEE TO FILL GENE GRIFFIN'S TERM EFFECTIVE JULY 2025 THROUGH APRIL 2027

At 7:38 pm, a motion was made by Ms. Mallari, seconded by Ms. Ungar-Sargon:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPOINTMENT OF VOULA COLBURN TO FILL GENE GRIFFIN'S TERM EFFECTIVE JULY 2025 THROUGH APRIL 2027.

A roll call vote was taken, and the motion passed. There were 4 ayes and 0 nays.

COMMENTS FROM TRUSTEES

Mr. Griffin thanked everyone present. Ms. Mallari and Ms. Mahmood thanked Mr. Griffin for his leadership, dedication, commitment, and service on the Skokie Public Library Board of Trustees.

ADJOURNMENT

At 7:42 pm, a motion was made by Ms. Mallari, seconded by Mr. Griffin:

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

A vote was taken, and the motion passed. There were 4 ayes and 0 nays.

Mary Pietrucha, Secretary