

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

June 14, 2023 Meeting Minutes

Business and Community Center

CALL TO ORDER

Eugene Griffin, President, called the meeting to order at 6:31 pm.

Members present:

- Eugene Griffin, President; Shabnam Mahmood, Secretary; Mira Barbir; Michelle Mallari; Mary Pietrucha; Ella Whitehead.

Members absent:

- Noreen Winningham, Vice President.

Staff present:

- Richard Kong, Director; Laura McGrath, Deputy Director; Leah White, Associate Director of Organizational Development; 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 comments from observers.

APPROVAL OF THE MINUTES OF THE REGULAR AND ANNUAL MEETINGS OF MAY 10, 2023

At 6: 31pm, Ms. Pietrucha made a motion, seconded by Ms. Mahmood, to approve the minutes of the regular meeting of May 10, 2023. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

At 6:32 pm, Ms. Pietrucha made a motion, seconded by Ms. Whitehead, to approve the minutes of the annual meeting of May 10, 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 hiring of the new Building Services Manager, the ALA PR XChange awards won by the Communications and Multimedia Engagement team, and upcoming Juneteenth events. The trustees asked some clarifying questions and noted the Director's Report.

APPROVAL OF THE MAY 2023 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:56 pm, Ms. Pietrucha made a motion, seconded by Ms. Mallari :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MAY 2023 DISBURSEMENT REPORT.

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

CONSENT AGENDA

The trustees discussed the statistics reports.

At 7:08 pm, the consent agenda was approved by unanimous consent :

- ACTION: 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:
3. PERSONNEL:

HIRES

Effective May 16, 2023:

Kevin Toy, Custodian, Building Services.

Effective June 5, 2023:

Brenna Murphy, Supervisor of Advisory Services, Patron Engagement.

Effective June 7, 2023:

Cain Stone, temporary Materials Page, Access Services.

Maria Tacmo, temporary Materials Page, Access Services.

Mustafa Faez, temporary Materials Page, Access Services.

Effective June 14, 2023:

Vinny Tangherlini, Building Services Manager, Building Services.

DEPARTURES

Effective May 16, 2023:

Phumin Sathornkich, Lead Materials Handler, Access Services.

Effective May 18, 2023:

Shannon Parker, Human Resources Manager, Administration

Effective May 20, 2023:

Maridsa Choute, Patron Services Assistant, Patron Engagement.

Effective May 21, 2023:

Lynna Gaines, Program Assistant, Learning Experiences.

Effective May 26, 2023:

Alen Cvitanovic, Materials Handler, Access Services.

Effective June 9:

Jackie Chacko, Safety Officer, Safety.

RETIREMENT

Effective June 2, 2023:

Cathy Maassen, Youth Services Librarian, Youth Services.

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

ANNUAL REPORTS

Ms. Pietrucha commented that she appreciated seeing the individual detailed reports. The trustees asked some clarifying questions and noted the annual reports.

APPROVAL OF THE NIGHT CLEANING SERVICE PROPOSAL

Mr. Kong updated the trustees on the current night cleaning services and recommended approval of the night cleaning service proposal. The trustees asked some clarifying questions.

At 7:20 pm, Ms. Mallari made a motion, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM COMPLETE CLEANING FOR A TOTAL COST OF \$424,440 OVER THREE YEARS.

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

APPROVAL OF ADMIN COPIER REPLACEMENT

Mr. Kong provided a summary of the copier replacement. The trustees asked some questions about recycling decommissioned equipment, the lifespan of the copier, and maintenance.

At 7:27 pm, Ms. Pietrucha made a motion, seconded by Ms. Barbir :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF THE XEROX PRIMELINK C9070 FROM COTG AT A TOTAL COST OF \$30,784.00.

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

ACTION ON PARTICIPATION IN NON-RESIDENT FEE PROGRAM

Mr. Kong recommended that the trustees once again vote to decline participation in the state's non-resident fee program since it is not applicable to the library.

At 7:30 pm, the agenda item was approved by unanimous consent:

- ACTION: 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 unanimously. There were 6 ayes and 0 nays.

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

At 7:30 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mallari :

- 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.

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

ADJOURNMENT

At 8:33 pm a motion was made by Ms. Barbir, seconded by Ms. Whitehead :

- 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.

REVIEW OF CLOSED SESSION MINUTES OF: September 10, 2014; June 14, 2017; July 12, 2017; December 13, 2017; May 28, 2020; February 10; 2021; March 10, 2021; July 14, 2021; September 8, 2021; November 10, 2021; December 8, 2021; January 12, 2022 (2 sessions); February 9, 2022; March 16, 2022; April 5, 2022; April 13, 2022; May 11, 2022; June 14, 2022; July 13, 2022; August

10, 2022; October 12, 2022; October 20, 2022; November 9, 2022; December 14, 2022; January 11, 2023; February 15, 2023; March 15, 2023.

The trustees discussed the closed minutes for review and reached a consensus to open the minutes of the closed meetings of JUNE 14, 2017; JULY 12, 2017; JULY 14, 2021; SEPTEMBER 8, 2021; NOVEMBER 10, 2021; DECEMBER 8, 2021; JANUARY 12, 2022; FEBRUARY 9, 2022; MARCH 16, 2022; APRIL 5, 2022; APRIL 15, 2022; MAY 11, 2022; JUNE 14, 2022; JULY 13, 2022; AUGUST 10, 2022; OCTOBER 12, 2022; JANUARY 11, 2023; FEBRUARY 15, 2023; AND APRIL 12, 2023 with the additional instruction to redact the identifying information of individuals named therein; and to keep closed the minutes of the closed meetings of SEPTEMBER 10, 2014; DECEMBER 13, 2017; MAY 28, 2020; FEBRUARY 10, 2021; MARCH 10, 2021; OCTOBER 20, 2022; NOVEMBER 9, 2022; DECEMBER 14, 2022; AND MARCH 15, 2023.

At 8:59 pm, Ms. Mallari made a motion, seconded by Ms. Pietrucha :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES OPEN AND KEEP CLOSED THE MINUTES AS DISCUSSED.

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

APPROVAL OF DESTRUCTION OF AUDIO RECORDINGS OF CLOSED SESSION MINUTES OF: July 14, 2021; September 8, 2021; November 10, 2021; December 8, 2021; January 12, 2022.

At 9:00 pm, Ms. Pietrucha made a motion, seconded by Ms. Mallari, to approve the destruction of the audio recordings of the closed session minutes of July 14, 2021; September 8, 2021; November 10, 2021; December 8, 2021; January 12, 2022. The vote was 6 ayes and 0 nays.

APPROVAL OF DESTRUCTION OF AUDIO RECORDINGS OF OPEN SESSION MINUTES OF: June 9, 2021; July 14, 2021; August 11, 2021; September 8, 2021; October 13, 2021; November 10, 2021; December 8, 2021; January 12, 2022.

At 9:00 pm, Ms. Pietrucha made a motion, seconded by Ms. Barbir, to approve the destruction of the audio recordings of the open session minutes of June 9, 2021; July 14, 2021; August 11, 2021; September 8, 2021; October 13, 2021; November 10, 2021; December 8, 2021; January 12, 2022. The vote was 6 ayes and 0 nays.

COMMENTS FROM TRUSTEES

Mr. Griffin asked Mr. Kong about the process of selling library-acquired artwork. Mr. Kong explained that it is part of the library's finance policy. Mr. Griffin recommended holding off making any decisions on any artwork until the art acquisition policy is discussed.

ADJOURNMENT

At 9:04 pm, a motion was made by Ms. Mallari, seconded by Ms. Mahmood, to adjourn the regular meeting. A vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

Shabnam Mahmood, Secretary