

June 14, 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, June 14, 2022.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:35 pm.

Members present: Mark Prosperi, President; Eugene Griffin, Vice President; Shabnam Mahmood, Secretary, remote participation; Michelle Mallari; Mira Barbir, remote participation; Noreen Winningham; Mary Pietrucha.

Members absent: None

Staff present: Richard Kong, Director; Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Andy Garcia, Building Services Manager; Suzy Rodela-Sulik, Administrative Assistant to the Director; Calin Muntean, Program Supervisor.

Guests present: John Shales of Shales McNutt Construction; Andrew Berman of Andrew Berman Architect LLC.

Observers present: None

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE REGULAR, CLOSED, AND ANNUAL MEETINGS OF MAY 11, 2022

At 6:36 pm, Ms. Mallari made a motion, seconded by Mr. Griffin, to approve the minutes of the regular meeting, closed meeting, and annual meeting of May 11, 2022.

A roll call vote was taken and the minutes were approved unanimously and placed on file. The vote was 7 ayes and 0 nays.

REVIEW OF CLOSED SESSION MINUTES OF: July 11, 2007; August 15, 2007; January 12, 2011; September 10, 2014; June 8, 2016; August 10, 2016; September 14, 2016; January 11, 2017; March 15, 2017; April 12, 2017; June 14, 2017; July 12, 2017; October 18, 2017; December 13, 2017; May 9, 2018; May 8, 2019; October 29, 2019; May 28, 2020; September 9, 2020; December 9, 2020; February 10, 2021; March 10, 2021; 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 13, 2022

Mr. Prosperi proposed opening the closed session minutes of June 8, 2016, and January 11, 2017. At 6:38 pm, a motion was made by Mr. Griffin, seconded by Ms. Winningham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE JUNE 8, 2016, AND JANUARY 11, 2017 MINUTES AND THEY SHALL BE OPENED.

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

Mr. Prospero proposed opening the closed session minutes of May 9, 2018, and May 8, 2019.

At 6:41 pm, a motion was made by Mr. Griffin, seconded by Ms. Pietrucha:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE MAY 9, 2018, AND MAY 8, 2019 MINUTES AND THEY SHALL BE OPENED.

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

Mr. Prospero proposed opening the closed session minutes of October 29, 2019, and September 9, 2020.

Ms. Winningham suggested redacting the names of candidates who were not selected. Ms. Mallari agreed.

At 6:44 pm, a motion was made by Ms. Winningham, seconded by Ms. Mallari:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NAMES OF THE CANDIDATES WHO WERE NOT SELECTED SHALL BE REDACTED FROM THE MINUTES AND SO THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE OCTOBER 29, 2019, AND SEPTEMBER 9, 2020 MINUTES AND THEY SHALL BE OPENED.

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

Mr. Prospero proposed opening the closed session minutes of December 9, 2020.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE DECEMBER 9, 2020 MINUTES AND THEY SHALL BE OPENED.

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

Mr. Prospero proposed opening only the closed minutes of January 12, 2022, relating to the Board vacancy and redacting the names of the candidates who were not selected.

At 6:49 pm, a motion was made by Ms. Mallari, seconded by Ms. Barbir:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NAMES OF THE CANDIDATES WHO WERE NOT SELECTED SHALL BE REDACTED FROM THE MINUTES AND SO THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE JANUARY 12, 2022, MINUTES RELATING TO THE BOARD VACANCY AND THEY SHALL BE OPENED.

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

APPROVAL OF DESTRUCTION OF AUDIO RECORDINGS OF CLOSED SESSION MINUTES OF:  
AUGUST 14, 2019; OCTOBER 16, 2019; OCTOBER 29, 2019; MAY 28, 2020; SEPTEMBER 9, 2020;  
AND DECEMBER 9, 2020

At 6:50 pm, Ms. Pietrucha made a motion, seconded by Ms. Winningham, to approve the destruction of the audio recordings of closed session minutes of August 14, 2019; October 16, 2019; October 29, 2019; May 28, 2020; September 9, 2020; and December 9, 2020.

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

APPROVAL OF DESTRUCTION OF AUDIO RECORDINGS OF OPEN SESSION MINUTES OF: JULY 8, 2020; AUGUST 12, 2020; SEPTEMBER 9, 2020; OCTOBER 14, 2020; NOVEMBER 11, 2020; AND DECEMBER 9, 2020

At 6:51 pm, Mr. Griffin made a motion, seconded by Ms. Barbir, to approve the destruction of the audio recordings of the open session minutes of July 8, 2020; August 12, 2020; October 14, 2020; November 11, 2020; and December 9, 2020.

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

DIRECTOR'S REPORT

Mr. Kong updated the Board on summer reading, the Juneteenth Celebration, the ARPA funds release from Skokie Village, the strategic planning process, and the ALA Annual Conference.

The trustees asked some clarifying questions and noted the Director's Report.

APPROVAL OF MAY 2022 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 7:07 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Barbir:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MAY 2022 DISBURSEMENT REPORT.

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

CONSENT AGENDA

At 7:08 pm, a motion was made by Ms. Winingham, seconded by Mr. Griffin:

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:
3. PERSONNEL:

HIRES:

Effective May 12, 2022:

Aisha Bawany, part-time Materials Handler, Access Services

Effective June 6, 2022:

Hannah Evans, part-time Materials Handler, Access Services

DEPARTURES:

Effective May 29, 2022:

Michelle Khuu, part-time Experiential Learning Specialist, Learning Experiences.

Effective June 10, 2022:

Benjamin Anderson, full-time Community Engagement Liaison for Economic Well-Being, Community Engagement.

Effective June 21, 2022:

Adam Sonderberg, full-time Materials Handling Supervisor, Access

Services.

PROMOTIONS

Effective May 23, 2022:

Kimberly Jones, full-time Custodian, Building Services; previously part-time Custodian, Building Services.

RETIREMENT

Effective June 17, 2022:

Margie Dugrot, part-time Patron Services Lead, Patron Engagement.

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

ANNUAL REPORTS FY 2021-2022

Ms. Pietrucha commented that she enjoyed reading the reports and how the layouts line up with the strategic goals. Ms. Barbir said she enjoyed the reports as well and thanked the staff.

The trustees asked some questions about the collection and noted the annual reports

DISCUSSION OF THIRD FLOOR RENOVATION COST PROJECTIONS

Mr. Berman and Mr. Shales were in attendance. Mr. Berman provided an overview of the third floor master plan. The trustees asked some questions about the master plan and different cost projection scenarios factoring in inflation.

Mr. Shales and Mr. Berman left the meeting at 8:07 pm.

APPROVAL OF NIGHT CLEANING SERVICE PROPOSAL

Mr. Garcia was in attendance. The trustees asked some questions about the cleaning service proposals received.

At 8:17 pm, a motion was made by Mr. Griffin, seconded by Ms. Mahmood:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE PROPOSAL FROM COMPLETE CLEANING  
AT A TOTAL COST OF \$138,000 FOR ONE YEAR.

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

APPROVAL OF CONCRETE REPAIR AND NEW RAILING

Mr. Kong provided an overview of the concrete repair work.

At 8:20 pm, a motion was made by Ms. Barbir, seconded by Ms. Mallari:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE PROPOSAL FROM HYNEK CONSTRUCTION  
AT A TOTAL COST OF \$17,630.

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

PROJECTED YEAR-END BALANCE AND TRANSFER OF FUNDS

The Board discussed the year-end balance and year-end transfer of funds.

At 8:23 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Winningham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A TRANSFER OF \$1.5 MILLION FROM THE GENERAL OPERATING FUND TO THE RESERVE FUND FOR SITES AND BUILDINGS.

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

#### APPROVAL OF SCIENCE KINETICS BALL WALL

The trustees expressed their interest and excitement and asked some questions about the Science Kinetics ball wall.

At 8:31 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Winningham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM SCIENCE KINETICS FOR THE BALL WALL PACKAGE AT A TOTAL COST OF \$10,000.

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

#### APPROVAL OF THE TECHNOLOGY PLAN

The trustees were provided a draft of the library's Technology Plan 2022-2024. This plan is updated every two years. The trustees discussed the plan and asked some clarifying questions.

At 8:48 pm, a motion was made by Mr. Griffin, seconded by Ms. Barbir:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TECHNOLOGY PLAN 2022-2024 AS PRESENTED.

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

Mr. Garcia left the meeting at 8:48 pm.

#### ACTION ON PARTICIPATION IN NON-RESIDENT FEE PROGRAM

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

At 8:50 pm, a motion was made by Mr. Griffin, seconded by Ms. Winningham:

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

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

#### REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The trustees noted the RAILS report.

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

At 8:51 pm, a motion was made by Mr. Griffin, seconded by Ms. Mallari:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
MOVE INTO CLOSED SESSION PURSUANT TO 5ILCS  
120/2(C)(2) OF THE OPEN MEETINGS ACT TO DISCUSS  
COLLECTIVE NEGOTIATING MATTERS BETWEEN THE  
PUBLIC BODY AND ITS EMPLOYEES

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

ADJOURNMENT

At 9:04 pm a motion was made by Ms. Winningham, seconded by Ms. Mallari:

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

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

COMMENTS FROM TRUSTEES

There were no comments from trustees

ADJOURNMENT

At 9:06 pm a motion was made by Ms. Barbir, seconded by Ms. Winningham, to adjourn the regular meeting. A roll call vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays.

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Shabnam Mahmood, Secretary