

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

July 9, 2025 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Shabnam Mahmood, President, called the meeting to order at 6:31 pm.

Members present:

- Shabnam Mahmood, President; Michelle Mallari, Vice President; Mary Pietrucha; Leah Glickman; Voula Colburn; Alisa Ungar-Sargon; Ella Whitehead.

Staff present:

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

COMMENTS FROM OBSERVERS

There were no comments from observers.

ADMINISTRATION OF OATH OF OFFICE OF APPOINTED TRUSTEE

At 6:31 pm, Secretary Mary Pietrucha administered the Oath of Office to appointed trustee Voula Colburn.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MINUTES OF JUNE 11, 2025

At 6:35 pm, a motion was made by Ms. Ungar-Sargon, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF JUNE 11, 2025.

A vote was taken, and the motion passed. There were 6 ayes, 0 nays, and 1 abstention.

EXECUTIVE DIRECTOR'S REPORT

Mr. Kong provided updates on the restructuring of the Human Resources Department, the upcoming Artists Reception on July 17, 2025, Juneteenth Community Celebration, Mayor Tennes' visit to the library, and the recent staff strategy retreat to review strategic priorities and outcomes.

APPROVAL OF THE JUNE 2025 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the report.

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

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

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

APPROVAL OF THE CONSENT AGENDA

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

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

- 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:
\$150 from Cohen's Counsel
 - 3. PERSONNEL:
PROMOTIONS:
Effective June 30, 2025:
Chris Forman, Human Resources Manager, Human Resources.
Luis Trejo, Building Services Supervisor, Building Services.
Effective July 28, 2025:
Judy Rath, Youth Services Librarian II, Youth Services.

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

STATE OF THE LIBRARY COLLECTION AND EBOOK MARKET

Director of Access Services Annabelle Mortensen provided some context for the Access Services Annual Report, collection engagement and usage details, circulation, and the ebook market. The trustees asked some questions about circulation statistics, collection, and the ebook market.

FINANCIAL ANNUAL REPORTS FY 2024-2025

Ms. Doubek provided some details about the reports. The trustees asked some clarifying questions and noted the reports.

TAX LEVY DISTRIBUTIONS AND COLLECTIONS TAX YEARS 2019-2023, FISCAL YEARS 2021-2025

The trustees asked some questions and noted the report.

QUARTERLY INVESTMENT UPDATE

The trustees noted the quarterly investment update.

APPROVAL OF 1ST FLOOR WINDOW REPLACEMENT PROJECT

Ms. McGrath gave an overview of the 1st floor window replacement project and timeline. The trustees asked about the project duration, aesthetics, and recycling of the old windows.

At 7:45 pm, a motion was made by Ms. Whitehead, seconded by Ms. Ungar-Sargon:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 1ST FLOOR WINDOW REPLACEMENT PROJECT, AND AWARD OF BID PRESENTED BY SMC FOR A TOTAL COST OF \$626,362.00

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

APPROVAL OF REVISED ADMINISTRATIVE SUCCESSION PLAN

Mr. Kong summarized the revisions and recommended approval of the administrative succession plan. The trustees asked some clarifying questions.

At 7:49 pm, a motion was made by Ms. Ungar-Sargon, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADMINISTRATIVE SUCCESSION PLAN AS PRESENTED.

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

REVIEW OF REVISED BOARD BYLAWS

Mr. Kong provided some details about the proposed revisions to the bylaws. The trustees asked some clarifying questions and made suggestions to add clarity.

CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)1

At 7:57 pm, a motion was made by Ms. Mallari, 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)(1) OF THE OPEN MEETINGS ACT TO DISCUSS THE COMPENSATION OR PERFORMANCE OF A SPECIFIC EMPLOYEE OF THE PUBLIC BODY.

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

Mr. Kong, Ms. McGrath, Ms. Koester, Ms. Mortensen, Ms. Doubek, Ms. Rodela-Sulik, and Mr. Muntean left the meeting at 7:57 pm. Ms. Glickman left the meeting at 8:17 pm.

ADJOURNMENT OF CLOSED SESSION

At 8:55 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Colburn:

- 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 6 ayes and 0 nays.

Mr. Kong, Ms. McGrath, Ms. Rodela-Sulik, and Mr. Muntean returned to the meeting at 8:56 pm.

COMMENTS FROM TRUSTEES

Ms. Pietrucha asked about wifi hotspot usage. Ms. Mallari expressed her gratitude to the staff who participated in the Fourth of July Parade. Ms. Mahmood thanked Mr. Kong and Ms. Rodela-Sulik for their assistance in her transition to Board President.

ADJOURNMENT

At 9:02 pm, a motion was made by Ms. Whitehead, seconded by Ms. Colburn:

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

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

Mary Pietrucha, Secretary