

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

July 10, 2024 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Gene Griffin, President, called the meeting to order at 6:32 pm.

Members present:

- Gene Griffin, President; Mary Pietrucha, Secretary; Mira Barbir; Michelle Mallari; Ella Whitehead; Amanda Lichtenstein.

Members absent:

- Shabnam Mahmood, Vice President.

Staff present:

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Amy Koester, Director of Public Services; Leah White, Director of Organizational Development; Nancy Kim Phillips, Director of Community Engagement; 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 JUNE 12, 2024, REGULAR AND ANNUAL MEETINGS

At 6:33 pm, Ms. Whitehead made a motion, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR MEETING OF JUNE 12, 2024.

A vote was taken and the minutes were approved unanimously and placed on file.

There were 6 ayes and 0 nays.

At 6:33 pm, Ms. Mallari made a motion, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE ANNUAL MEETING OF JUNE 12, 2024.

A vote was taken and the minutes were approved unanimously and placed on file.

There were 6 ayes and 0 nays.

DIRECTOR'S REPORT

Mr. Kong provided updates on the third floor and Petty Auditorium renovation projects, the beginning of Ms. McGrath's tenure as PLA Director at Large, the LIRA mid-year meeting, and upcoming ALA annual conference. The trustees asked some clarifying questions and noted the director's report.

APPROVAL OF THE JUNE 2024 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:44 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead:

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

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

APPROVAL OF CONSTRUCTION PAY APP #10

At 6:45 pm, a motion was made by Ms. Whitehead, seconded by Ms. Barbir:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSTRUCTION PAY APP #10 AT A TOTAL COST OF \$250,273.46.

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

APPROVAL OF CONSENT AGENDA

The trustees discussed the reports, statistics, and gate count.

At 7:10 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 7/8/24:

Alexis Sanchez Herrejon, Materials Handler, Access Services.

Effective 7/19/24:

Luke Malek, Materials Handler, Access Services.

DEPARTURES:

Effective 6/7/2024:

Lucas Steinberg, Patron Services Assistant, Access Services.

Effective 6/22/2024:

Ryan Numrich, Materials Handler, Access Services.

Effective 7/3/2024:

Michelle Hoosang, Youth Services Specialist, Youth Services.

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

ANNUAL REPORTS FY 2023-2024

The trustees noted the annual department reports.

ANNUAL FINANCIAL REPORTS FY 2023-2024

The trustees noted the annual financial reports.

TAX LEVY DISTRIBUTIONS AND COLLECTIONS TAX YEARS 2018-2022, FISCAL YEARS 2020-2024

Mr. Kong provided an overview, the trustees noted the report.

QUARTERLY INVESTMENT UPDATE

The trustees asked some clarifying questions and noted the update.

APPROVAL OF THE ANTI-HARASSMENT POLICY SECTION IN PERSONNEL CODE

The trustees discussed the proposed policy.

At 7:31 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ANTI-HARASSMENT POLICY SECTION OF THE PERSONNEL CODE AS PRESENTED.

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

APPROVAL OF LIBRARY CLOSING FOR STAFF DAY

The trustees discussed closing the library for staff days.

At 7:38 pm, a motion was made by Ms. Whitehead, seconded by Ms. Mallari:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIBRARY CLOSING FOR TWO STAFF DAYS PER YEAR ON DATES TO BE DETERMINED BY LIBRARY ADMINISTRATION.

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

APPROVAL OF PROGRAMMING POLICY

Ms. Koester provided an overview of the programming policy. The trustees discussed the proposed policy and recommended some language amendments.

At 7:54 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROGRAMMING POLICY AS AMENDED.

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

APPROVAL OF TECHNOLOGY PLAN

The trustees asked some clarifying questions about the technology plan.

At 8:08 pm, a motion was made by Ms. Barbir, seconded by Ms. Mallari:

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

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

COMMENTS FROM TRUSTEES

Ms. Mallari thanked the staff and commented that it was great seeing the bookmobile at the Skokie 4th of July Parade.

ADJOURNMENT

At 8:13 pm a motion was made by Ms. Whitehead, seconded by Ms. Mallari:

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

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

Mary Pietrucha, Secretary