

August 10, 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, August 10, 2022.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order a 6:34 pm.

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

Members absent: None

Staff present: Richard Kong, Director; Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Beth Dostert, Human Resources 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 CLOSED MEETINGS JULY 13, 2022

At 6:35 pm, Ms. Pietrucha made a motion, seconded by Ms. Mallari, to approve the minutes of the regular and closed meetings of July 13, 2022.

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

DIRECTOR'S REPORT

Mr. Kong updated the trustees on the strategic planning process, lighting enhancements, Backlot Bash, and the ILA Youth Services Achievement Award awarded to staff member Mandy O'Brien.

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

APPROVAL OF JULY 2022 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

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

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

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

CONSENT AGENDA

The trustees commented on the gate count, social media communications, circulation statistics, electronic resource statistics, and bookmobile statistics.

At 6:56 pm, a motion was made by Ms. Barbir, seconded by Ms. Mahmood:

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 July 25, 2022:  
Alex Marske, part-time Materials Handler, Access Services.
  - DEPARTURES:  
Effective July 24, 2022:  
Gregory Spiratos, part-time Materials Handler, Access Services.  
Effective August 2, 2022:  
Shirley Hill, part-time Custodian, Building Services.
  - PROMOTIONS  
Effective August 1, 2022:  
Cesar Moreno, full-time Materials Handler Assistant Supervisor, Access Services; previously part-time Patron Services Assistant, Patron Engagement.

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

#### APPROVAL OF COMMUNICO RENEWAL

The trustees asked some clarifying questions about the software renewal.

At 7:00 pm, a motion was made by Ms. Winningham, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE THREE-YEAR COMMUNICO RENEWAL AT A COST OF \$15,000 PER YEAR.

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

#### UPDATE ON ANTICIPATED CAPITAL PROJECTS

The trustees discussed the anticipated capital projects including the third-floor renovation and chiller replacement. The Board noted the anticipated capital projects.

#### APPROVAL OF COOLING-RELATED REPAIRS

Mr. Kong provided information on recent cooling-related emergency repairs. The trustees discussed the emergency repairs and consideration to raise the director's expenditure purchasing sum limit of \$10,000 as specified in the library's Finance Policy.

At 7:00 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Barbir:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RETROACTIVELY APPROVE THE COOLING-RELATED REPAIRS PERFORMED BY ATOMATIC MECHANICAL AT A TOTAL COST OF \$20,383.21.

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

#### APPROVAL OF 2022 STAFF DAY CLOSING

Mr. Kong recommended board approval of the library closing for a staff day. The trustees asked some clarifying questions.

At 7:21 pm, a motion was made by Ms. Barbir, seconded by Ms. Mahmood:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE CLOSING OF THE LIBRARY ON MONDAY, OCTOBER 24,  
2022 FOR A STAFF DAY.

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

#### DISCUSSION OF POTENTIAL CHANGE TO SEPTEMBER 14, 2022 BOARD MEETING DATE

Mr. Prospero commented that he would not be available for the September 14, 2022 Board Meeting. The trustees discussed the potential board meeting date change.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
CANCEL THE SEPTEMBER 14, 2022 BOARD MEETING.

A 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 7:26 pm, a motion was made by Ms. Barbir, seconded by Ms. Mahmoodr:

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

#### ADJOURNMENT

At 8:50 pm a motion was made by Mr. Barbir, seconded by Ms. Pietrucha:

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

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

#### OPEN SESSION

Mr. Prospero proposed approval of the master plan excluding the renovation of the main staff restrooms and no increase to the tax levy. The trustees discussed the advantages and disadvantages of the different options presented in the master plan.

#### 2022 TAX LEVY

At 9:11 pm, a motion was made by Mr. Griffin, seconded by Ms. Barbir:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

ADOPT A 0% INCREASE FOR THE 2022 TAX LEVY, RESULTING IN A  
TOTAL LEVY OF \$13,474,986.

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

APPROVAL OF THIRD FLOOR MASTER PLAN

At 9:11 pm, a motion was made by Ms. Winningham, seconded by Ms. Pietrucha:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE MASTER PLAN OF THE THIRD FLOOR.

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

APPROVAL OF ARCHITECT FEE PROPOSAL

At 9:12 pm, a motion was made by Ms. Pietrucha, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE FEE PROPOSAL FROM ANDREW BERMAN ARCHITECT.

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

APPROVAL OF CONSTRUCTION MANAGEMENT FEE PROPOSAL

At 9:12 pm, a motion was made by Ms. Mallari, seconded by Ms. Pietrucha:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE SMC FEE PROPOSAL AS PRESENTED.

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

ADJOURNMENT

At 9:12 pm, a motion was made by Mr. Griffin, seconded by Ms. Mallari, to adjourn the regular meeting.

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

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Shabnam Mahmood, Secretary