

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

August 16, 2023 Meeting Minutes

Business and Community Center

CALL TO ORDER

Eugene Griffin, President, called the meeting to order at 6:34 pm.

Members present:

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

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; Amy Koester, Learning Experiences Manager; Van Rosenbaum, Visual Design Supervisor; 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 JULY 12, 2023 REGULAR AND CLOSED MEETINGS

At 6:36 pm, Ms. Pietrucha made a motion, seconded by Ms. Mahmood, to approve the minutes of the closed meeting of July 12, 2023. A roll call vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

The trustees discussed adding the language “for further discussion at a future board meeting” on page 4 of the minutes, for the Compensation Policy and Salary Scale agenda items.

At 6:36 pm, Ms. Mallari made a motion, seconded by Ms. Whitehead, to approve the minutes of the regular meeting of July 12, 2023, as amended. A roll call vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

DIRECTOR'S REPORT

The director provided updates on the third-floor renovation, the Backlot Bash, the upcoming Volunteer Luncheon, and the Bluepoint Rapid Emergency Response System installation. The trustees asked some clarifying questions and noted the Director's Report.

APPROVAL OF JULY 2023 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursements.

At 6:40 pm, a motion was made by Ms. Mallari, seconded by Ms. Pietrucha :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE JULY 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, senior services, and bookmobile services.

At 6:45 pm, a motion was made by Ms. Pietrucha, 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 18, 2023:

Tabitha Kaczmarek, Material Handler, Access Services.

Effective July 19, 2023:

Luke Gilbreth, Patron Services Assistant, Patron Engagement.

Effective July 24, 2023:

Lucas Steinberg, Patron Services Assistant, Patron Engagement.

Effective July 25, 2023:

Amanda Toledo, Youth Services Specialist, Youth Services.

Effective August 8, 2023:

Gicela Nufio, Recruiting & Training Administrator, Administration.

Effective August 14, 2023:

Lulia Woldemicael, Materials Handler, Access Services.

Effective August 21, 2023:

Luis Ramos, Safety Officer, Safety.

Jeremi Perez, Safety Officer, Safety.

Effective August 28, 2023:

Chris Forman, Human Resources Generalist, Administration.

DEPARTURES:

Effective July 21, 2023:

Adrian Asencio-Arkin, Patron Services Assistant, Patron Engagement.

Effective September 30, 2023:

Mahnoor Haider, Experiential Learning Specialist, Learning Experiences.

TRANSITION:

Effective July 12, 2023:

Cain Stone, Materials Handler, Access Services.

Effective July 25, 2023:

Hafsa Feroz, Experiential Learning Specialist, Learning Experiences.

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

APPROVAL OF ART ACQUISITIONS POLICY

Amy Koester, Learning Experiences Manager, and Van Rosenbaum, Visual Design Supervisor, provided an overview of community feedback gathered to inform the art acquisitions process. The trustees discussed different aspects of the art acquisitions policy. The item was tabled for further discussion at a future board meeting.

Amy Koester and Van Rosenbaum left the meeting at 7:33 pm.

APPROVAL OF REVISED BOARD REMOTE PARTICIPATION POLICY

Mr. Kong informed the trustees of the recently approved P.A. 103-311 amending Section 7 of the Illinois Open Meetings Act to expand the permissible reasons for a member of a public body to attend the meeting electronically. The amendment authorizes a member of a public body to attend remotely if the absence is due to an "unexpected childcare obligation."

At 7:34 pm, a motion was made by Ms. Barbir, seconded by Ms. Pietrucha :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE REVISED BOARD REMOTE PARTICIPATION POLICY AS PRESENTED.

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

DISCUSSION OF ANTICIPATED CAPITAL PROJECTS

The trustees asked some clarifying questions and noted the anticipated capital projects.

DISCUSSION OF 2023 TAX LEVY

The trustees discussed the 2023 tax levy and asked some clarifying questions.

APPROVAL OF COMPENSATION POLICY REVISION

The trustees asked some clarifying questions.

At 8:16 pm, a motion was made by Ms. Mahmood, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE REVISED COMPENSATION POLICY AS PRESENTED.

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

APPROVAL OF SALARY SCALE

The trustees discussed the proposed salary scale.

At 8:18 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mallari :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE NEW PROPOSED SALARY SCALE AS PRESENTED EFFECTIVE SEPTEMBER 1, 2023.

A roll call 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), 5 ILCS 120/2(C)(3), AND 5 ILCS 120/2(C)(5) OF THE OPEN MEETINGS ACT

At 8:19 pm, a motion was made by Ms. Barbir, seconded by Ms. Mallari :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES MOVE INTO CLOSED SESSION PURSUANT TO 5ILCS 120/2(C)(1), 5ILCS 120/2(C)(3), AND 5ILCS 120/2(C)(5) OF THE OPEN MEETINGS ACT.

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

Ms. Trilling left the meeting at 8:19 pm.

Ms. McGrath and Ms. White left the meeting at 9:07 pm.

ADJOURNMENT

At 10:14 pm a motion was made by Ms. Pietrucha, 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 6 ayes and 0 nays.

APPROVAL OF TEMPORARY OFFICE LEASE

At 10:15 pm, a motion was made by Ms. Barbir, seconded by Ms. Mallari :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE
TEMPORARY OFFICE LEASE AT \$4,500 PER MONTH PLUS UTILITIES OVER
NINE MONTHS FOR \$40,500.

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

COMMENTS FROM TRUSTEES

There were no comments from trustees.

ADJOURNMENT

At 10:15 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mallari, to adjourn the regular meeting. A roll call vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

Shabnam Mahmood, Secretary