

## **SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES**

### **September 13, 2023 Meeting Minutes**

Business and Community Center

#### **CALL TO ORDER**

Eugene Griffin, President, called the meeting to order at 6:33 pm.

#### **Members present:**

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

#### **Members absent:**

- Mira Barbir.

#### **Staff present:**

- Richard Kong, Director; Laura McGrath, Deputy Director; Leah White, Associate Director of Organizational Development; Blythe Trilling, Finance Manager; Suzy Rodela-Sulik, Administrative Coordinator; Calin Muntean, Program Supervisor.

#### **Observers present:**

- None

#### **COMMENTS FROM OBSERVERS**

There were no comments from observers.

#### **APPROVAL OF THE MINUTES OF THE AUGUST 16, 2023 REGULAR AND CLOSED MEETINGS**

At 6:33 pm, Ms. Pietrucha made a motion, seconded by Ms. Whitehead, to approve the minutes of the closed meeting of August 16, 2023. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

At 6:33 pm, Ms. Mallari made a motion, seconded by Ms. Mahmood, to approve the minutes of the regular meeting of August 16, 2023. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

#### **DIRECTOR'S REPORT**

Mr. Kong updated the trustees on the third-floor renovation progress, the Bluepoint system installation, and responding to hoax threats. Mr. Kong informed the trustees of Ms. Trilling's upcoming retirement. Mr. Griffin thanked Ms. Trilling for her years of service. The trustees noted the Director's Report.

#### **APPROVAL OF AUGUST 2023 DISBURSEMENT REPORT**

The trustees asked some clarifying questions about the disbursement report.

At 6:48 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AUGUST 2023 DISBURSEMENT REPORT.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

### **APPROVAL OF CHILLER REPLACEMENT PAY APP**

The trustees asked some clarifying questions about the duration of the chiller replacement process. The trustees reviewed the chiller replacement pay application.

At 6:51 pm, a motion was made by Ms. Mahmood, seconded by Ms. Pietrucha :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHILLER REPLACEMENT PAY APPLICATION AT A TOTAL COST OF \$249,201.00

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

### **CONSENT AGENDA**

The trustees commended the library's active presence around community events.

At 6:54 pm, a motion was made by Ms. Mallari, 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 September 18, 2023:

Alyson Doubek, Finance Manager, Administration.

Effective August 29, 2023:

Ryan Numrich, Materials Handler, Access Services.

#### **RETIREMENT:**

Effective September 29, 2023:

Blythe Trilling, Finance Manager, Administration

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

### **APPROVAL OF ART ACQUISITIONS POLICY**

Mr. Kong informed the trustees that the recommended revisions were applied to the policy presented at the August 16, 2023 board meeting and recommended approval of the art acquisitions policy.

At 6:57 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead :

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

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays

### **APPROVAL OF LIMRICC INTERGOVERNMENTAL AGREEMENT RESOLUTIONS**

Mr. Kong provided an overview of the LIMRICC intergovernmental agreement resolutions. The trustees asked some clarifying questions.

At 7:05 pm, a motion was made by Ms. Whitehead, seconded by Ms. Pietrucha :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE

LIMRICC INTERGOVERNMENTAL AGREEMENT RESOLUTIONS FOR  
ADMINISTRATIVE AND SUBSTANTIVE AMENDMENTS TO THE  
INTERGOVERNMENTAL AGREEMENT AS PRESENTED.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

**INFORMATION ABOUT 2024 LIMRiCC RENEWAL**

Mr. Kong provided an update on the LIMRiCC renewal coverages. The trustees noted the informative update.

**ADOPTION OF 2023 TAX LEVY**

The trustees in attendance expressed their support for another year with a 0% increase to the tax levy.

At 7:19 pm, a motion was made by Ms. Pietrucha , seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT A 0% INCREASE FOR THE 2023 TAX LEVY, RESULTING IN A TOTAL LEVY OF \$13,474,986

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

**ELECTION OF BOARD OFFICERS TO FILL VACANCIES**

Mr. Griffin reminded the trustees that due to Ms. Winningham's recent retirement from the board, a new Vice President needs to be elected to fill the vacancy.

Ms. Pietrucha nominated Ms. Barbir for Vice President, the nomination was not seconded.

Mr. Griffin nominated Ms. Mahmood for Vice President, Ms. Pietrucha seconded.

A vote was taken, there were 5 ayes and 0 nays.

Ms. Mahmood nominated Ms. Pietrucha for secretary, Ms. Whitehead seconded.

The new officers were elected by acclamation.

Mr. Griffin thanked the new members for their service.

**CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)(1) AND 5 ILCS 120/2(C)(3) OF THE OPEN MEETINGS ACT**

At 7:25 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mahmood :

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

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

**ADJOURNMENT**

At 8:27 pm a motion was made by Ms. Mallari, 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 5 ayes and 0 nays.

**COMMENTS FROM TRUSTEES**

Ms. Whitehead commented that a colleague recently got their library card and reserved a meeting room. Library staff were very helpful and kind in assisting them through the process.

**ADJOURNMENT**

At 8:32 pm, a motion was made by Ms. Mahmood, seconded by Ms. Whitehead, to adjourn the regular meeting. A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

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Mary Pietrucha, Secretary