

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

### **October 11, 2023 Meeting Minutes**

Business and Community Center

#### **CALL TO ORDER**

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

#### **Members present:**

- Eugene Griffin, President; Shabnam Mahmood, Vice President; Mary Pietrucha, Secretary; Mira Barbir; Ella Whitehead; Amanda Lichtenstein.

#### **Members absent:**

- Michelle Mallari.

#### **Staff present:**

- Richard Kong, Director; Laura McGrath, Deputy Director; Leah White, Associate Director of Organizational Development; Alyson Doubek, Finance Manager; Amy Koester, Learning Experiences Manager; Suzy Rodela-Sulik, Administrative Coordinator; Calin Muntean, Program Supervisor.

#### **Guests present:**

- Pramod Shah, Village Clerk.

#### **COMMENTS FROM OBSERVERS**

There were no comments from observers.

#### **APPOINTMENT OF LIBRARY TRUSTEE TO FILL NOREEN WINNINGHAM'S TERM THROUGH APRIL 2025**

At 6:32 pm, Ms. Mahmood made a motion, seconded by Ms. Ella Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPOINTMENT OF AMANDA LICHTENSTEIN TO FILL NOREEN WINNINGHAM'S TERM THROUGH APRIL 2025.

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays. Village Clerk Pramod Shah administered the Oath of Office to newly appointed trustee, Amanda Lichtenstein. Mr. Shah left the meeting at 6:35 pm.

#### **APPROVAL OF THE MINUTES OF THE SEPTEMBER 13, 2023 REGULAR AND CLOSED MEETINGS**

At 6:37 pm, Ms. Whitehead made a motion, seconded by Ms. Mahmood :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE CLOSED MEETING OF SEPTEMBER 13, 2023.

A vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes, 0 nays, and 1 abstention.

At 6:38 pm, Ms. Pietrucha made a motion, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 13, 2023.

A vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes, 0 nays, and 1 abstention

## **DIRECTOR'S REPORT**

Mr. Kong informed the trustees that this morning the Skokie Police Department issued a press release regarding charges being pressed against an individual for the recent threats made to area libraries and schools. Mr. Kong updated the trustees on the third-floor renovation project, the temporary office space, the honorary renaming of the Business & Community Center, and welcomed finance manager Alyson Doubek. The trustees noted the director's report.

## **APPROVAL OF SEPTEMBER 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 SEPTEMBER 2023 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 #1**

The trustees asked some clarifying questions about the process of approving the pay apps. The trustees reviewed the construction pay application.

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSTRUCTION PAY APP #1 AT A TOTAL COST OF \$14,405.00.

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

## **CONSENT AGENDA**

Mr. Kong acknowledged Ms. Doubek's hard work in preparing the financial statements. The trustees discussed the circulation statistics, online engagement statistics, and asked some clarifying questions about the reports.

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

- 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 21 2023:

Mustafa Faex, Materials Handler, Access Services.

Effective September 25, 2023:

Beth Knight, Patron Services Assistant, Patron Engagement.

Effective October 17, 2023:

Ian Wesley Connolly, Patron Services Assistant, Patron Engagement.

### **DEPARTURES:**

Effective September 26, 2023:

Joe Hermiz, Community Engagement Liaison, Community Engagement.  
Effective October 18, 2023:  
Angela Jones, Youth and Family Program Coordinator, Learning  
Experiences.

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

### **CALENDAR OF COMMUNITY EVENT PRIORITIES**

Ms. Koester provided an overview of the 2024 calendar of community event priorities, she added that the calendar is intended to be a document in progress that is updated as we learn more from community members. The trustees discussed and noted the calendar of community event priorities.

### **APPROVAL OF WIRELESS ACCESS POINTS PROJECT**

Mr. Kong provided an overview and recommended approval of the wireless access points project. The trustees asked some clarifying questions about the frequency of the updates and anticipated lifespan of the equipment.

At 7:24 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE WIRELESS ACCESS POINTS PROJECT AT A COST OF \$28,543.68.

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

### **RESOLUTION CHANGE ORDERS**

Mr. Kong provided an overview and recommended board approval of the change order resolution.

At 7:29 pm, a motion was made by Ms. Whitehead, seconded by Ms. Mahmood :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RESOLUTION AUTHORIZING ADMINISTRATIVE APPROVAL OF CERTAIN CONSTRUCTION-RELATED CONTRACTS AND CHANGE ORDERS.

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

### **APPROVAL OF REVISED PERSONNEL CODE**

Ms. White provided some details of the revisions to the personnel code. The goal is to simplify how the personnel code works and added that the library attorney reviewed the code in its entirety. The trustees discussed and asked some clarifying questions about the personnel code.

At 7:48 pm, a motion was made by Ms. Mahmood, seconded by Ms. Lichtenstein :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED PERSONNEL CODE.

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

**APPROVAL OF SALARY INCREASE FOR THE DIRECTOR**

As required by Open Meetings Act 5 ILCS 120/7.3(b) a notice including Mr. Kong's salary was posted, meeting all posting obligations. Mr. Griffin provided an overview of the proposed increase.

At 7:50 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mahmood :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A ONE-TIME RETROACTIVE SALARY PAYMENT OF \$2,843.10 AND A 2.5% SALARY INCREASE AND A 1.0% MERIT INCREASE FOR THE LIBRARY DIRECTOR FOR FISCAL YEAR 2023-2024.

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) OF THE OPEN MEETINGS ACT**

At 7:51 pm, a motion was made by Ms. Mahmood, seconded by Ms. Barbir :

- 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 PERFORMANCE OF A SPECIFIC EMPLOYEE.

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

Ms. McGrath, Ms. White, Ms. Doubek, Ms. Rodela-Sulik, and Mr. Muntean left the meeting at 7:51 pm.

**ADJOURNMENT**

At 9:00 pm a motion was made by Ms. Mahmood, seconded by Ms. Barbir :

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

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

Ms. Rodela-Sulik and Mr. Muntean returned to the meeting at 9:01 pm.

**COMMENTS FROM TRUSTEES**

There were no comments from trustees.

**ADJOURNMENT**

At 9:02 pm a motion was made by Ms. Pietrucha, seconded by Ms, Lichtenstein:

- 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.

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Mary Pietrucha, Secretary