

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

August 14, 2024 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Gene Griffin, President, called the meeting to order at 6:35 pm.

Members present:

- Gene Griffin, President; Shabnam Mahmood, Vice President; Mary Pietrucha, Secretary; Michelle Mallari; Ella Whitehead; Amanda Lichtenstein.

Members absent:

- Mira Barbir.

Staff present:

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Amy Koester, Director of Public Services; Leah White, Director of Organizational Development; Alyson Doubek, Finance Manager; Suzy Rodela-Sulik, Administrative Coordinator; Rick Sawdon, Program Assistant.

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE JULY 10, 2024, REGULAR MEETING

At 6:34 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 JULY 10, 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 updated the trustees on the progress of the Petty Auditorium Project, rebate from ComEd for the completion of the chiller replacement, LIRA insurance membership renewal meeting, art committee process for deaccessioning artwork, Backlot Bash, and the Farmer's Market. The trustees asked some clarifying questions and noted the Director's Report.

APPROVAL OF THE JULY 2024 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:47 pm, a motion was made by Ms. Mahmood, seconded by Ms. Pietrucha:

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

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

APPROVAL OF PETTY AUDITORIUM CONSTRUCTION PAY APP #1

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PETTY AUDITORIUM CONSTRUCTION PAY APP #1 AT A TOTAL COST OF \$60,072.40

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

APPROVAL OF PETTY AUDITORIUM AV PAY APP #1

At 6:49 pm, a motion was made by Ms. Mahmood, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PETTY AUDITORIUM AV PAY APP #1 AT A TOTAL COST OF \$9,312.41.

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 6:59 pm, a motion was made by Ms. Mahmood, 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 July 15, 2024:

Payal Shah, Patron Services Assistant, Access Services.

Effective July 19, 2024:

Kieran Mirari-Lawless, Patron Services Assistant, Access Services.

Effective July 29, 2024:

Naomi Shechter, Web and Data Intern, Administration.

Effective August 5, 2024:

Adelle McGough, Materials Handler, Access Services.

DEPARTURES:

Effective July 10, 2024:

Ammara Qureshi, Experiential Learning Specialist, Learning Experiences.

Effective July 27, 2024:

Elise Damasco, Advisory Specialist, Patron Engagement.

Effective July 30, 2024:

Monica Mireles, Materials Handler, Access Services.

Effective July 31, 2024:

David Laub, Patron Services Assistant, Patron Engagement.

Effective August 9, 2024:

Svetlana Kudinok, Materials Page, Access Services.

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

ANNUAL DEPARTMENT REPORTS FY 2023-2024

The trustees discussed the annual department reports. Ms. Mallari expressed her appreciation of the insightfulness and caliber of the reports.

DISCUSSION OF ANTICIPATED CAPITAL PROJECTS

Mr. Kong and Ms. McGrath provided details of the anticipated capital projects. The trustees asked some clarifying questions and noted the report.

DISCUSSION OF 2024 TAX LEVY

The trustees discussed the 2024 tax levy and asked some clarifying questions.

APPROVAL OF THE VIDEO SURVEILLANCE POLICY

Ms. McGrath summarized the video surveillance policy. The trustees discussed the proposed policy.

At 8:05 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Mahmood:

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

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

APPROVAL OF OCLC RENEWAL

Ms. McGrath explained that the renewal was previously done on a monthly billing cycle and has since moved to annual billing.

At 8:06 pm, a motion was made by Ms. Whitehead, seconded by Ms. Pietrucha:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ANNUAL OCLC RENEWAL AT A TOTAL COST OF \$49,828.80.

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

COMMENTS FROM TRUSTEES

Ms. Pietrucha expressed her gratitude for the time and input Mr. Kong and other staff members contributed to her strategic plan for a graduate program she recently participated in.

ADJOURNMENT

At 8:08 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.

Mary Pietrucha, Secretary