

July 14, 2021

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Business and Community Center, Wednesday, July 14, 2021.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:30 pm.

Members present: Mark Prosperi, President; Gene Griffin, Vice President; Shabnam Mahmood, Secretary; Mira Barbir; Michelle Mallari; Magnolia Rivera-Pulex; Noreen Winningham

Staff present: Richard Kong, Director; Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Monica Chavez, Administrative Assistant to the Director; Cheryl Szucsits, Administrative Assistant

Observers present: None

Guest present: Julie Tappendorf of Ancel Glink

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 9, 2021 AND SPECIAL MEETING OF JUNE 22, 2021

Ms. Barbir made a motion, seconded by Ms. Rivera-Pulex to approve the minutes of the regular meeting of June 9, 2021. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 7 ayes and 0 nays.

Ms. Winningham made a motion, seconded by Ms. Mallari to approve the minutes of the special meeting of June 22, 2021. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 7 ayes and 0 nays.

COMMENTS FROM OBSERVERS

There were no observers present.

DIRECTOR'S REPORT

The trustees extended their congratulations to Kate Belogorsky and Andrew Hazard. Mr. Griffin asked a question with regards to SEED and the updates to the meeting room policy.

The Board noted the Director's Report.

APPROVAL OF CONSTRUCTION PAY APPLICATION #19

The Board reviewed Construction Pay Application #19 and change orders #245, 247, and 248. None were in amounts requiring Board approval.

The Trustees asked some clarifying questions about the remaining retainage and made some

suggestions with regards to signage and floorplans.

A motion was made by Mr. Griffin, seconded by Ms. Winningham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CONSTRUCTION PAY APPLICATION #19, SUBJECT TO AUDIT.

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

#### APPROVAL OF JUNE 2021 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

A motion was made by Ms. Barbir, seconded by Ms. Rivera-Pulex:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE JUNE 2021 DISBURSEMENT REPORT, SUBJECT TO AUDIT.

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

#### RATIFICATION OF MAY SKOKIE CARES PAYMENTS

Ms. Mahmood asked a clarifying question about the difference in the amount paid to one of the facilitators.

A motion was made by Mr. Griffin, seconded by Ms. Mallari:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RATIFY THE MAY SKOKIE CARES PAYMENTS, SUBJECT TO AUDIT.

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

#### CONSENT AGENDA (Financial Statements; Reports; Gifts; Personnel)

The Board discussed several items on the consent agenda including the collection of patron email addresses, the library's plans to bring back in-person events, monthly program statistics, changes in e-periodicals use, and the quarterly reports.

Ms. Winningham made a motion, seconded by Ms. Rivera-Pulex:

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: \$50 FROM CAROL HORWITZ NUTT IN MEMORY OF EDITH EHRENSAFT; \$200 FROM DONNA GRINHAM IN APPRECIATION FOR THE LIBRARY'S AUDIOVISUAL

- COLLECTIONS AND SERVICES;
3. PERSONNEL: HIRE: DOUGLAS WILLIAMS, PART-TIME SAFETY OFFICER, SAFETY DEPARTMENT, EFFECTIVE JULY 5, 2021; PROMOTION: JACKIE CHACKO, FULL-TIME SAFETY OFFICER, SAFETY DEPARTMENT, EFFECTIVE JUNE 14, 2021; DEPARTURES: BERNICE CHAN, PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE JULY 1, 2021; ALLYSON COAN, FULL-TIME ADVISORY SERVICES LIBRARIAN, PATRON ENGAGEMENT, EFFECTIVE AUGUST 6, 2021; JARRETT DAPIER, PART-TIME YOUNG ADULT SERVICES LIBRARIAN, YOUNG ADULT SERVICES, EFFECTIVE JULY 30, 2021.

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

Mr. Prosperi made a change to the agenda in order to bring attorney Julie Tappendorf from Ancel Glink into the meeting. Ms. Tappendorf entered the meeting at 7:12 pm. Ms. Tappendorf introduced herself and spoke briefly about the firm's work. Ms. Tappendorf left the meeting at 7:31 pm.

#### ANNUAL REPORTS FY 2020-2021

The Board expressed their appreciation for all of the work done by staff over the past year, thanked the managers for their care writing them up, and noted the annual reports.

#### TAX LEVY DISTRIBUTIONS AND COLLECTIONS TAX YEARS 2015-2019, FISCAL YEARS 2017-2021

The Board noted the tax levy distributions and collections.

#### QUARTERLY INVESTMENT UPDATE

The Board asked some clarifying questions and noted the quarterly investment update.

#### APPROVAL OF NIGHT CLEANING SERVICE PROPOSAL

Building Services Manager Tim Murphy called into the meeting by phone.

Mr. Kong recommended the Board approve the proposal from Advanced Cleaning Services at \$94,404 per year for a period of three years at a total cost of \$283,212.

The trustees discussed the proposals and asked Mr. Murphy for his feedback.

A motion was made by Ms. Winningham, seconded by Ms. Mahmood:

MOTION: TO APPROVE THE PROPOSAL FROM ADVANCED CLEANING SERVICES AT \$94,404 PER YEAR FOR A

PERIOD OF THREE YEARS AT A TOTAL COST OF \$283,212.

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

#### APPROVAL OF SOUTH COURTYARD SHADE SYSTEM

Mr. Kong recommended Board approval of the CableShade system, including installation, at a total cost of \$10,349. The Trustees discussed the proposals.

A motion was made by Ms. Mallari, seconded by Ms. Rivera-Pulex:

MOTION: TO APPROVE THE CABLESHADE SYSTEM, INCLUDING  
INSTALLATION, AT A TOTAL COST OF \$10,349.

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

#### CLOSED SESSION PURSUANT TO 5ILCS 120/2(c)1 OF THE OPEN MEETINGS ACT

At 7:57 pm a motion was made by Mr. Griffin, seconded by Ms. Barbir:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES MOVE  
INTO CLOSED SESSION PURSUANT TO 5ILCS 120/2(c)1 OF THE  
OPEN MEETINGS ACT TO DISCUSS THE APPOINTMENT OF LEGAL  
COUNSEL FOR THE PUBLIC BODY.

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

At 8:13 pm a motion was made by Mr. Griffin, seconded by Ms. Winningham:

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.

Ms. Tappendorf returned to the meeting at 8:13 pm.

#### APPOINTMENT OF LIBRARY ATTORNEY

A motion was made by Mr. Griffin seconded by Ms. Barbir:

MOTION: TO APPOINT ANCEL GLINK AS ATTORNEYS FOR THE  
LIBRARY.

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

#### APPROVAL OF REVISED POLICY REGARDING PUBLIC COMMENT AT BOARD MEETINGS

Mr. Kong recommended Board approval of the revised Policy Regarding Public Comment at Board Meetings. Ms. Barbir suggested one small change to the wording of the policy.

A motion was made by Mr. Griffin, seconded by Ms. Winningham:

MOTION: TO APPROVE THE REVISED POLICY REGARDING PUBLIC COMMENT AT BOARD MEETINGS, AS AMENDED.

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

#### APPROVAL OF 2021 STAFF DAY CLOSING

Mr. Kong recommended that the Board approve closing the library from 9 am-2 pm on Thursday, September 30, 2021 for a partial Staff Day.

Ms. Mahmood expressed her appreciation for Staff Day.

A motion was made by Ms. Barbir, seconded by Ms. Rivera-Pulex:

MOTION: TO APPROVE THE CLOSING OF THE LIBRARY FROM 9 AM-2 PM ON THURSDAY, SEPTEMBER 30, 2021 FOR A PARTIAL STAFF DAY.

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

#### COMMENTS FROM TRUSTEES

Ms. Rivera-Pulex asked if Board members can be held in the Business and Community Center from now on. The trustees were in agreement. Mr. Prospero commented on some recent articles in the Chicago Tribune.

#### ADJOURNMENT

At 8:27 pm a motion was made by Ms. Rivera-Pulex, seconded by Ms. Barbir to adjourn the regular meeting. A roll call vote was taken and the motion passed unanimously.

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Shabnam Mahmood, Board Secretary