

June 9, 2021

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held virtually via Zoom, Wednesday, June 9, 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; Noreen Winningham

Member absent: Magnolia Rivera-Pulex

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

Observers present: Amy Koester; Janet Moravec; Mandy O'Brien

Guests present: Tom Hutchinson, Hutchinson Design Group; Sam Cavnar, Robbins-Schwartz

APPROVAL OF THE MINUTES OF THE REGULAR AND ANNUAL MEETINGS OF MAY 12, 2021 AND SPECIAL MEETING OF MAY 20, 2021

Mr. Griffin made a motion, seconded by Ms. Winningham to approve the minutes of the regular and annual meetings of May 12, 2021 and the special meeting of May 20, 2021. A roll call vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

REVIEW OF CLOSED SESSION MINUTES OF July 11, 2007; August 15, 2007; January 12, 2011; September 10, 2014; July 8, 2015; June 8, 2016; August 10, 2016; September 14, 2016; January 11, 2017(a); March 15, 2017; April 12, 2017; June 14, 2017; July 12, 2017; October 18, 2017; December 13, 2017; May 9, 2018; May 8, 2019; October 16, 2019; October 29, 2019; May 13, 2020; May 28, 2020; September 9, 2020; December 9, 2020; January 21, 2021; February 10, 2021; March 10, 2021

The Board reviewed all closed session minutes.

Mr. Griffin proposed opening the closed session minutes of July 8, 2015.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE JULY 8, 2015 MINUTES AND THEY SHALL BE OPENED.

A roll call vote was taken and the motion was approved unanimously with a vote of 6 ayes and 0 nays.

Mr. Griffin proposed opening the closed session minutes of June 8, 2016.

A motion was made by Mr. Griffin, seconded by Ms. Mahmood.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE JUNE 8, 2016 MINUTES AND THEY SHALL BE OPENED.

A roll call vote was taken and the motion was approved unanimously with a vote of 6 ayes and 0 nays.

Mr. Griffin proposed opening the closed session minutes of August 10, 2016. No motion was made. Ms. Barbir requested that Mr. Kong check with the library's attorneys before deciding whether the minutes can be opened.

Mr. Griffin proposed opening the closed session minutes of January 11, 2017. A motion was made by Mr. Griffin, seconded by Ms. Mahmood.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE JANUARY 11, 2017 MINUTES AND THEY SHALL BE OPENED.

A roll call vote was taken and the motion was approved unanimously with a vote of 6 ayes and 0 nays.

Mr. Griffin proposed opening the closed session minutes of May 9, 2018. A motion was made by Mr. Griffin, seconded by Ms. Mallari.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE MAY 9, 2018 MINUTES AND THEY SHALL BE OPENED.

A roll call vote was taken and the motion was approved unanimously with a vote of 6 ayes and 0 nays.

Mr. Griffin proposed opening the closed session minutes of May 8, 2019. A motion was made by Mr. Griffin, seconded by Ms. Mallari.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE MAY 8, 2019 MINUTES AND THEY SHALL BE OPENED.

A roll call vote was taken and the motion was approved unanimously with a vote of 6 ayes and 0 nays.

Mr. Griffin proposed opening the closed session minutes of October 16, 2019. No motion was made.

Mr. Griffin proposed opening the closed session minutes of May 13, 2020. A motion was made by Mr. Griffin, seconded by Ms. Winningham.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE MAY 13, 2020 MINUTES AND THEY SHALL BE OPENED.

A roll call vote was taken and the motion was approved unanimously with a vote of 6 ayes and 0 nays.

Mr. Griffin proposed opening the closed session minutes of January 21, 2021. A motion was made by Mr. Griffin, seconded by Ms. Winningham.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE JANUARY 21, 2021 MINUTES AND THEY SHALL BE OPENED.

A roll call vote was taken and the motion was approved unanimously with a vote of 6 ayes and 0 nays.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY STILL EXISTS FOR THE JULY 11, 2007; AUGUST 15, 2007; JANUARY 12, 2011; SEPTEMBER 10, 2014; JUNE 8, 2016; AUGUST 10, 2016; SEPTEMBER 14, 2016; MARCH 15, 2017; APRIL 12, 2017; JUNE 14, 2017; JULY 12, 2017; OCTOBER 18, 2017; DECEMBER 13, 2017; OCTOBER 16, 2019; OCTOBER 29, 2019; MAY 28, 2020; SEPTEMBER 9, 2020; DECEMBER 9, 2020; FEBRUARY 10, 2021, AND MARCH 10, 2021 MINUTES AND THEY SHALL REMAIN CLOSED.

A roll call vote was taken and the motion was approved unanimously with a vote of 6 ayes and 0 nays.

#### COMMENTS FROM OBSERVERS

There were no comments from observers.

#### DIRECTOR'S REPORT

The trustees discussed capacity limits, computer and study room availability, and upcoming changes to library hours. They were pleased with the positive feedback received from patrons and suggested recording patron opinions on the renovation on video.

The Board noted the Director's Report.

APPROVAL OF CONSTRUCTION PAY APPLICATION #18

The Board reviewed Construction Pay Application #18 and change orders #237R1, 241, and 242. None were in amounts requiring Board approval.

Mr. Griffin asked a clarifying question about the pay application.

A motion was made by Ms. Barbir, seconded by Ms. Mallari:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CONSTRUCTION PAY APPLICATION #18, SUBJECT TO AUDIT.

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

BILLS

The trustees asked some clarifying questions about the bills as well as the payments from the Skokie Cares account.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS WITH THE EXCLUSION OF THE PAYMENTS MADE ON BEHALF OF SKOKIE CARES, SUBJECT TO AUDIT.

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

CONSENT AGENDA (Financial Statements; Reports; Personnel)

The trustees asked some clarifying questions about the financial statements and discussed the statistics report.

Ms. Mahmood made a motion, seconded by Ms. Winningham:

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. PERSONNEL: HIRES: LULU ALBATTAT, PART-TIME PATRON SERVICES ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE MAY 25, 2021; MARIAH CHEREM, FULL-TIME ADULT PROGRAM COORDINATOR, LEARNING EXPERIENCES, EFFECTIVE JULY 5, 2021; SAMRAH RAZA, PART-TIME PATRON SERVICES ASSISTANT, PATRON ENGAGEMENT,

EFFECTIVE MAY 26, 2021; TARAL TALATI, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE JUNE 21, 2021; DEPARTURES: MICHELLE ABRAHAM, FULL-TIME PATRON SERVICES LEAD, PATRON ENGAGEMENT, EFFECTIVE JUNE 13, 2021; STEVE KACHNOWSKI, PART-TIME BUILDING ENGINEER, BUILDING SERVICES, EFFECTIVE MAY 30, 2021; ROXANA VILLATORO, FULL-TIME SAFETY OFFICER, SAFETY DEPARTMENT, EFFECTIVE JUNE 11, 2021; WANDA YOUNG, PART-TIME PATRON SERVICES ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE JUNE 14, 2021.

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

#### ANNUAL REPORTS FY 2020-2021

The trustees asked some clarifying questions about the annual financial reports and thanked the staff for the departmental reports.

The Board noted the annual reports.

#### PROJECTED YEAR-END BALANCE AND YEAR-END TRANSFER OF FUNDS

The Board discussed and noted the year-end balance and year-end transfer of funds.

#### ACTION ON PARTICIPATION IN NON-RESIDENT FEE PROGRAM

Mr. Kong recommended that the Board once again vote to decline participation in the state's non-resident fee program since it is not applicable to our library.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DECLINE PARTICIPATION IN THE STATE'S NON-RESIDENT FEE PROGRAM.

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

#### APPROVAL OF PROFESSIONAL DESIGN SERVICES FOR ROOF REPLACEMENT PROJECT

Mr. Kong welcomed Sam Cavnar and Tom Hutchinson to the meeting. The trustees discussed the roof replacement project with Messrs. Cavnar and Hutchinson.

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

MOTION: TO APPROVE THE HUTCHINSON DESIGN GROUP ARCHITECT AGREEMENT IN THE FORM PRESENTED IN THE BOARD PACKET, BUT SUBJECT TO AN ADDITIONAL

PROVISION AGREED TO BY HDG AND TO BE ADDED BY THE LIBRARY'S COUNSEL IN ARTICLE 11 OF THE AGREEMENT, WHEREBY HDG'S FEES FOR BASIC SERVICES SHALL NOT EXCEED \$175,000, EXCEPT UPON THE LIBRARY'S WRITTEN PRE-APPROVAL.

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

Mr. Hutchinson left the meeting at 7:48 pm.

#### DISCUSSION OF UPCOMING BOARD MEETINGS

The Board discussed the format for the upcoming meetings.

Mr. Cavnar left the meeting at 8:19 pm.

Ms. Mahmood proposed using the official RAILS Board meeting minutes for the RAILS report versus having the Board secretary watch and summarize the RAILS meetings. The Board was in agreement that using those minutes would be fine as a substitution for the RAILS reports.

#### DISCUSSION OF MEETING ROOM POLICY

The Board discussed potential changes to the meeting room policy.

Mr. Kong said he would take all of the comments into consideration and bring a revision to the Board at a future meeting. The Board agreed to table the discussion until July or August. In the meantime, the current meeting room policy will remain in effect for groups requesting the use of the library's meeting rooms.

#### REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The Board noted the RAILS report.

#### COMMENTS FROM TRUSTEES

Ms. Barbir expressed her happiness with the ribbon-cutting event. Ms. Mallari thanked staff for their work on the event.

#### ADJOURNMENT

At 8:54 pm a motion was made by Ms. Barbir, seconded by Ms. Mahmood to adjourn the regular meeting. A roll call vote was taken and the motion passed unanimously.

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Shabnam Mahmood, Board Secretary