

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

### **February 15, 2023 Meeting Minutes**

Business and Community Center

#### **CALL TO ORDER**

Gene Griffin, Vice President, called the meeting to order at 6:31 pm.

#### **Members present:**

- Eugene Griffin, Vice President; Shabnam Mahmood, Secretary (remote participation); Mira Barbir; Michelle Mallari; Noreen Winningham; Mary Pietrucha.

#### **Staff present:**

- Richard Kong, Director; Laura McGrath, Deputy Director; Leah White, Associate Director of Organizational Development; Blythe Trilling, Finance Manager; Annabelle Mortensen, Access Services Manager (left the meeting at 7:18 pm); Suzy Rodela-Sulik, Administrative Assistant to the Director; Calin Muntean, Program Supervisor.

#### **Observers present:**

- Sue Laue; and Paul Luke (observers left the meeting at 7:18 pm)

#### **COMMENTS FROM OBSERVERS**

There were no comments from observers.

#### **APPROVAL OF THE MINUTES OF THE JANUARY 11, 2023 REGULAR AND CLOSED MEETINGS**

At 6:31 pm, Ms. Winningham made a motion, seconded by Ms. Barbir, to approve the minutes of the regular meeting of January 11, 2023. A roll call vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

At 6:32 pm, Ms. Pietrucha made a motion, seconded by Ms. Mallari, to approve the minutes of the closed meeting of January 11, 2023. A roll call vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

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

Mr. Kong reintroduced the trustees to Associate Director of Organizational Development Leah White, and Access Services Manager Annabelle Mortensen. Mr. Kong provided updates on the plumbing issues; the recent visit from Andrew Berman Architect; and Learning Experiences Manager, and ALSC President, Amy Koester's presentation at the ALA Youth Media Awards. The awards presentation was streamed globally and presenting them was a monumental achievement and honor for Ms. Koester. The trustees noted the Director's Report.

#### **APPROVAL OF JANUARY 2023 DISBURSEMENT REPORT**

The trustees asked some clarifying questions about the disbursement report.

At 6:42 pm, a motion was made by Ms. Winningham, seconded by Ms. Pietrucha :

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

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

### **YEAR-TO-DATE BUDGETARY STATUS**

The trustees asked some clarifying questions and noted the budgetary status.

### **BALANCE SHEET FOR THE NINE MONTHS ENDING FROM 5/1/22 THRU 1/31/23**

The trustees noted the balance sheet.

### **CONSENT AGENDA**

The trustees discussed the gate count, programs, and digital resources.

At 6:59 pm, a motion was made by Ms. Barbir, 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. GIFTS:

\$10,000.00 from Lillian G. Rubenstein's Declaration of Trust.

3. PERSONNEL:

HIRES:

Effective January 12, 2023:

Jillian Vo, part-time Materials Handler, Access Services.

Effective February 16, 2023:

Shannon Parker, full-time Human Resources Generalist, Administration.

DEPARTURES:

Effective January 31, 2023:

Kimberly Jones, Custodian, Building Services

Effective February 8, 2023:

Chris Ameneiro, Experiential Learning Specialist, Learning Experiences.

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

### **UPDATE ON ANTICIPATED CAPITAL PROJECTS**

Mr. Kong provided an update on the chiller replacement project. The trustees asked some clarifying questions and noted the anticipated capital projects.

### **PROJECTED FY 2023-2024 BUDGET**

Postponed

### **APPROVAL OF RESOURCES SELECTION POLICY**

Ms. Mortensen provided details on the changes to the policy as recommended by the American Library Association. The trustees commented on the changes and asked some clarifying questions.

At 7:18 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Winningham :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED RESOURCES SELECTION POLICY AS PRESENTED.

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

Ms. Mortensen left the meeting at 7:18 pm.

**DISCUSSION OF BOARD VACANCY**

Mr. Kong reminded the trustees of the board vacancy timeline and process. The trustees discussed the interview process and noted the board vacancy.

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

Mr. Kong informed the trustees that the RAILS Board recently appointed Monica Harris as Executive Director. Ms. Harris had been serving as Interim Director. The trustees noted the RAILS report.

**ELECTION OF OFFICERS**

Mr. Griffin reminded the trustees that former Board President Mark Prosperi stepped down as of February 1st, 2023. Mr. Griffin opened the floor for nominations.

Ms. Barbir nominated Mr. Griffin for president, Ms. Winningham seconded.

A roll call vote was taken, the vote was 6 ayes and 0 nays.

Ms. Barbir nominated Ms. Winningham for vice president, Ms. Pietrucha seconded.

A roll call vote was taken, the vote was 6 ayes and 0 nays.

The new officers were elected by acclamation.

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

At 7:31 pm, a motion was made by Ms. Barbir, seconded by Ms. Pietrucha :

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

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

Ms. Laue and Mr. Luke left the meeting at 7:31 pm.

**ADJOURNMENT**

At 8:23 pm a motion was made by Ms.Barbir, seconded by Ms. Mallari :

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

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

**COMMENTS FROM TRUSTEES**

There were no comments from trustees.

**ADJOURNMENT**

At 8:26 pm, a motion was made by Ms. Winningham, seconded by Ms. Pietrucha, to adjourn the regular meeting. A roll call vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

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Shabnam Mahmood, Secretary