

October 13, 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, October 13, 2021.

CALL TO ORDER

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

Members present: Mark Prosperi, President; Eugene Griffin, Vice President; Shabnam Mahmood, Secretary; Mira Barbir; Michelle Mallari; Noreen Winningham

Members absent: There were no absent members

Staff present: Richard Kong, Director; Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Suzy Rodela-Sulik, Administrative Assistant to the Director; Calin Muntean, Program Supervisor

Guests present: Josh Campanelli of Shales McNutt Construction in attendance

Observers present: None

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF SEPTEMBER 08, 2021

Ms. Barbir made a motion, seconded by Ms. Mahmood to approve the minutes of the regular meeting of September 08, 2021. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

Mr. Griffin made a motion, seconded by Ms. Mallari to approve the minutes of the closed meeting of September 08, 2021. A vote was taken and the minutes were approved unanimously and placed on-file. The vote was 6 ayes and 0 nays.

DIRECTOR'S REPORT

The trustees discussed the progress of the roofing project; the Skokie Community Healthcare Symposium; the Public Health Partners in Excellence Award awarded to the library for assisting with the COVID hotline; the strategic planning process; the 2022 Coming Together program; and the library's Staff Day.

The Board noted the Director's Report.

APPROVAL OF SEPTEMBER 2021 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

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

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

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

APPROVAL OF ROOFING PROJECT PAY APP

The Board reviewed the roofing project pay application.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ROOFING PROJECT PAY APPLICATION, SUBJECT TO AUDIT.

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

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

The trustees discussed in-person program attendance, circulation statistics, and the gate count.

Ms. Barbir made a motion, seconded by Ms. Mallari:

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: JOHN FILLMAN, PART-TIME PATRON SERVICES ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE SEPTEMBER 20, 2021; ERIN DAVIS, PART-TIME PATRON SERVICES ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE SEPTEMBER 20, 2021; HINA HAIDER, PART-TIME EXPERIENTIAL LEARNING SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE OCTOBER 4, 2021; RUMMANAH AASI, FULL-TIME ADVISORY LIBRARIAN, PATRON ENGAGEMENT, EFFECTIVE OCTOBER 25, 2021;

TRANSITIONS: SAMRAH RAZA, FULL-TIME ACCESS SERVICES ASSISTANT, ACCESS SERVICES, EFFECTIVE SEPTEMBER 23, 2021; DEPARTURES: JOYCE NAKA, PART-TIME ACQUISITIONS ASSISTANT, ACCESS SERVICES, EFFECTIVE SEPTEMBER 29, 2021; MIKE BUHMANN, FULL-TIME REFERENCE LIBRARIAN, LEARNING EXPERIENCES, EFFECTIVE DECEMBER 21, 2021.

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

#### APPROVAL OF ACOUSTICAL REMEDIATION FOR FIRST FLOOR WORKROOM

Mr. Campanelli of Shales McNutt Construction was in attendance. The board discussed the proposed acoustical remediation work for the first floor workroom.

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

MOTION: TO APPROVE THE ACOUSTICAL REMEDIATION FOR FIRST FLOOR WORKROOM AT A TOTAL COST OF \$14,874.

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

#### UPDATE ON INSURANCE PLANS

The board discussed the insurance plans, costs, and the upcoming increase in premiums.

The trustees noted the update on insurance plans.

#### QUARTERLY INVESTMENT UPDATE

The board asked some clarifying questions and discussed the quarterly investment update.

The trustees noted the quarterly investment update.

#### DISCUSSION OF UPCOMING CAPITAL IMPROVEMENT PROJECTS

The trustees discussed and asked some clarifying questions about the prioritized capital improvement projects

The trustees noted the upcoming capital improvement projects.

#### DISCUSSION OF BOARD VACANCY

The board discussed the vacancy. Mr. Proserpi explained the process of filling the board vacancy. Mr. Griffin recommended that other board members be involved in the initial round of interviews

this time.

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

The board noted the minutes from the RAILS Board meeting of August 27, 2021.

#### COMMENTS FROM TRUSTEES

Ms. Barbir requested that the board be updated regarding progress on the roofing project. Mr. Kong explained that the contractor provides daily updates. Ms. Mahmood asked a question about the turnaround of open library positions. Mr. Kong explained that the process has been slower due to the pandemic. Mr. Prosperi asked if the Building Services Manager will be filled internally. Mr. Kong explained that the position was posted to allow for outside applicants and that any internal candidates will go through the same process as external candidates. Ms. Winningham asked about the number of open positions. Mr. Kong explained that there are five open positions and clarified the difference between job openings and staff departures. Ms. Mallari asked where open job postings are posted. Mr. Kong explained that they are posted on the library website, RAILS, and BambooHR automatically posts to indeed.com and other websites. Mr. Kong added that many professional level positions are posted on national library boards, such as ALA and its ethnic caucuses. Ms. Mahmood asked about the social media position. Mr. Kong explained that the position was filled today. Ms. Winningham asked if programs are recorded and made available for online access. Mr. Kong explained that some programs are recorded and made available online. Mr. Muntean added that the program description will specify if it will be recorded.

#### TOUR OF THE THIRD FLOOR

Mr. Josh Campanelli of Shales McNutt Construction was in attendance; Mr. Andrew Berman of Andrew Berman Architect was in attendance virtually. The board discussed the state of the third floor and potential improvements. The board was in general consensus for a master plan for the third floor renovation.

Mr. Berman left the virtual meeting at 8:37 pm. Mr. Campanelli left the meeting at 8:40 pm.

#### ADJOURNMENT

At 8:45 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, Secretary

