

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

July 12, 2023 Meeting Minutes

Business and Community Center

CALL TO ORDER

Eugene Griffin, President, called the meeting to order at 6:34 pm.

Members present:

- Eugene Griffin, President; Mira Barbir; Michelle Mallari; Mary Pietrucha; Ella Whitehead.

Members absent:

- Noreen Winningham, Vice President; Shabnam Mahmood, Secretary.

Staff present:

- Richard Kong, Director; Laura McGrath, Deputy Director; Leah White, Associate Director of Organizational Development; Blythe Trilling, Finance Manager; Suzy Rodela-Sulik, Administrative Assistant to the Director; Calin Muntean, Program Supervisor.

Guests present:

- Josh Campanelli of Shales McNutt Construction; Andrew Berman of Andrew Berman Architect, virtual attendance; Alex McLean of Andrew Berman Architect.

Observers present:

- Skokie resident.

COMMENTS FROM OBSERVERS

A resident of Skokie expressed her concern over the chaotic and noisy behavior of youth and teen patrons. Mr. Griffin extended an apology for the discomfort the resident experienced.

APPROVAL OF THE MINUTES OF THE JUNE 14, 2023 REGULAR AND CLOSED MEETINGS

At 6:37 pm, Ms. Pietrucha made a motion, seconded by Ms. Barbir, to approve the minutes of the regular meeting of June 14, 2023. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

At 6:38 pm, Ms. Whitehead made a motion, seconded by Ms. Barbir, to approve the minutes of the closed meeting of June 14, 2023. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

DIRECTOR'S REPORT

Mr. Kong provided updates on the CORE Chicago Area Public Library Tours which was a preconference event for the ALA Annual 2023 Conference. The Skokie Public Library was one of the areas featured in the itinerary, and many visitors attended.

At 6:40 pm, the meeting was paused due to a tornado warning emergency.

At 7:33 pm, the meeting resumed.

The trustees noted the Director's Report.

APPROVAL OF JUNE 2023 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 7:34 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead :

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

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

CONSENT AGENDA

Mr. Griffin commented that it was nice to see June attendance exceeded pre-pandemic levels.

At 7:35 pm, a motion was made by Ms. Barbir, 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. GIFTS:
 3. PERSONNEL:
 - HIRES:
 - Effective July 7, 2023:
 - Alyssa Louie, Teen Tech Intern, Teen Services.
 - Hafsa Feroz, Teen Tech Intern, Teen Services.
 - Effective July 17, 2023:
 - Adam Sonderberg, Technical Services Supervisor, Access Services.
 - DEPARTURES:
 - Effective July 25, 2023:
 - Joyce Williams, Materials Handler, Access Services.
 - Effective August 11, 2023:
 - Leslie Lopez Holder, Bookmobile Assistant, Community Engagement.
 - PROMOTIONS:
 - Effective June 19, 2023:
 - PJ Misiura, Program Assistant, Learning Experiences.
 - Effective June 20, 2023:
 - Jillian Vo, Patron Services Assistant, Patron Engagement.
 - Adrian Ascensio-Arkin, Patron Services Assistant, Patron Engagement.

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

ANNUAL REPORTS FY 2022-2023

The trustees discussed and noted the annual reports.

APPROVAL OF CONSTRUCTION BIDS FOR THIRD FLOOR RENOVATION

Mr. Kong reminded the trustees of the previously approved master plan. He welcomed Mr. Campanelli who provided an overview of the construction bids received. Mr. Berman and Mr. McLean of Andrew Berman Architect participated through video conference. The trustees discussed the bids, alternates, duration, and scope of the project.

At 8:07 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mallari :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AWARD OF THE RECOMMENDED BIDS AND ALTERNATES FOR THE 2023 SKOKIE PUBLIC LIBRARY THIRD FLOOR RENOVATION PROJECT IN THE AMOUNT OF \$4,930,509 AS PRESENTED BY SHALES MCNUTT CONSTRUCTION.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays

Mr. Campanelli, Mr. Berman, and Mr. McLean left the meeting at 8:08 pm.

QUARTERLY INVESTMENT UPDATE

Ms. Trilling provided an overview of the investment update. The trustees noted the quarterly investment update.

TAX LEVY DISTRIBUTIONS AND COLLECTIONS TAX YEARS 2017-2021, FISCAL YEARS 2019-2023

Mr. Kong provided an update about the tax levy collections. Ms. Barbir asked when the second installment is expected. The trustees noted the tax levy distributions and collections update.

APPROVAL OF YEAR-END TRANSFER OF FUNDS FROM OPERATING FUND TO RESERVE FUND

Mr. Kong provided an overview of the year-end transfer of funds.

At 8:16 pm, a motion was made by Ms. Barbir, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A TRANSFER OF \$3 MILLION FROM THE GENERAL OPERATING FUND TO THE RESERVE FUND FOR SITES AND BUILDINGS

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF HONORARY RENAMING OF BUSINESS AND COMMUNITY CENTER

Mr. Kong informed the trustees of former director Carolyn Anthony's many years of work and contributions to the Skokie Public Library. He recommended the renaming of the business and community center to honor her legacy.

At 8:21 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mallari :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE HONORARY RENAMING OF THE BUSINESS & COMMUNITY CENTER TO THE CAROLYN A. ANTHONY BUSINESS & COMMUNITY CENTER.

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

The Skokie resident left the meeting at 8:21 pm.

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

At 8:21 pm, a motion was made by Ms. Barbir, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES MOVE INTO CLOSED SESSION PURSUANT TO 5ILCS 120/2(C)(2) AND 120/2(C)(1) OF THE OPEN MEETINGS ACT.

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

ADJOURNMENT

At 10:12 pm a motion was made by Ms. Barbir, seconded by Ms. Whitehead:

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

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

COMPENSATION POLICY

The item was tabled for further discussion at a future board meeting.

SALARY SCALE

The item was tabled for further discussion at a future board meeting.

COMMENTS FROM TRUSTEES

The trustees discussed potentially rescheduling the August 2023 regular board meeting.

ADJOURNMENT

At 10:14 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mallari, to adjourn the regular meeting. A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

Shabnam Mahmood, Secretary