

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

### **May 10, 2023 Meeting Minutes**

Business and Community Center

#### **CALL TO ORDER**

Eugene Griffin, President, called the meeting to order at 6:32 pm.

#### **Members present:**

- Eugene Griffin, President; Noreen Winningham, Vice President; Shabnam Mahmood, Secretary; Mira Barbir; Michelle Mallari; Mary Pietrucha; Ella Whitehead.

#### **Staff present:**

- Richard Kong, Director; Laura McGrath, Deputy Director; Leah White, Associate Director of Organizational Development; Blythe Trilling, Finance Manager; Thalma Brooms, Safety Manager; Amy Koester, Learning Experiences Manager; Nancy Kim Phillips, Community Engagement Manager; Suzy Rodela-Sulik, Administrative Assistant to the Director; Calin Muntean, Program Supervisor.

#### **Guests present:**

- Pramod Shah, Village Clerk; Brian Baker, Chief of Police (remote participation); Jake McNutt, BluePoint Alert Solutions (remote participation).

#### **ADMINISTRATION OF OATH OF OFFICE FOR LIBRARY TRUSTEES**

Village Clerk Pramod Shah in attendance. Mr. Shah administered the Oath of Office to elected trustees Eugene Griffin, Michelle Julaton Mallari, and Mary Pietrucha. Mr. Shah administered the Oath of Office to newly appointed trustee Ella Whitehead.

Mr. Shah left the meeting at 6:39 pm.

#### **APPROVAL OF BLUEPOINT RAPID EMERGENCY RESPONSE SYSTEM PROPOSAL**

Chief of Police Brian Baker, Jake McNutt of BluePoint Alert Solutions, and Safety Manager Thalma Brooms in attendance. Mr. McNutt provided an overview of BluePoint Rapid Response System. Chief Baker provided an overview of how the system activation addresses and assists the police in their response. Ms. Brooms expressed how implementing such a system would benefit the library and staff in communication and security. The trustees discussed the system and asked some clarifying questions. Highlighting the library's strong and positive relationship with first responders, Ms. Winningham recommended approval of the system, but excluding the green medical response stations.

At 7:29 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Barbir :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM BLUEPOINT ALERT SOLUTIONS AT A TOTAL INITIAL COST OF \$58,210 AND ADDITIONAL ANNUAL COSTS TOTALING \$3,455.

A roll call vote was taken and the motion passed. There were 6 ayes and 1 nays.

Chief Baker, Mr. McNutt, and Ms. Brooms left the meeting at 7:29 pm.

**APPROVAL OF THE MINUTES OF REGULAR AND CLOSED MEETINGS OF APRIL 12, 2023;  
AND THE SPECIAL MEETING OF APRIL 14, 2023**

At 7:31 pm, Ms. Barbir made a motion, seconded by Ms. Winningham, to approve the minutes of the regular meeting of April 12, 2023. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 7 ayes and 0 nays.

At 7:31 pm, Ms. Barbir made a motion, seconded by Ms. Winningham, to approve the minutes of the closed meeting of April 12, 2023. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 7 ayes and 0 nays.

At 7:32 pm, Ms. Barbir made a motion, seconded by Ms. Winningham, to approve the minutes of the special meeting of April 14, 2023. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 7 ayes and 0 nays.

**DIRECTOR'S REPORT**

Mr. Kong updated the trustees on the upcoming Festival of Cultures and Staff Day. The trustees asked some clarifying questions and noted the Director's Report.

**APPROVAL OF THE APRIL 2023 DISBURSEMENT REPORT**

The trustees asked some clarifying questions about the disbursement report.

At 7:48 pm, a motion was made by Ms. Winningham, seconded by Ms. Mahmood :

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

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

**ANALYSIS OF THE GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS**

Mr. Kong informed the trustees that this analysis is provided every year. The trustees noted the report.

**CONSENT AGENDA**

The trustees discussed the quarterly strategic update and the recently released library podcast.

At 7:58 pm, a motion was made by Ms. Mallari, 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;
  3. PERSONNEL:
    - HIRES:
      - Effective April 24, 2023:  
Khadija Quadri, temporary Adult Program Specialist, Learning Experiences
      - Effective May 16, 2023:  
M. R. Halloran, Production Specialist: Photographer, Communications and

Multimedia Engagement.  
Rivka Musat, Materials Page, Access Services.

DEPARTURE:

Effective April 28, 2023:

Andy Garcia, Building Services Manager, Building Services.

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

**APPROVAL OF BIBLIOTHECA SERVICE CONTRACT**

Ms. McGrath emphasized the importance of the system, welcomed questions, and recommended approval of the Bibliotheca service contract. The trustees asked some clarifying questions.

At 8:06 pm, a motion was made by Ms. Mahmood, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ANNUAL SUPPORT AND MAINTENANCE CONTRACT WITH BIBLIOTHECA FOR A TOTAL COST OF \$35,268.63

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

**DISCUSSION OF CULTURAL PROGRAMMING PLANNING PROCESS**

Mr. Kong introduced Ms. Koester and Ms. Kim Phillips. Mr. Griffin updated the group with some context for the discussion. Ms. Koester provided an overview of the programming planning process. Ms. Kim Phillips provided an overview of how community input and feedback are gathered. The trustees asked some clarifying questions and discussed the process.

**ADJOURNMENT**

At 9:20 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 7 ayes and 0 nays.

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Shabnam Mahmood, Secretary