

-CORRECTED-

November 9, 2022

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Business and Community Center, November 9, 2022.

CALL TO ORDER

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

Members present: Eugene Griffin, Vice President; Shabnam Mahmood, Secretary; Mira Barbir; Mary Pietrucha; Michelle Mallari, arrived at 7:57 pm.

Members absent: Mark Prosperi.

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

Observers present: None

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OCTOBER 12, 2022 AND THE MINUTES OF THE SPECIAL AND CLOSED MEETINGS OF OCTOBER 20, 2022

At 6:34 pm, Ms. Pietrucha made a motion, seconded by Ms. Wunningham, to approve the minutes of the regular meetings of October 12, 2022. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

At 6:34 pm, Ms. Wunningham made a motion, seconded by Ms. Mahmood, to approve the minutes of the closed meeting of October 12, 2022. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

At 6:35 pm, Ms. Mahmood made a motion, seconded by Ms. Barbir, to approve the minutes of the special meeting of October 20, 2022. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

At 6:35 pm, Ms. Wunningham made a motion, seconded by Ms. Mahmood, to approve the minutes of the closed meeting of October 20, 2022. 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

Mr. Kong updated the trustees on the families seeking asylum in Skokie, Staff Day, the paving project, and the artwork donation from Margarete de Soleil. The trustees asked some clarifying questions and noted the Director's Report.

### APPROVAL OF OCTOBER 2022 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:41 pm, a motion was made by Ms. Barbir, seconded by Ms. Pietrucha:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE OCTOBER 2022 DISBURSEMENT REPORT.

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

### BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/22

Mr. Kong gave an overview of the balance sheet that is provided halfway through the fiscal year. The trustees noted the balance sheet for the six months ending 10/31/22.

### CONSENT AGENDA

The trustees commented on rising costs of labor pertaining to buildings and grounds, issues with the HVAC system and chiller, and how to plan accordingly for the next fiscal year.

At 6:48 pm, a motion was made by Ms. Pietrucha, 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:

“Take these seeds and put them in your pocket. At least sunflowers will grow.”  
48x57” UV print on canvas from Margarete du Soleil, valued at \$1750.

3. PERSONNEL:

#### DEPARTURES:

Effective October 21, 2022:

Brendan Crosby, Materials page, Access Services.

#### PROMOTIONS

Effective October 28, 2022:

Chris Ameneiro, part-time Experiential Learning Specialist; Learning  
Experiences; previously part-time Materials Handler, Access Services.

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

### APPROVAL OF REVISED FINANCE POLICY

Mr. Kong explained the proposed finance policy and detailed the revisions and changes from the previous version of the policy. The trustees discussed the policy and suggested striking section 2.3.3, “Discretionary Purchases” of the proposed policy; and adding a reference to the Whistleblower Reporting and Anti-Retaliation Policy and Procedures to section 7, “Fraud Prevention.”

At 7:08 pm, a motion was made by Ms. Barbir, seconded by Ms. Mahmood:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE FINANCE POLICY AS REVISED.

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

APPROVAL OF REVISED INVESTMENT POLICY

The trustees asked some clarifying questions about the investment policy.

At 7:12 pm, a motion was made by Ms. Winningham, seconded by Ms. Mahmood:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE INVESTMENT POLICY AS PROPOSED.

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

APPROVAL OF TEMPORARY PAID SICK LEAVE POLICY

Mr. Kong reminded the board that a temporary paid sick leave policy was previously approved for calendar years 2021 and 2022. Mr. Kong recommended approval for a temporary paid sick leave policy for calendar year 2023.

At 7:14 pm, a motion was made by Ms. Mahmood, seconded by Ms. Barbir:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE TEMPORARY PAID SICK LEAVE POLICY AS  
PRESENTED.

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

REVIEW OF PER CAPITA GRANT REQUIREMENTS

Mr. Kong informed the Board that the requirements for the Per Capita Grant are outlined in Serving Our Public 4.0: Standards for Illinois Public Libraries. The trustees asked some clarifying questions and noted the Per Capita Grant Requirements.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The Board noted the RAILS report.

CLOSED SESSION PURSUANT TO 5 ILCS 120.2(c)(1) AND ILCS 120.2(c)(2) OF THE OPEN MEETINGS ACT

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

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

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

Ms. Mallari arrived at the meeting at 7:57 pm.

ADJOURNMENT

At 9:23 pm a motion was made by Ms. Barbir, seconded by Ms. Pietrucha:

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

A 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 9:25 pm a motion was made by Ms. Mahmood, seconded by Ms. Pietrucha, to adjourn the regular meeting. A vote was taken and the motion passed unanimously. There were 6 ayes and 0 nays.

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Shabnam Mahmood, Secretary

Corrected as follows on January 10, 2023:

Call to Order was corrected to reflect Mr. Prospero's absence and Mr. Griffin calling the meeting to order.