

October 12, 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, October 12, 2022.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:33 pm.

Members present: Mark Prosperi, President; Eugene Griffin, Vice President; Shabnam Mahmood, Secretary; Michelle Mallari; Mira Barbir; Mary Pietrucha.

Members absent: Noreen Winningham.

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.

Guests present: Ron Passarelli.

Observers present: None

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS AUGUST 10, 2022

At 6:34 pm, Ms. Barbir made a motion, seconded by Ms. Mahmood, to approve the minutes of the regular meeting of August 10, 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. Barbir made a motion, seconded by Ms. Mallari, to approve the minutes of the closed meeting of August 10, 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 second installment of the real estate tax revenues, the initial draft of the audit, the LIRA renewal, third-floor renovation, upcoming Turning Point presentations to staff, Staff Day, staff picnic, refugees from Venezuela seeking asylum, the Chamber of Commerce's Annual Legislative Forum, Core forum, and Trustee Day of the ILA Annual Conference. The trustees asked some clarifying questions and noted the Director's Report.

APPROVAL OF AUGUST 2022 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:45 pm, a motion was made by Mr. Griffin, seconded by Ms. Pietrucha:

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

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

### APPROVAL OF THE SEPTEMBER 2022 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:45 pm, a motion was made by Ms. Mahmood, seconded by Ms. Pietrucha:

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

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

### CONSENT AGENDA

The trustees discussed circulation statistics, gate count, and staff safety training.

At 7:03 pm, a motion was made by Mr. Griffin, seconded by Ms. Mahmood:

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: \$200.00 from Susan Majka and Chapter Two book club, in memory of  
Chris Larsen; \$25.00 from Harriet Robbins-Ost, library patron since 1960.

3. PERSONNEL:

HIRES:

Effective October 3, 2022:

Alen Cvitanovic, part-time Materials Handler, Access Services.

Joyce Williams, part-time Materials Handler, Access Services.

Effective October 10, 2022:

Maria Papanastassiou, full-time Youth Services Supervisor, Youth Services.

Effective September 13, 2022:

Penny Mann, part-time Patron Services Assistant, Patron Engagement.

Effective August 31, 2022:

Olivia Room, part-time Patron Services Assistant, Patron Engagement.

Effective August 30, 2022:

Leah Berlowe, part-time Patron Services Assistant, Patron Engagement.

Effective August 18, 2022:

Lill Burton part-time temporary Teen Services Specialist, Teen Services.

Effective August 17, 2022:

Nabila Baklia, part-time Materials Handler, Access Services.

Effective August 16, 2022:

Alberto Rodriguez, part-time Custodian, Building Services.

PROMOTIONS:

Effective October 3, 2022:

Geraldine Mendoza, part-time Materials Handler, Access Services;

previously part-time Materials Page, Access Services.

Effective August 30, 2022:

Ashley Walker, part-time Patron Services Assistant, Patron Engagement;

previously part-time Materials Handler, Access Services.

DEPARTURES:

Effective October 22, 2022:

Penny Mann, part-time Patron Services Assistant, Patron Engagement.

Effective September 19, 2022:

Sarah Zaidi, part-time Materials Handler, Access Services.

Effective August 16, 2022:

Salma Rahman, part-time Teen Services Intern, Teen Services.

Jocelyn Jude, part-time Teen Services Intern, Teen Services.

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

#### QUARTERLY INVESTMENT UPDATE

The trustees noted the quarterly investment update.

#### APPROVAL OF ADDITIONAL FIRST FLOOR LIGHTING

At 7:05 pm, a motion was made by Ms. Barbir, seconded by Ms. Mahmood:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE ADDITIONAL FIRST-FLOOR LIGHTING AT A TOTAL  
COST OF \$17,028.

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

#### APPROVAL OF HVAC CONSULTANCY PROPOSAL FOR CHILLER REPLACEMENT

Mr. Kong explained that recently after troubleshooting and repairs, it was concluded that the Carrier chiller unit is in need of replacement, which can take a minimum of 12-24 months. Due to the complexity of the project, it would be best to work with an engineering firm with experience in this field. The library received several quotes from engineering firms, the lowest quote being from Grumman Butkus Associates. The trustees asked some clarifying questions about the chiller replacement.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE GRUMMAN BUTKUS ASSOCIATES PROPOSAL FOR  
CONSULTING SERVICES FOR THE CHILLER REPLACEMENT  
AT A TOTAL COST OF \$42,400.

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

#### APPROVAL OF MOU WITH VILLAGE OF SKOKIE FOR PAVING PROJECT

Mr. Kong explained that by working with the Village, the library benefits from more favorable bids due to the large scope of the paving project. The trustees asked some questions about alternative parking arrangements for staff and patrons during the paving project.

At 7:22 pm, a motion was made by Ms. Mahmood, seconded by Ms. Pietrucha:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE MEMORANDUM OF UNDERSTANDING WITH THE  
VILLAGE OF SKOKIE FOR THE PAVING PROJECT AT A TOTAL COST OF  
\$128,275.

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

#### UPDATE ON LIMRICC INSURANCE PLANS

Mr. Kong informed the board about upcoming the upcoming increase to the medical, dental, and vision plans. The trustees noted the update on insurance plans.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The trustees noted the RAILS report.

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

At 7:24 pm, a motion was made by Ms. Barbir, seconded by Mr. Griffin:

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 TO DISCUSS  
COLLECTIVE NEGOTIATING MATTERS BETWEEN THE  
PUBLIC BODY AND ITS EMPLOYEES

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

ADJOURNMENT

At 9:47 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.

Mr. Passarelli left the meeting at 9:47 pm.

ADJOURNMENT

At 9:49 pm a motion was made by Mr. Griffin, seconded by Ms. Barbir, 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