

May 11, 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, May 11, 2022.

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, Michelle Mallari; Mira Barbir; Noreen Winningham; Mary Pietrucha, participated remotely via video conference.

Members absent: None

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

Guests present: John Shales and Brooke Irving of Shales McNutt Construction, participated remotely via video conference; Ron Passarelli, participated remotely via video conference.

Observers present: None

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF APRIL 13, 2022

At 6:31 pm, Mr. Griffin made a motion, seconded by Ms. Barbir, to approve the minutes of the regular meeting and closed meetings of April 13, 2022.

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 Board on the strategic planning process, the third-floor master planning process, and Coming Together in Skokie.

The trustees asked some clarifying questions and noted the Director's Report.

APPROVAL OF APRIL 2022 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:43 pm, a motion was made by Ms. Barbir, seconded by Ms. Winningham:

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

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

APPROVAL OF FINAL ROOFING PAY APP

Mr. Kong updated the Board on the completion of the roofing project. The trustees reviewed the roofing project pay application.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ROOFING PROJECT PAY APPLICATION AT A TOTAL COST OF \$66,764.79

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

ANALYSIS OF GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS

Mr. Kong updated the Board on the seven fiscal years. The Board noted the General Operating Fund for the Seven Fiscal Years.

CONSENT AGENDA

The Board discussed changes in teen program attendance and computer usage statistics.

At 7:01 pm, a motion was made by Ms. Winningham, seconded by Ms. Barbir:

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 May 12, 2022:

Aisha Bawany, part-time Materials Handler, Access Services

Effective June 6, 2022:

Hannah Evans, part-time Materials Handler, Access Services

DEPARTURES:

Effective May 29, 2022:

Michelle Khuu, part-time Experiential Learning Specialist, Learning Experiences

Effective June 10, 2022:

Benjamin Anderson, full-time Community Engagement Liaison for Economic Well-Being, Community Engagement

Effective June 21, 2022:

Adam Sonderberg, full-time Materials Handling Supervisor, Access Services

PROMOTIONS

Effective May 23, 2022:

Kimberly Jones, full-time Custodian, Building Services; previously part-time Custodian, Building Services

RETIREMENT

Effective June 17, 2022:

Margie Dugrot, part-time Patron Services Lead, Patron Engagement.

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

APPROVAL OF STUDY ROOM LIGHTING

Mr. Kong recommended Board approval of option two presented for the study room lighting. The trustees asked some clarifying questions.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE STUDY ROOM LIGHTING CONTROLS  
ADJUSTMENT AT A TOTAL COST OF \$36,566.

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

APPROVAL OF ELEVATOR UPGRADE PROPOSAL

There were four bids for the elevators upgrade project. Shales McNutt Construction has worked with most of these companies, except for one. The trustees asked some clarifying questions about the project and the life expectancy of the elevators. Mr. Kong recommended Board approval of the proposal from All-Types Elevators, Inc. to perform the elevator upgrades.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE PROPOSAL FROM ALL-TYPES ELEVATORS  
AT A TOTAL COST OF \$358,883.

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

Mr. Shales and Ms. Irving left the meeting at 7:12 pm.

APPROVAL OF VMWARE SUPPORT AND SUBSCRIPTION

Mr. Kong recommended Board approval of the VMware Support and Subscription.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE THREE-YEAR VMWARE SOFTWARE AND  
SUBSCRIPTION RENEWAL AT A TOTAL COST OF \$18,015.

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

APPROVAL OF NEW JUNE BOARD MEETING DATE

Mr. Kong recommended Board approval of changing the regular June meeting to Tuesday, June 14, 2022, Andrew Berman of Andrew Berman Architect will be in attendance.

At 7:15 pm, a motion was made by Ms. Winningham, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
RESCHEDULE THE REGULAR JUNE 2022 BOARD MEETING  
TO JUNE 14, 2022.

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

APPROVAL OF FY2023 SALARY AND WAGE INCREASE FOR NON-UNION ELIGIBLE EMPLOYEES

Mr. Kong requested Board consideration of a salary and wage increase for non-union employees and welcomed discussion and questions. Mr. Prosperi proposed a 3% salary and wage increase for non-union eligible employees.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 3% SALARY AND WAGE INCREASE FOR NON-UNION ELIGIBLE EMPLOYEES EFFECTIVE MAY 9, 2022, FOR FY2023.

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

APPROVAL OF SALARY INCREASE FOR THE DIRECTOR

As required by the Open Meetings Act 5 ILCS 120/7.3(b) a notice including Mr. Kong's salary has been posted in the library's Administrative Office since May 4, 2022, at least 6 days prior to requesting approval, meeting all posting obligations.

The trustees discussed a retroactive one-time salary payment of \$10,000 and a \$10,000 salary increase for Mr. Kong.

At 7:20 pm, a motion was made by Ms. Mahmood, seconded by Ms. Winningham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A ONE-TIME \$10,000 RETROACTIVE SALARY PAYMENT AND A \$10,000 SALARY INCREASE FOR THE LIBRARY DIRECTOR.

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

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The trustees noted the RAILS report.

COMMENTS FROM TRUSTEES

Ms. Winningham mentioned her appreciation and gratitude for the latest library newsletter focusing on reading, she added that it was wonderful and appropriately timed.

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

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES MOVE INTO CLOSED SESSION PURSUANT TO 5ILCS 120/2(C)(1) OF THE OPEN MEETINGS ACT TO DISCUSS THE COMPENSATION OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY, AND 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 7 ayes and 0 nays.

ADJOURNMENT

At 8:28 pm a motion was made by Ms. Barbir, seconded by Ms. Mahmood:

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

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

Mr. Passarelli left the meeting at 8:28 pm.

ADJOURNMENT

At 8:30 pm a motion was made by Mr. Griffin, 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