

August 11, 2021

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Business and Community Center, Wednesday, August 11, 2021.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:31 pm.

Members present: Mark Prosperi, President; Gene Griffin, Vice President; Mira Barbir; Michelle Mallari

Members absent: Shabnam Mahmood, Secretary; Magnolia Rivera-Pulex; Noreen Winningham

Staff present: Richard Kong, Director; Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Monica Chavez, Administrative Assistant to the Director; Cheryl Szucsits, Administrative Assistant

Guest present: Tom Hutchinson, Hutchinson Design Group

Observers present: None

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF JULY 14, 2021

Mr. Griffin made a motion, seconded by Ms. Barbir to approve the minutes of the regular meeting of July 14, 2021. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 4 ayes and 0 nays.

Ms. Mallari made a motion, seconded by Mr. Griffin to approve the minutes of the closed meeting of July 14, 2021. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 4 ayes and 0 nays.

DIRECTOR'S REPORT

The trustees discussed the potential LIRA increase and congratulated the staff for the IMLS grant received by the library.

The Board noted the Director's Report.

APPROVAL OF CONSTRUCTION PAY APPLICATION #20

The Board reviewed Construction Pay Application #20 and change orders #243r1, 249, 251, 252, and 255. None were in amounts requiring Board approval.

Mr. Kong confirmed that this is the last pay application to close out the project. There is still some outstanding lighting work to be completed so checks related to that work will be held until everything is completed. Mr. Campanelli of Shales McNutt Construction will be in attendance at the next Board meeting.

A motion was made by Mr. Griffin, seconded by Ms. Mallari:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CONSTRUCTION PAY APPLICATION #20, SUBJECT TO AUDIT.

A roll call vote was taken and the motion passed unanimously. There were 4 ayes and 0 nays.

#### APPROVAL OF JULY 2021 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

A motion was made by Ms. Barbir, seconded by Ms. Mallari:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE JULY 2021 DISBURSEMENT REPORT, SUBJECT TO AUDIT.

The roll call vote was taken and the motion passed unanimously. There were 4 ayes and 0 nays.

#### YEAR-TO-DATE BUDGETARY STATUS

The trustees noted the year-to-date budgetary status.

#### CONSENT AGENDA (Financial Statements; Reports; Gifts; Personnel)

The trustees discussed business use of the Studio, the prevalence of library cards in Skokie households, current circulation and library use trends, and ways to capture patron feedback with regards to the renovation.

Ms. Barbir made a motion, seconded by Mr. Griffin:

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: \$1000 FROM WILLIAM AND MARGARET PHELAN FOR AN EMBROIDERY MACHINE FOR THE STUDIO;
3. PERSONNEL: HIRES: PREZI BEZARA, PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE AUGUST 3, 2021; CAITLYN CASTILLA, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE AUGUST 9, 2021; JADE HANSEN, PART-TIME PATRON SERVICES

ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE AUGUST 16, 2021; LIZ LAWSON, PART-TIME PATRON SERVICES ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE AUGUST 13, 2021; ANES LEE, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE AUGUST 10, 2021; SEAN WINGS, PART-TIME PATRON SERVICES LEAD, PATRON ENGAGEMENT, EFFECTIVE AUGUST 9, 2021; TONYA YOUNATHAN, PART-TIME PATRON SERVICES ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE AUGUST 19, 2021; SARAH ZAIDI, PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE AUGUST 10, 2021; PROMOTIONS: ANDREW HAZARD, PART-TIME ADVISORY SPECIALIST, PATRON ENGAGEMENT, EFFECTIVE AUGUST 11, 2021; MICHELLE HOOSANG, PART-TIME ADVISORY SPECIALIST, PATRON ENGAGEMENT, EFFECTIVE AUGUST 16, 2021; DEPARTURES: MONICA BUSTOS, PART-TIME PATRON SERVICES ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE JULY 30, 2021; MONICA CHAVEZ, FULL-TIME ADMINISTRATIVE ASSISTANT TO THE DIRECTOR, ADMINISTRATION, EFFECTIVE AUGUST 27, 2021; ROBIN COYNE, PART-TIME PATRON SERVICES ASSISTANT, PATRON ENGAGEMENT, EFFECTIVE JULY 19, 2021; MARIE GAWNE, PART-TIME SAFETY OFFICER, SAFETY DEPARTMENT, EFFECTIVE AUGUST 15, 2021; CAITLIN MYERS, FULL-TIME INFORMATION SERVICES SUPERVISOR, LEARNING EXPERIENCES, EFFECTIVE SEPTEMBER 17, 2021

A vote was taken and the motion passed unanimously. There were 4 ayes and 0 nays.

#### UPDATE OF ANTICIPATED CAPITAL PROJECTS

The trustees discussed the anticipated capital projects including potential updates to the third floor and upcoming technology expenses.

The Board noted the anticipated capital projects.

#### DISCUSSION OF 2021 TAX LEVY

The trustees in attendance expressed their support for another year with a 0% increase and asked some clarifying questions with regards to the delay in property tax collection this year.

#### APPROVAL OF BID FOR ROOF REPLACEMENT PROJECT

Mr. Tom Hutchinson of Hutchinson Design Group was in attendance. He explained his rationale for recommending the bid from Combined Roofing. The trustees discussed the bids and asked clarifying questions of Mr. Hutchinson with regards to potential risks involved with postponing the project to

next year, potential cost increases related to materials and labor, and the differences in the proposed bids.

A motion was made by Ms. Barbir, seconded by Ms. Mallari:

MOTION: TO APPROVE THE BID PROPOSAL FROM COMBINED ROOFING AT A TOTAL COST OF \$2,138,000.

A roll call vote was taken and the motion passed unanimously. There were 4 ayes and 0 nays.

Mr. Hutchinson left the meeting at 7:40 pm.

#### APPROVAL OF AMENDED FY 2021-2022 OPERATING BUDGET

The trustees asked some clarifying questions about the amended operating budget.

A motion was made by Mr. Griffin, seconded by Ms. Mallari:

MOTION: TO APPROVE THE AMENDED FY 2021-2022 OPERATING BUDGET AS PRESENTED.

A roll call vote was taken and the motion passed unanimously. There were 4 ayes and 0 nays.

#### APPROVAL OF RESOLUTION ADOPTING AND ESTABLISHING A WHISTLEBLOWER AND ANTI-RETALIATION POLICY AND DESIGNATING AN AUDITING OFFICIAL TO COMPLY WITH P.A. 101-652

The trustees asked some clarifying questions about the policy and how it will be communicated to staff.

A motion was made by Mr. Griffin, seconded by Ms. Barbir:

MOTION: TO APPROVE THE RESOLUTION ADOPTING AND ESTABLISHING A WHISTLEBLOWER AND ANTI-RETALIATION POLICY AND DESIGNATING AN AUDITING OFFICIAL TO COMPLY WITH P.A. 101-652 AS PRESENTED.

A vote was taken and the motion passed unanimously. There were 4 ayes and 0 nays.

#### REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The Board noted the minutes from the RAILS Board meeting of June 18, 2021.

#### COMMENTS FROM TRUSTEES

The Board recognized Ms. Chavez' last meeting and thanked her for her service.

ADJOURNMENT

At 7:48 pm a motion was made by Ms. Barbir seconded by Ms. Mallari to adjourn the regular meeting. A vote was taken and the motion passed unanimously.

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Shabnam Mahmood, Board Secretary