

September 8, 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, September 8, 2021.

CALL TO ORDER

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

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

Members absent: Magnolia Rivera-Pulex; Noreen Winningham

Staff present: Richard Kong, Director; Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Suzy Rodela-Sulik, Administrative Assistant to the Director; Amy Koester, Learning Experiences Manager

Guests present: John Shales of Shales McNutt Construction; Jay Ryan

Observers present: None

COMMENTS FROM OBSERVERS

There were no observers present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 11, 2021

Mr. Griffin made a motion, seconded by Ms. Mallari to approve the minutes of the regular meeting of August 11, 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 future of the strategic planning process and possible postponement due to the ongoing pandemic.

The Board noted the Director's Report.

APPROVAL OF AUGUST 2021 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

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

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

The roll call vote was taken and the motion passed unanimously. There were 5 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 the amount remaining on the capital line, roof replacement project, monthly circulation statistics, and program attendance.

Mr. Griffin made a motion, 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. PERSONNEL: HIRES: ADRIAN ASENSIO-ARKIN, PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE AUGUST 27, 2021; CHARLIE PHILLIPS, PART-TIME EXPERIENTIAL LEARNING SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE SEPTEMBER 13, 2021; MARIAN KHAN, PART-TIME TEEN SERVICES SPECIALIST, TEEN SERVICES, EFFECTIVE AUGUST 31, 2021; GRACE MENARY-WINEFIELD, PART-TIME TEEN SERVICES SPECIALIST, TEEN SERVICES, EFFECTIVE AUGUST 31, 2021; SOPHIA ABDELLA, PART-TIME YOUTH SERVICES SPECIALIST, YOUTH SERVICES, EFFECTIVE AUGUST 31, 2021; PROMOTIONS: LIZ LAWSON, PART-TIME PATRON SERVICES LEAD, PATRON ENGAGEMENT, EFFECTIVE AUGUST 13, 2021; SUZY RODELA-SULIK, FULL-TIME ADMINISTRATIVE ASSISTANT TO THE DIRECTOR, ADMINISTRATION, EFFECTIVE AUGUST 30, 2021; DEPARTURES: TIFFANY BREYNE, FULL-TIME COMMUNICATIONS COORDINATOR, COMMUNICATIONS AND MULTIMEDIA ENGAGEMENT, EFFECTIVE AUGUST 31, 2021; VEENA VILLIVALAM, PART-TIME EXPERIENTIAL LEARNING SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE AUGUST 27, 2021; SEAN WINKS, PART-TIME

PATRON SERVICES LEAD, PATRON ENGAGEMENT, EFFECTIVE AUGUST 11, 2021; CAITLIN MYERS, FULL-TIME INFORMATION SERVICES SUPERVISOR, LEARNING EXPERIENCES, EFFECTIVE SEPTEMBER 17, 2021; MARY SIMON, PART-TIME ADVISORY SERVICES LIBRARIAN, PATRON ENGAGEMENT, EFFECTIVE SEPTEMBER 4, 2021; ERICA NELSON, PART-TIME EXPERIENTIAL LEARNING SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE SEPTEMBER 10, 2021.

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF STORYTIME ROOM ART

Mr. Jay Ryan was in attendance. He spoke about the concept behind the proposed artwork for the storytime room and the use of interchangeable characters.

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

MOTION: TO APPROVE THE STORYTIME ROOM ART AT A TOTAL COST OF \$14,800.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

Mr. Ryan left the meeting at 7:44 pm.

REVIEW OF RENOVATION CONSTRUCTION BUDGET

Mr. John Shales of Shales McNutt Construction was in attendance. The trustees discussed the current status of the construction budget, the balance remaining in the bond account, and the update on future renovation plans of the third floor.

The trustees noted the renovation construction budget.

DISCUSSION OF BUILDING REVIEW

Mr. John Shales of Shales McNutt Construction was in attendance. The trustees discussed the costs and recommended prioritization of anticipated projects.

The trustees noted the building review.

Mr. Shales left the meeting at 7:45 pm.

DISCUSSION OF 2021 TAX LEVY

The trustees in attendance expressed their support for another year with a 0% increase.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT A 0% INCREASE FOR THE 2021 TAX LEVY, RESULTING IN A TOTAL LEVY OF \$13,474,986.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF REVISED MEETING ROOM POLICY

The trustees discussed the revision of the meeting room policy and asked questions to clarify who can reserve the meeting rooms and recommended making the policy available in multiple languages.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED MEETING ROOM POLICY AS PRESENTED.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

DESIGNATION OF FOIA OFFICER AND OMA DESIGNEE

Mr. Kong recommended that the trustees approve Ms. Rodela-Sulik, Administrative Assistant to the Director, as the library's primary FOIA Officer and OMA designee, and Ms. Szucsits, Administrative Assistant, as backup FOIA Officer.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DESIGNATION OF FOIA OFFICER AND OMA DESIGNEE AS PRESENTED.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF ADMINISTRATIVE SUCCESSION PLAN

The trustees approved the administrative succession plan.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADMINISTRATIVE SUCCESSION PLAN AS PRESENTED.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

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

At 7:54 pm a motion was made by Ms. Barbir, seconded by Ms. Mahmood:

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 PERFORMANCE OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

At 8:09 pm a motion was made by Ms. Barbir, seconded by Ms. Mallari:

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

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The board noted the minutes from the RAILS Board meeting of July 30, 2021.

COMMENTS FROM TRUSTEES

Ms. Barbir requested an update on the roofing project. Mr. Prospero requested that the projects on the building review report be reorganized by priority. Ms. Barbir expressed her thanks to Mr. Kong for forwarding positive patron comments in response to the renovation. Ms. Mahmood inquired about the date for staff day.

ADJOURNMENT

At 8:16 pm a motion was made by Ms. Mallari, seconded by Ms. Barbir to adjourn the regular meeting. A roll call vote was taken and the motion passed unanimously.

Shabnam Mahmood, Secretary