

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

November 15, 2023 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Eugene Griffin, President, called the meeting to order at 6:32 pm.

Members present:

- Eugene Griffin, President; Mary Pietrucha, Secretary; Mira Barbir; Michelle Mallari; Ella Whitehead; Amanda Lichtenstein.

Members absent:

- Shabnam Mahmood, Vice President.

Staff present:

- Richard Kong, Director; Laura McGrath, Deputy Director; Leah White, Associate Director of Organizational Development; Alyson Doubek, Finance Manager; Suzy Rodela-Sulik, Administrative Coordinator; Calin Muntean, Program Supervisor.

Guests present:

- Jen Martinson of Lauterbach & Amen.

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE OCTOBER 11, 2023 REGULAR AND CLOSED MEETINGS

At 6:33 pm, a motion was made by Ms. Barbir, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 11, 2023.

A vote was taken and the minutes were approved unanimously and placed on file.

The vote was 6 ayes and 0 nays.

At 6:33 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Lichtenstein :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE CLOSED MEETING OF OCTOBER 11, 2023.

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 provided an update on the third floor renovation, assessing potential upgrades of the Petty Auditorium, the upcoming ILA legislative breakfast, the upcoming Carolyn A. Anthony Business & Community Center dedication, and meeting with the clergy forum. The trustees asked some clarifying questions and noted the Director's report.

APPROVAL OF OCTOBER 2023 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:49 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE OCTOBER 2023 DISBURSEMENT REPORT.

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

APPROVAL OF CONSTRUCTION PAY APP #2

Mr. Kong provided a summary of the construction pay application process.

At 6:51 pm, a motion was made by Ms. Mallari, seconded by Ms. Pietrucha :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSTRUCTION PAY APP #2 AT A TOTAL COST OF \$231,180.50.

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

APPROVAL OF CHILLER REPLACEMENT PAY APP #2

Mr. Kong provided an update on the chiller replacement process.

At 6:52 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHILLER REPLACEMENT PAY APP #2 AT A TOTAL COST OF \$28,314.00.

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

ACCEPTANCE OF AUDIT FOR FISCAL YEAR 2023

Mr. Kong introduced Ms. Jen Martinson of Lauterbach & Amen. Ms. Martinson thanked Mr. Kong, Ms. Doubek, and recently retired Ms. Trilling, for their work over the past few months and proceeded to provide an overview of the audit for fiscal year 2023. The trustees asked some clarifying questions.

At 7:06 pm, a motion was made by Ms. Barbir, seconded by Ms. Mallari :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE AUDIT FOR FISCAL YEAR 2023 AS PRESENTED.

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

Ms. Martinson left the meeting at 7:06 pm.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/23

Mr. Kong reminded the trustees that the balance sheet is provided every October. The trustees noted the balance sheet for the six months.

CONSENT AGENDA

The trustees discussed statistics and programs, and asked some clarifying questions on the financial statements and strategic plan progress.

At 7:33 pm, a motion was made by Ms. Whitehead, seconded by Ms. Mallari :

- 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 October 17, 2023:

Ian Wesley Connolly, Patron Services Assistant, Patron Engagement.

Effective November 8, 2023:

Caleb Carlson, Experiential Learning Specialist, Learning Experiences.

Effective November 13, 2023:

Vincent Karabetsos, Custodian, Building Services.

DEPARTURES:

Effective November 22, 2023:

M.R. Halloran, Production Specialist: Photographer, Communications and Multimedia Engagement.

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

QUARTERLY INVESTMENT UPDATE (INCL. OCTOBER 2023)

The trustees noted the quarterly investment update.

APPROVAL OF AWARD OF BID FOR THIRD FLOOR FURNITURE

The trustees asked some clarifying questions about the bid and furniture warranty.

At 7:41 pm, a motion was made by Ms. Mallari, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AWARD OF THE RECOMMENDED FURNITURE BID FROM THOMAS INTERIORS AT A TOTAL COST OF \$378,450.66.

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

APPROVAL OF REVISIONS TO PERSONNEL CODE

Mr. Kong provided a summary of the revisions. Ms. Whitehead thanked Ms. White for her consideration of the recommendations previously made during the October board meeting.

At 7:44 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISIONS TO THE PERSONNEL CODE AS PRESENTED.

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

APPROVAL OF STAFF DAY CLOSURE

Ms. White provided an overview of the focus of the proposed staff day. The trustees asked some clarifying questions about the staff day closure.

At 7:48 pm, a motion was made by Ms. Barbir, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CLOSING THE LIBRARY ON FRIDAY, JANUARY 12, 2024, FOR A STAFF DAY.

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

APPROVAL OF DELAYED OPENING FOR SAFETY TRAINING

Mr. Kong provided an update on the implementation of the Bluepoint system. Ms. White provided an overview of the proposed delayed opening for staff safety training. The trustees asked some questions about the training.

At 7:58 pm, a motion was made by Ms. Whitehead, seconded by Ms. Mallari :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DELAYED OPENING OF THE LIBRARY ON FRIDAY, DECEMBER 8, 2023, OR AN ALTERNATIVE DATE IN DECEMBER IF NEEDED, FOR SAFETY TRAINING

A 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 trustees that the standards are reviewed annually. The trustees noted the review of the per capita grant requirements.

INFORMATION ABOUT MERIT INCREASE APPROACH

Mr. Kong provided an overview of the merit increase approach information. The trustees asked some clarifying questions and noted the information about the merit increase approach.

COMMENTS FROM TRUSTEES

Ms. Pietrucha thanked everyone for their work on the audit. Mr. Griffin asked if there were comments from patrons or staff about the construction on the third floor. Ms. Lichtenstein commended the library staff for the patience and kindness given to patrons.

ADJOURNMENT

At 8:11 pm a motion was made by Ms. Mallari, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN THE REGULAR MEETING.

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

Mary Pietrucha, Secretary