

## **SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES**

### **March 15, 2023 Meeting Minutes**

Business and Community Center

#### **CALL TO ORDER**

Eugene Griffin, President, called the meeting to order at 6:33 pm.

#### **Members present:**

- Eugene Griffin, President; Noreen Winningman, Vice President; Shabnam Mahmood, Secretary; Mira Barbir; Michelle Mallari; Mary Pietrucha.

#### **Staff present:**

- Richard Kong, Director; Laura McGrath, Deputy Director; Leah White, Associate Director of Organizational Development; Blythe Trilling, Finance Manager; Suzy Rodela-Sulik, Administrative Assistant to the Director; Calin Muntean, Program Supervisor.

#### **Guests present:**

- Andrew Milleville of Grumman Butkus LLC.; Ron Passarelli; both participated remotely.

#### **Observers present:**

- None

#### **COMMENTS FROM OBSERVERS**

There were no comments from observers.

#### **APPROVAL OF THE MINUTES OF THE FEBRUARY 15, 2023 REGULAR AND CLOSED MEETINGS**

At 6:33 pm, Ms. Pietrucha made a motion, seconded by Ms. Winningham, to approve the minutes of the regular meeting of February 15, 2023. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

At 6:34 pm, Ms. Barbir made a motion, seconded by Ms. Mahmood, to approve the minutes of the closed meeting of February 15, 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 updated the trustees on the third-floor renovation, the upcoming legislative breakfast on April 14, 2023, and the recent safety-related concerns. The library is taking steps to examine security systems and protocols. A staff day is planned for safety training and drills. Mr. Kong also mentioned Ms. Patricia Kretchmer, a longtime library volunteer that recently passed away.

The trustees noted the Director's Report.

#### **APPROVAL OF FEBRUARY 2023 DISBURSEMENT REPORT**

The trustees asked some clarifying questions about the disbursement report.

At 6:57 pm, a motion was made by Ms. Barbir, seconded by Ms. Mahmood :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FEBRUARY 2023 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 the programming and circulation statistics.

At 7:10 pm, a motion was made by Ms. Winningham, 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:

\$40.00 from Leslie B. Goldstein.

3. PERSONNEL:

DEPARTURES:

Effective March 6, 2023:

Charlie Phillips, Experiential Learning Specialist, Learning Experiences.

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

### **APPROVAL OF CHILLER REPLACEMENT BID**

Mr. Kong introduced the trustees to Andrew Millville from Grumman Butkus. Mr. Millville has been very helpful in designing the project and assessing the bid results. The trustees asked some clarifying questions about the chiller replacement.

At 7:26 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Winningham :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BID FROM OAK BROOK MECHANICAL SERVICES FOR THE CHILLER REPLACEMENT AT A TOTAL COST OF \$809,600.

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

Mr. Millville left the meeting at 7:27 pm.

### **APPROVAL OF STAFF DAY CLOSURE**

Mr. Kong recommended board approval of the library closing for a staff day focused on safety training and drills. The trustees asked some clarifying questions.

At 7:35 pm, a motion was made by Ms. Mahmood, seconded by Ms. Mallari :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CLOSING OF THE LIBRARY ON FRIDAY, MAY 12, 2023 FOR A STAFF DAY.

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

### **CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)(2) OF THE OPEN MEETINGS ACT**

At 7:36 pm, a motion was made by Ms. Mahmood, seconded by Ms. Winningham :

- 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.

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

### **ADJOURNMENT**

At 9:50 pm a motion was made by Ms. Mallari, seconded by Ms. Winningham :

- 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 9:50 pm.

### **APPROVAL OF TENTATIVE COLLECTIVE BARGAINING AGREEMENTS**

At 9:51 pm a motion was made by Ms. Pietrucha, seconded by Ms. Mahmood :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE TENTATIVE COLLECTIVE BARGAINING AGREEMENTS.

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

### **COMMENTS FROM TRUSTEES**

There were no comments from trustees.

### **ADJOURNMENT**

At 9:51 pm, a motion was made by Ms. Winningham, 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