

July 13, 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, July 13, 2022.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:33 pm.

Members present: Mark Prosperi, President; Eugene Griffin, Vice President; Shabnam Mahmood, Secretary; Michelle Mallari; Mira Barbir; Noreen Winningham; Mary Pietrucha.

Members absent: None

Staff present: Richard Kong, Director; Laura McGrath, Deputy Director; Blythe Trilling, Finance Manager; Jane Hanna, Communications and Multimedia Engagement Manager; Devan Parkison, Data Analysis Coordinator; Suzy Rodela-Sulik, Administrative Assistant to the Director; Calin Muntean, Program Supervisor.

Guests present: Josh Campanelli of Shales McNutt Construction, remote participation; Andrew Berman of Andrew Berman Architect LLC., remote participation; and Alex McLean of Andrew Berman Architect LLC., remote participation.

Observers present: None

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF JUNE 14, 2022

At 6:33 pm, Mr. Griffin made a motion, seconded by Ms. Barbir, to approve the minutes of the regular and closed meetings of June 14, 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 trustees on the per capita grant, the second installment of the American Rescue Plan Act (ARPA) funds to be received by the village, and the upcoming visit from the Korean LIS interns from Daegu Catholic University. The trustees asked some clarifying questions and noted the Director's Report.

APPROVAL OF JUNE 2022 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:40 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Winningham:

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

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

CONSENT AGENDA

The trustees discussed gate count, bookmobile statistics, and asked some clarifying questions about the consent agenda.

At 6:46 pm, a motion was made by Ms. Barbir, seconded by Ms. Mahmood:

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 June 29, 2022:

Sarah Zaidi, part-time Materials Handler, Access Services.

Effective July 8, 2022:

Shirley Hill, part-time Custodian, Building Services.

Effective June 20, 2022:

Saima Rahman, part-time Teen Services Intern, Teen Services.

Jocelyn Jude, part-time Teen Services Intern, Teen Services.

Elise Damasco, part-time Advisory Specialist, Patron Engagement.

DEPARTURES:

Effective July 10, 2022:

Hannah Evans, part-time Materials Handler, Access Services.

PROMOTIONS

Effective July 13, 2022:

Amanda Wiley, part-time Experiential Learning Specialist, Learning Experiences; previously part-time Materials Handler, Access Services.

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

PRESENTATION ON DATA AND STATISTICS

Devan Parkison, Data Analysis Coordinator, was in attendance. Ms. Parkison gave a presentation on data and statistics. The trustees asked some clarifying questions.

PRESENTATION ON COMMUNICATIONS AND MULTIMEDIA ENGAGEMENT

Jane Hanna, Communications and Multimedia Engagement Manager was in attendance. Ms. Hanna presented the board with information about communications, social media, and marketing strategy. The trustees asked some clarifying questions.

Ms. Hanna left the meeting at 7:53 pm.

Mr. Griffin stepped out of the meeting at 7:53 pm and returned at 7:54 pm.

TAX LEVY DISTRIBUTIONS AND COLLECTIONS TAX YEARS 2018-2020, FISCAL YEARS 2018-2022

The trustees asked some clarifying questions and noted the tax levy distributions and collections.

QUARTERLY INVESTMENT UPDATE

The trustees asked some clarifying questions and noted the quarterly investment update.

APPROVAL OF THIRD FLOOR MASTER PLAN

The trustees discussed the third floor master plan and decided to table the approvals of the third floor master plan, architect fee proposal, and construction management fee proposal.

At 8:53 pm, a motion was made by Mr. Griffin, seconded by Ms. Winningham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
TABLE THE APPROVAL OF THE THIRD FLOOR MASTER PLAN, THE
APPROVAL OF THE ARCHITECT FEE PROPOSAL, AND THE APPROVAL
OF CONSTRUCTION MANAGEMENT FEE PROPOSAL.

A roll call 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

There were no comments from trustees.

Ms. Parkison left the meeting at 8:54 pm.

Mr. Campanelli, Mr. Berman, and Mr. McLean, participating remotely, left the meeting at 8:54 pm.

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

At 8:54 pm, a motion was made by Ms. Mallari, seconded by Ms. Barbir:

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 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 9:53 pm a motion was made by Mr. Griffin, seconded by Ms. Mallari:

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.

ADJOURNMENT

At 9:56 pm, a motion was made by Ms. Winningham, seconded by Ms. Pietrucha, to adjourn the regular meeting. A vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays.

Shabnam Mahmood, Secretary