

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

February 14, 2024 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Eugene Griffin, President, called the meeting to order at 6:34 pm.

Members present:

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

Members absent:

- None

Staff present:

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Amy Koester, Director of Public Services; Denise Hudec, Collection Development Supervisor; Alyson Doubek, Finance Manager; Suzy Rodela-Sulik, Administrative Coordinator; Calin Muntean, Learning Experiences Supervisor.

Guests present:

- None

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE JANUARY 10, 2024. REGULAR MEETING

At 6:35 pm, a motion was made by Ms. Whitehead, seconded by Ms. Pietrucha, to approve the minutes of the January 10, 2024, regular meeting. 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 provided various updates of library projects and events. Ms. Barbir congratulated Mr. Kong on joining the Turning Point board. The trustees noted the Director's Report.

APPROVAL OF JANUARY 2024 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursements.

At 6:28 pm, a motion was made by Ms. Barbir, seconded by Ms Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE JANUARY 2024 DISBURSEMENT REPORT.

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

APPROVAL OF CHILLER REPLACEMENT PAY APP #4

At 6:47 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Lichtenstein :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHILLER REPLACEMENT PAY APP #4 AT A TOTAL COST OF \$219,246.03.

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

APPROVAL OF CONSTRUCTION PAY APP #5

At 6:47 pm, a motion was made by Ms. Whitehead, seconded by Ms. Mahmood :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSTRUCTION PAY APP #5 AT A TOTAL COST OF \$399,598.11.

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

BALANCE SHEET FOR THE NINE MONTHS FROM 5/1/23 THRU 1/31/24

Mr. Kong provided a summary of the balance sheet. The trustees asked some clarifying questions and noted the balance sheet.

CONSENT AGENDA

The trustees discussed the reports and asked some clarifying questions.

At 7:08 pm, a motion was made by Ms. Whitehead, seconded by Ms. Barbir :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. REPORTS;
2. GIFTS:
3. PERSONNEL:

HIRES:

Effective February 9, 2024:

Marni Balint, Experiential Learning Supervisor, Learning Experiences.

Effective February 9, 2024:

Nina Garzon, Experiential Learning Specialist, Learning Experiences.

Effective February 15, 2024:

Benjamin Pham, Materials Handler, Access Services.

DEPARTURES:

Effective January 8, 2024:

Samrah Raza, Bookmobile Assistant, Community Engagement.

Effective January 8, 2024:

Eric Aponte, Bookmobile Specialist, Community Engagement.

Effective January 15, 2024:

Lulia Wordemicael, Materials Handler, Access Services.

Effective February 3, 2024:

Jimmy Gonzalez Vicker, Experiential Learning Lead, Learning Experiences.

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

Ms. Hudec left the meeting at 7:09 pm.

APPROVAL OF REVISED APPROPRIATE LIBRARY USE POLICY AND REVISED SUPERVISION OF CHILDREN POLICY

Ms. McGrath provided a summary of the process in restructuring and revising the policy. The trustees discussed the policies presented and made some recommendations.

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED APPROPRIATE LIBRARY USE POLICY AND REVISED SUPERVISION OF CHILDREN POLICY AS AMENDED.

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

APPROVAL OF REVISED CORPORATE CREDIT CARD POLICY

Mr. Kong summarized the proposed policy. The trustees asked some clarifying questions.

At 7:37 pm, a motion was made by Ms. Mallari , seconded by Ms. Lichtenstein :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED CORPORATE CREDIT CARD POLICY AS PRESENTED.

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

UPDATE OF ANTICIPATED CAPITAL PROJECTS

Mr Kong provided an overview of the anticipated capital projects. The trustees noted the anticipated capital projects.

Ms. Mahmood left the meeting at 8:00 pm.

PROJECTED FY 2024-2025 BUDGET

The trustees discussed the first look at the projected fiscal year 2024-2025 budget.

COMMENTS FROM TRUSTEES

The trustees discussed the newsletter, social media opportunities, community flyers, and how to ensure people in need and those assisting people are made aware of community services.

ADJOURNMENT

At 8:11 pm a motion was made by Ms. Pietrucha, 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