

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

October 9, 2024 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Gene Griffin, President, called the meeting to order at 6:30 pm.

Members present:

- Gene Griffin, President; Mary Pietrucha, Secretary; Ella Whitehead; Amanda Lichtenstein; Shabnam Mahmood, Vice President, participated remotely.

Members absent:

- Mira Barbir; Michelle Mallari.

Staff present:

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Leah White, Director of Organizational Development; Amy Koester, Director of Public Services; Nancy Kim Phillips, Director of Community Engagement; Suzy Rodela-Sulik, Administrative Coordinator; Calin Muntean, Learning Experiences Supervisor.

Guests present:

- Andrew Berman, Andrew Berman Architect LLC.

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE SEPTEMBER 11, 2024. REGULAR MEETING

At 6:30 pm, Ms. Pietrucha made a motion, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 11, 2024.

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

There were 5 ayes and 0 nays.

TOUR OF PETTY AUDITORIUM

The trustees and staff, accompanied by Mr. Berman, received a tour of the Petty Auditorium nearing its renovation project completion.

DIRECTOR'S REPORT

Mr. Kong updated the trustees on the Petty Auditorium Renovation Project, capital asset study, strategic plan partner conversations, volunteer luncheon, and annual legislative forum.

APPROVAL OF THE SEPTEMBER 2024 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 7:00 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

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

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

APPROVAL OF PETTY AUDITORIUM CONSTRUCTION PAY APP #3

At 7:01 pm, a motion was made by Ms. Mahmood, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PETTY AUDITORIUM CONSTRUCTION PAY APP#3 AT A TOTAL COST OF \$277,134.01

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

APPROVAL OF PETTY AUDITORIUM AV PAY APP #3

At 7:03 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PETTY AUDITORIUM AV PAY APP #3 AT A TOTAL COST OF \$9,312.42

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

APPROVAL OF CONSENT AGENDA

Ms. Kim Phillips provided a summary of the strategic planning process priorities and report. The trustees discussed the reports, statistics, and events, and asked some clarifying questions.

At 7:22 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

- 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 October 4, 2024:

Ivy DeWitt, Materials Handler, Access Services.

DEPARTURES:

Effective October 6, 2024:

Caleb Carlson, Experiential Learning Specialist, Learning Experiences.

Effective October 20, 2024:

Cesar Moreno, Assistant Materials Handling Supervisor, Access Services.

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

QUARTERLY INVESTMENT UPDATE

Mr. Kong reminded the trustees that this update is provided quarterly, and is prepared by Ms. Doubek. The trustees noted the quarterly investment update.

APPROVAL OF AMENDED FY 2024-2025 BUDGET

Mr. Kong summarized the proposed amendment to the FY 2024-2025 budget.

At 7:25 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AMENDED FY2024-2025 BUDGET AS PRESENTED.

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

APPROVAL OF TRANSFER TO ART ACQUISITIONS FUND

At 7:36 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF \$100,000 FROM THE GENERAL OPERATING FUND TO THE ART ACQUISITIONS FUND.

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

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

At 7:36 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES MOVE INTO CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)(1) OF THE OPEN MEETINGS ACT TO DISCUSS THE PERFORMANCE OF A SPECIFIC EMPLOYEE.

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

Mr. Kong, Ms. White, Ms. Koester, Ms. Kim Phillips, Ms. Rodela-Sulik, and Mr. Muntean left the meeting at 7:36 pm; Ms. Mahmood left the meeting at 8:05 pm.

ADJOURNMENT OF CLOSED SESSION

At 8:09 pm a motion was made by Ms. Pietrucha, seconded by Ms. Lichtenstein:

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

A vote was taken and the motion passed unanimously. There were 4 ayes and 0 nays.

Mr. Kong, Ms. Rodela-Sulik, and Mr. Muntean returned to the meeting at 8:09 pm.

COMMENTS FROM TRUSTEES

Ms. Pietrucha expressed that on her recent visit, staff member Andrew Hazard was very friendly, helpful, and insightful. She appreciated the attentive service and felt welcomed.

ADJOURNMENT

At 8:14 pm a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

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

A vote was taken and the motion passed unanimously. There were 4 ayes and 0 nays.

Mary Pietrucha, Secretary