

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

November 13, 2024 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

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

Members present:

- Gene Griffin, President; Shabnam Mahmood, Vice President; Mary Pietrucha, Secretary; Amanda Lichtenstein; Michelle Mallari; Voula Colburn.

Members absent:

- Ella Whitehead.

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; Alyson Doubek, Finance Manager; Suzy Rodela-Sulik, Administrative Coordinator; Rick Sawdon, Program Assistant.

Guests present:

- Chris Kottra of Building Technology Consultants, Village Clerk Minal Desai, Sydnee Marks of Lauterbach & Amen, Hugh Colburn, and Lucas Colburn.

APPOINTMENT OF LIBRARY TRUSTEE TO FILL MIRA BARBIR'S TERM THROUGH APRIL 2025

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPOINTMENT OF VOULA COLBURN TO FILL MIRA BARBIR'S TERM THROUGH APRIL 2025.

A vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays. Village Clerk Minal Desai administered the Oath of Office to the newly appointed trustee. Ms. Mallari arrived at 6:34 pm; Ms. Desai and Messrs. Colburn left the meeting at 6:36 pm.

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF OCTOBER 9, 2024

At 6:36 pm, Ms. Pietrucha made a motion, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE CLOSED MEETING OF OCTOBER 9, 2024.

A vote was taken and the minutes were approved unanimously and placed on file. There were 6 ayes and 0 nays.

At 6:37 pm, Ms. Mahmood made a motion, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 9, 2024.

A vote was taken and the minutes were approved unanimously and placed on file. There were 6 ayes and 0 nays.

DIRECTOR'S REPORT

Mr. Kong updated the trustees on the Petty Auditorium Renovation Project, the Skokie Community Foundation grant awarded to the library in support of mental health programming for teens, the tax levy presentation at the Village of Skokie's November 4, 2024, board meeting, and acknowledged Ms. Barbir's tenure as library trustee.

APPROVAL OF THE OCTOBER 2024 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:48 pm, a motion was made by Ms. Mallari, seconded by Ms. Colburn:

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

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

APPROVAL OF PETTY AUDITORIUM CONSTRUCTION PAY APP #4

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PETTY AUDITORIUM CONSTRUCTION PAY APP#4 AT A TOTAL COST OF \$270,795.25

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

APPROVAL OF PETTY AUDITORIUM AV PAY APP #4

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 #4 AT A TOTAL COST OF \$43,702.61

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

APPROVAL OF CONSENT AGENDA

The trustees discussed the reports, statistics, and events, and asked clarifying questions.

At 7:07 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Pietrucha:

- 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 25, 2024:

Eddie Eng, Teen Services Specialist, Teen Services.

Effective November 4, 2024:

Chrysta Charlier, Safety Specialist, Safety.

Hanna Showalter, Youth Services Specialist, Youth Services.

Effective November 18, 2024:

Eilis Corcoran, Youth Services Librarian II, Youth Services.

PROMOTION:

Effective November 4, 2024:

Chris Breitenbach, Information & Research Librarian, Patron Engagement.

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

ACCEPTANCE OF AUDIT FOR FISCAL YEAR 2024

Mr. Kong introduced Sydnee Marks of Lauterbach & Amen. Ms. Marks provided a summary of the audit and thanked Mr. Kong and Ms. Doubek for their work and communication throughout the process. The trustees asked some clarifying questions about the audit.

At 7:20 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mahmood:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE AUDIT FOR FISCAL YEAR 2024, AS PRESENTED.

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

Ms. Marks left the meeting at 7:20 pm.

CAPITAL ASSET STUDY

Mr. Kong introduced Chris Kottra of Building Technology Consultants. Mr. Kottra presented an overview of the study. The trustees asked some clarifying questions and noted the report.

Mr. Kottra left the meeting at 7:49 pm.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/24

Mr. Kong reminded the trustees that the balance sheet is provided quarterly. The trustees noted the balance sheet.

APPROVAL OF REVISED FINANCE POLICY

The trustees asked some clarifying questions about the policy.

At 8:20 pm, a motion was made by Ms. Colburn, seconded by Ms. Lichtenstein:

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

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

APPROVAL OF REVISED INVESTMENT POLICY

Mr. Kong commented that the investment policy is a companion to the finance policy, and summarized the proposed changes.

At 8:31 pm, a motion was made by Ms. Mahmood, seconded by Ms. Mallari:

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

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

APPROVAL OF REVISED TRAVEL REIMBURSEMENT POLICY

The trustees asked some clarifying questions about the policy and the reimbursement process.

At 8:35 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED TRAVEL REIMBURSEMENT POLICY AS PRESENTED.

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

REVIEW OF PER CAPITA GRANT REQUIREMENTS

Mr. Kong reminded the trustees that the review is done annually. The trustees noted the per capita grant requirements.

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

At 8:37 pm, a motion was made by Ms. Mallari, 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 6 ayes and 0 nays.

Mr. Kong, Ms. White, Ms. Koester, Ms. Kim Phillips, Ms. Doubek, Ms. Rodela-Sulik, and Mr. Sawdon left the meeting at 8:37 pm. Ms. McGrath left the meeting at 8:45 pm.

ADJOURNMENT OF CLOSED SESSION

At 8:54 pm a motion was made by Ms. Mahmood, 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 6 ayes and 0 nays.

Mr. Kong, Ms. McGrath, Ms. Rodela-Sulik, and Mr. Sawdon returned to the meeting at 8:57 pm.

COMMENTS FROM TRUSTEES

Ms. Pietrucha expressed her gratitude for the suggestions, guidance, and encouragement she received from staff when visiting The Studio recently. Mr. Griffin welcomed Ms. Colburn to the board of trustees.

ADJOURNMENT

At 8:57 pm a motion was made by Ms. Lichtenstein, seconded by Ms. Mahmood:

- 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