

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

December 11, 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; Amanda Lichtenstein; Ella Whitehead; Michelle Mallari; Voula Colburn.

Members absent:

- Shabnam Mahmood, Vice President

Staff present:

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

Guests present:

- Alisa Ungar-Sargon.

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF NOVEMBER 13, 2024

At 6:31 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 NOVEMBER 13, 2024.

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

At 6:31 pm, Ms. Whitehead made a motion, seconded by Ms. PIETRUCHA:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 2024.

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

REVIEW OF CLOSED SESSION MINUTES OF:

- September 10, 2014 • December 13, 2017 • February 10, 2021 • March 10, 2021
- November 9, 2022 • October 9, 2024

The trustees conducted their biannual review of the closed minutes.

At 6:32 pm, Ms. Whitehead made a motion, seconded by Ms. Mallari:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES OPEN THE MINUTES OF THE CLOSED MEETINGS OF NOVEMBER 9, 2022 AND OCTOBER 9, 2024.

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

At 6:32 pm, Ms. Mallari made a motion, seconded by Ms. Lichtenstein :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES KEEP CLOSED THE MINUTES OF THE CLOSED MEETINGS OF SEPTEMBER 10, 2014; DECEMBER 13, 2017; FEBRUARY 10, 2021; MARCH 10, 2021.

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

APPROVAL OF DESTRUCTION OF AUDIO RECORDINGS OF CLOSED SESSION MINUTES OF:

- **October 12, 2022** • **October 20, 2022** • **November 9, 2022** • **December 14, 2022**
- **January 11, 2023** • **February 15, 2023** • **March 15, 2023** • **April 12, 2023**

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DESTRUCTION OF THE AUDIO RECORDINGS OF THE CLOSED MINUTES.

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

DIRECTOR'S REPORT

Mr. Kong updated the trustees on the Petty Auditorium Renovation Project, the Young Steinway Concert, holiday community giving, the volunteer fair, local transportation in Skokie discussion, and the art auction and acquisitions process.

APPROVAL OF THE NOVEMBER 2024 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursement report.

At 6:53 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE NOVEMBER 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 #5

At 6:55 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PETTY AUDITORIUM CONSTRUCTION PAY APP#5 AT A TOTAL COST OF \$38,896.10

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 7:09 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Mallari:

- 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 November 18, 2024:
Chris Orita, Experiential Learning Specialist, Learning Experiences.

DEPARTURES:

Effective December 6, 2024:

Marissa Walentschik, Youth Services Specialist, Youth Services.

Jeremi Perez, Safety Specialist, Safety.

RETIREMENTS:

Effective December 27, 2024:

Pat Judge, Acquisitions Supervisor, Access Services.

Effective March 3, 2025:

Shelley Sutherland, Youth Services Manager, Youth Services.

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

APPROVAL OF THE 2025 LIRA INSURANCE RENEWAL

Mr. Kong provided some details of the renewal and contributing factors to the proposed rates.

At 7:14 pm, a motion was made by Ms. Mallari, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 2025 LIRA INSURANCE RENEWAL AT A TOTAL COST OF \$130,859.82

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

ADOPTION OF REVISED ALA CODE OF ETHICS

Mr. Kong provided a short summary of the revisions to the ALA Code of Ethics.

At 7:17 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Pietrucha:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE REVISED ALA CODE OF ETHICS AS PRESENTED.

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

PATRON PRIVACY AND CONFIDENTIALITY POLICY

Mr. Kong explained that this policy condenses three existing policies, to be rescinded, into one comprehensive policy.

At 7:30 pm, a motion was made by Ms. Whitehead, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PATRON PRIVACY AND CONFIDENTIALITY POLICY AS PRESENTED

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

APPROVAL OF RESCISSION OF WEBSITE PRIVACY POLICY

At 7:31 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RESCISSION OF THE WEBSITE PRIVACY POLICY.

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

APPROVAL OF RESCISSION OF RETENTION OF RECORDS POLICY

At 7:31 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RESCISSION OF THE RETENTION OF RECORDS POLICY.

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

APPROVAL OF RESCISSION OF RESPONDING TO SEARCH WARRANTS AND SUBPOENAS POLICY

At 7:31 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Mallari:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RESCISSION OF THE RESPONDING TO SEARCH WARRANTS AND SUBPOENAS POLICY.

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)(1) OF THE OPEN MEETINGS ACT

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

- 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. McGrath, Ms. White, Ms. Koester, Ms. Doubek, Ms. Rodela-Sulik, and Mr. Muntean left the meeting at 7:33 pm.

ADJOURNMENT OF CLOSED SESSION

At 8:09 pm a motion was made by Ms. Mallari, 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 6 ayes and 0 nays.

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

COMMENTS FROM TRUSTEES

Ms. Colburn relayed feedback from a community member about green initiatives and potential library programming.

ADJOURNMENT

At 8:16 pm a motion was made by Ms. Colburn, 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