

## **SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES**

### **December 13, 2023 Meeting Minutes**

Carolyn Anthony Business and Community Center

#### **CALL TO ORDER**

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

#### **Members present:**

- Eugene Griffin, President; Mary Pietrucha, Secretary; Mira Barbir; Ella Whitehead; Amanda Lichtenstein; Michelle Mallari, joined the meeting at 7:13 pm.

#### **Members absent:**

- Mira Barbir.

#### **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; Devan Parkison, Web and Data Administrator; Suzy Rodela-Sulik, Administrative Coordinator; Calin Muntean, Learning Experiences Supervisor.

#### **Guests present:**

- Andrew Berman, Andrew Berman Architect LLC; Alex McLean, Andrew Berman Architect LLC; and Chris Kusek, Schuler Shook, participated remotely via video conference.

#### **COMMENTS FROM OBSERVERS**

There were no comments from observers.

#### **APPROVAL OF THE MINUTES OF THE NOVEMBER 15, 2023 REGULAR BOARD MEETING AND NOVEMBER 21, 2023 SPECIAL BOARD MEETING**

At 6:30 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead to approve the minutes of the November 15, 2023, regular board meeting. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

At 6:30 pm, a motion was made by Ms. Whitehead, seconded by Ms. Mahmood to approve the minutes of the November 21, 2023, special board meeting. A vote was taken and the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

#### **DIRECTOR'S REPORT**

Mr. Kong provided an update on the staff safety training, the Skokie Chamber of Commerce Party, and the ILA Legislative Breakfast. Mr. Griffin and Ms. Lichtenstein shared some of their experience attending the ILA Legislative Breakfast. The trustees noted the Director's Report.

#### **APPROVAL OF DESTRUCTION OF AUDIO RECORDINGS OF CLOSED SESSION MINUTES**

At 6:32 pm, Ms. Mahmood made a motion, seconded by Ms. Whitehead, to approve the destruction of the audio recordings of the closed session minutes of February 9, 2022, March 16, 2022, April 5, 2022, April 13, 2022, May 11, 2022, June 14, 2022. The vote was 5 ayes and 0 nays.

#### **APPROVAL OF NOVEMBER 2023 DISBURSEMENT REPORT**

At 6:44 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE NOVEMBER 2023 DISBURSEMENT REPORT.

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

### **APPROVAL OF CONSTRUCTION PAY APP #3**

Mr. Kong provided a summary of the construction pay application.

At 6:45 pm, a motion was made by Ms. Whitehead, seconded by Ms. Pietrucha :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONSTRUCTION PAY APP #3 AT A TOTAL COST OF \$477,625.91.

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

### **CONSENT AGENDA**

The trustees discussed the statistics, programs, and database cleanup.

At 6:58 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Mahmood:

- 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 December 4, 2023:

Mahnoor Haider, temporary Experiential Learning Specialist, Learning Experiences.

#### **DEPARTURES:**

Effective December 11, 2023:

Ashley Walker, Patron Services Assistant, Patron Engagement. Effective December 15, 2023:

Celina Tran, Experiential Learning Specialist, Learning Experiences.

#### **PROMOTIONS:**

Effective December 4, 2023:

Amy Koester, Director of Public Services, Administration.

Amy Holcomb, Learning Experiences Manager, Learning Experiences.

Annabelle Mortensen, Director of Access Services, Access Services.

Calin Muntean, Learning Experiences Supervisor, Learning Experiences.

Nancy Kim Phillips, Director of Community Engagement, Community Engagement.

#### **TRANSITION:**

Effective December 4, 2023:

Mariah Cherem, Program Coordinator, Learning Experiences.

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

### **ACCEPTANCE OF AMENDED AUDIT FOR FISCAL YEAR 2023**

Mr. Kong summarized the amendments made by the auditors to the audit presented in November 2023.

At 7:05 pm, a motion was made by Ms. Whitehead, seconded by Ms. Pietrucha:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE AMENDED AUDIT FOR FISCAL YEAR 2023 AS PRESENTED.

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

### **APPROVAL OF 2024 LIRA INSURANCE RENEWAL**

Mr. Kong provided an overview of the business insurance renewal.

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIRA INSURANCE RENEWAL AT A TOTAL COST OF \$120,870.66.

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

### **DISCUSSION OF POTENTIAL PETTY AUDITORIUM UPGRADES**

Mr. Kong provided an overview of the potential upgrades. Mr. Berman, Mr. McLean, and Mr. Kusek provided details on the options presented. Ms. Koester provided some details on attendance, capacity, and usage of the accessible seating space. The trustees asked some clarifying questions and noted the potential upgrades to the auditorium.

Ms. Mallari arrived at the meeting at 7:13 pm.

Ms. Koester, Ms. Parkison, Ms. Doubek, Mr. Berman, Mr. McLean, and Mr. Kusek left the meeting at 7:58 pm.

### **CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)(1) AND 120/2(C)(21) OF THE OPEN MEETINGS ACT**

At 7:58 pm, a motion was made by Ms. Mallari, 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) AND 120/2(C)(21) OF THE OPEN MEETINGS ACT TO DISCUSS THE COMPENSATION OF A SPECIFIC EMPLOYEE AND DISCUSSION OF CLOSED SESSION MINUTES.

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

### **ADJOURNMENT**

At 8:50 pm a motion was made by Ms. Mallari, seconded by Ms. Mahmood:

- 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.

### **APPROVAL OF PAYMENT OF HEALTH INSURANCE PREMIUM FOR LIBRARY EMPLOYEE**

At 8:51 pm, a motion was made by Ms. Mahmood, seconded by Ms. Whitehead :

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYING THE HEALTH INSURANCE PREMIUM FOR A LIBRARY EMPLOYEE UPON

RETIREMENT FOR A PERIOD OF UP TO SIX MONTHS DUE TO EXTENUATING CIRCUMSTANCES.

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

#### **REVIEW OF CLOSED SESSION MINUTES**

The trustees reached a consensus to open the minutes of the closed meetings of: May 28, 2020; December 14, 2022; March 15, 2023; June 14, 2023; July 12, 2023; August 16, 2023; September 13, 2023; October 11, 2023.

The trustees reached a consensus to keep closed the minutes of the closed meetings of: September 10, 2014; December 13, 2017; February 10, 2021; March 10, 2021; October 20, 2022; November 9, 2022.

At 8:53 pm, Ms. Pietrucha made a motion, seconded by Ms. Mallari:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES OPEN AND KEEP CLOSED THE MINUTES AS DISCUSSED.

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

#### **COMMENTS FROM TRUSTEES**

Mr. Griffin shared his experience at the recent cookie walk where he received positive feedback about the library.

Ms. White left the meeting at 9:10 pm.

#### **ADJOURNMENT**

At 9:14 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.

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Mary Pietrucha, Secretary