

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

### **August 13, 2025 Meeting Minutes**

Carolyn A. Anthony Business and Community Center

#### **CALL TO ORDER**

Michelle Mallari, Vice President, called the meeting to order at 6:30 pm.

#### **Members present:**

- Michelle Mallari, Vice President; Mary Pietrucha; Leah Glickman; Voula Colburn.

#### **Members absent:**

- Shabnam Mahmood, President; Alisa Ungar-Sargon; Ella Whitehead.

#### **Staff present:**

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Amy Koester, Director of Public Services; Alyson Doubek, Finance Manager; Denise Hudec, Collection Development Supervisor; Suzy Rodela-Sulik, Administrative Coordinator; Rick Sawdon, Program Assistant.

#### **COMMENTS FROM OBSERVERS**

There were no comments from observers.

#### **APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MINUTES OF JULY 9, 2025**

At 6:30 pm, a motion was made by Ms. Colburn, seconded by Ms. Glickman:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF JULY 9, 2025.

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

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

Mr. Kong provided updates on the ILA Readers' Advisory Services Award that will be presented to the library's advisory staff; the visit to Skokie Valley Agudath Jacob Synagogue; the Skokie Millennium Time Capsule event; and the upcoming Backlot Bash. The trustees asked some clarifying questions and congratulated the library staff for receiving the ILA Readers' Advisory Services Award.

#### **APPROVAL OF THE JULY 2025 DISBURSEMENT REPORT**

The trustees asked some clarifying questions about the disbursements.

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE JULY 2025 DISBURSEMENT REPORT.

A roll call vote was taken, and the motion passed. There were 4 ayes and 0 nays.

#### **APPROVAL OF HOT WATER PUMP REPLACEMENT PROJECT PAY APP #1**

Mr. Kong and Ms. McGrath provided some details about the first pay app for the hot water pump replacement project. The trustees asked about the project timeline.

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PAYMENT OF THE HOT WATER PUMP REPLACEMENT PROJECT PAY APP #1 AT A TOTAL COST OF \$54,783.00

A roll call vote was taken, and the motion passed. There were 4 ayes and 0 nays.

### **APPROVAL OF THE CONSENT AGENDA**

The trustees discussed the reports, statistics, collection, and the recent Artists Reception.

At 6:57 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Colburn:

- 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:

\$35.00 from Danika Amusin

3. PERSONNEL:

#### **HIRES:**

Effective September 3, 2025:

Andia Palmer, Patron Services Assistant, Access Services.

Effective July 21, 2025:

Max Tuck, Safety Specialist, Safety.

#### **TRANSITION:**

Effective July 14, 2025:

Kieran Micari-Lawless, Bookmobile Specialist, Community Engagement.

#### **PROMOTIONS:**

Effective July 14, 2025:

Alex Marske, IT Specialist, Information Technology.

Effective June 30, 2025:

Lill Burton, Teen Services Librarian II, Teen Services.

#### **DEPARTURES:**

Effective August 15, 2025:

Payal Shah, Patron Services Assistant, Access Services.

Effective August 10, 2025:

Sahve Greef, Materials Handler, Access Services.

Effective August 1, 2025:

Luke Malek, Materials Handler, Access Services.

Effective July 30, 2025:

Mark Knabb, Materials Handler, Access Services.

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

### **RECOGNIZING LONG-TIME STAFF**

Collection Development Supervisor Denise Hudec provided a summary of the project. Ms. Mallari expressed her appreciation for the staff who participated and worked on the process.

### **APPROVAL OF OCLC/ILLINET GROUP SERVICES FEE**

Ms. McGrath summarized the service fee and the renewal. Mr. Kong added that this fee has been very consistent and has not hugely increased over time.

At 7:14 pm, a motion was made by Ms. Colburn, seconded by Ms. Glickman:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE OCLC ANNUAL SERVICE FEE FOR A TOTAL COST OF \$50,949.95.

A roll call vote was taken, and the motion passed. There were 4 ayes and 0 nays.

### **UPDATE OF ANTICIPATED CAPITAL PROJECTS**

Mr. Kong reminded the trustees that this item is provided biannually for information purposes. The trustees discussed the capital projects and noted the report.

### **DISCUSSION OF 2025 TAX LEVY**

Mr. Kong provided some details about the projections prepared by Ms. Doubek. The trustees asked some clarifying questions and discussed various budget scenarios.

### **APPROVAL OF REVISED BOARD BYLAWS**

Mr. Kong summarized the revisions and recommended approval of the revised board bylaws.

At 8:10 pm, a motion was made by Ms. Colburn, seconded by Ms. Glickman:

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

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

### **CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)1**

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

- 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 COMPENSATION OR PERFORMANCE OF A SPECIFIC EMPLOYEE OF THE PUBLIC BODY.

A roll call vote was taken, and the motion passed. There were 4 ayes and 0 nays.

Mr. Kong, Ms. McGrath, Ms. Koester, Ms. Doubek, Ms. Hudec, Ms. Rodela-Sulik, and Mr. Sawdon left the meeting at 8:11 pm.

### **ADJOURNMENT OF CLOSED SESSION**

At 8:45 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Glickman:

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

A roll call vote was taken, and the motion passed. There were 4 ayes and 0 nays.

Mr. Kong, Ms. McGrath, Ms. Rodela-Sulik, and Mr. Sawdon returned to the meeting at 8:47 pm.

**COMMENTS FROM TRUSTEES**

The trustees expressed their appreciation of community feedback and how library staff responded to it.

**ADJOURNMENT**

At 8:49 pm, a motion was made by Ms. Colburn, seconded by Ms. Pietrucha:

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

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

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Mary Pietrucha, Secretary