SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

September 10, 2025 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Michelle Mallari, Vice President, called the meeting to order at 6:32 pm.

Members present:

- Michelle Mallari, Vice President; Mary Pietrucha, Secretary; Voula Colburn; Leah Glickman; 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; 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 AUGUST 13, 2025

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF AUGUST 13, 2025.

A vote was taken, and the motion passed. There were 5 ayes, 1 abstention, and 0 nays.

EXECUTIVE DIRECTOR'S REPORT

Mr. Kong provided updates on the upcoming library Staff Day; JCFS Community Partner of the Year Award presented to the library; Dominican University internship program; RAILS Catalyst leadership program; and PLA Leadership Academy. The trustees asked about the leadership programs and library staff day partner community presenters.

APPROVAL OF THE AUGUST 2025 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursements.

At 6:50 pm, a motion was made by Ms. Ungar-Sargon, seconded by Ms. Colburn:

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

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

APPROVAL OF HOT WATER PUMP REPLACEMENT PROJECT PAY APP #2

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

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PAYMENT OF THE HOT WATER PUMP REPLACEMENT PROJECT PAY APP #2 AT A TOTAL COST OF $39,297.37

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

APPROVAL OF THE CONSENT AGENDA
The trustees discussed the reports, statistics, collection, and the recent Artists Reception.

At 7:04 pm, a motion was made by Ms. Ungar-Sargon, seconded by Ms. Glickman:

- 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 August 25, 2025:
  Judah Berry, Materials Handler, Access Services.
  Effective August 26, 2025:
  Olive Polken, Materials Handler, Access Services.
  Effective September 3, 2025:
  Rachel Coppola, Patron Services Assistant, Access Services.
  Effective September 11, 2025:
  Saba Mahmud, Patron Services Assistant, Access Services.
  DEPARTURES:
  Effective August 21, 2025:
  Kevin Louie, Patron Services Assistant, Access Services.
  Effective August 20, 2025:
  Humna Bukhari, Information Services Specialist, Patron Engagement.
  Effective September 2, 2025:
  Sophia Lawrence, Materials Handling Supervisor, Access Services.
  Calin Muntean, Learning Experiences Supervisor, Learning Experiences.

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

INFORMATION ABOUT 2026 LIMRICC INSURANCE RENEWAL
Mr. Kong summarized the projected insurance renewal. The trustees asked clarifying questions about plans and rates.

APPROVAL OF REVISED TRAVEL REIMBURSEMENT POLICY
Mr. Kong summarized the proposed revisions to the policy.

At 7:20 pm, a motion was made by Ms. Colburn, seconded by Ms. Glickman:

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

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

ADOPTION OF 2025 TAX LEVY
The trustees discussed the tax levy

At 7:48 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT A 4% INCREASE FOR THE 2025 TAX LEVY, RESULTING IN A TOTAL LEVY OF $14,294,265.00

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

CLOSED SESSION PURSUANT TO 5 ILCS 120/2(C)1 AND 120/2(C)3

At 7:51 pm, a motion was made by Ms. Glickman, 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 5 ILCS 120/2(C)(3) OF THE OPEN MEETINGS ACT TO DISCUSS THE COMPENSATION OR PERFORMANCE OF A SPECIFIC EMPLOYEE OF THE PUBLIC BODY, AND TO DISCUSS THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE.

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

Ms. Koester, Ms. Doubek, and Mr. Sawdon left the meeting at 7:53 pm.
Mr. Kong, Ms. McGrath, and Ms. Rodela-Sulik left the meeting at 8:10 pm.

ADJOURNMENT OF CLOSED SESSION

At 8:57 pm, a motion was made by Ms. Ungar-Sargon, seconded by Ms. Whitehead:

- 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 6 ayes and 0 nays.

Mr. Kong, Ms. McGrath, Ms. Rodela-Sulik, and Mr. Sawdon returned to the meeting at 8:58 pm.

DISCUSSION OF BOARD VACANCY

Ms. Mallari thanked Ms. Mahmood for her service to the library. The board would first like to reach out to a former trustee to fill the vacancy. If declined, the next steps would be to open the vacancy up for applications; another option would be to reach out to people in their networks and find a candidate. Mr. Kong provided some details on the process.

APPROVAL OF RESCHEDULED OCTOBER BOARD MEETING DATE

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RESCHEDULING OF THE REGULAR OCTOBER 15, 2025, BOARD MEETING TO OCTOBER 16, 2025.

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

COMMENTS FROM TRUSTEES

Ms. Glickman commended the youth services department for their assistance in helping her find books for her baby, and going the extra step of placing them on hold for her. Ms. Pietrucha thanked the library staff for troubleshooting the self-checkouts during her recent visit to the library. Ms. Mallari said a patron pulled her aside to tell her she loves the Studio.

ADJOURNMENT

At 9:23 pm, a motion was made by Ms. Ungar-Sargon, 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. There were 6 ayes and 0 nays.

____

Mary Pietrucha, Secretary