

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

October 16, 2025 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

Michelle Mallari, Vice President, called the meeting to order at 6:33 pm.

Members present:

- Michelle Mallari, Vice President; Mary Pietrucha, Secretary; Voula Colburn; Leah Glickman; Alisa Ungar-Sargon; Amanda Lichtenstein.

Members absent:

- Ella Whitehead.

Staff present:

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Amy Koester, Director of Public Services; Nancy Kim Phillips, Director of Community Engagement; Alyson Doubek, Finance Manager; Suzy Rodela-Sulik, Administrative Coordinator; Audrey Cho, Production Specialist; Photographer; Rick Sawdon, Program Assistant.

COMMENTS FROM OBSERVERS

There were no comments from observers.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF SEPTEMBER 10, 2025

At 6:34 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF SEPTEMBER 10, 2025.

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

APPOINTMENT OF LIBRARY TRUSTEE TO FILL SHABNAM MAHMOOD'S TERM THROUGH APRIL 2027

At 6:35 pm, a motion was made by Ms. Ungar-Sargon, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPOINTMENT OF AMANDA LICHTENSTEIN TO FILL THE REMAINDER OF SHABNAM MAHMOOD'S TERM THROUGH APRIL 2027.

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

Ms. Lichtenstein took the Oath of Office and was sworn in as library trustee.

Ms. Cho left the meeting at 6:37 pm.

EXECUTIVE DIRECTOR'S REPORT

Mr. Kong provided updates on the delayed property tax bills and the ILA Annual Conference.

APPROVAL OF THE SEPTEMBER 2025 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursements.

At 6:48 pm, a motion was made by Ms. Colburn, seconded by Ms. Ungar-Sargon:

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

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

APPROVAL OF 1ST FLOOR WINDOW REPLACEMENT PROJECT PAY APP #1

Mr. Kong provided an update on the window replacement project. The trustees asked some clarifying questions.

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PAYMENT OF THE 1ST FLOOR WINDOW REPLACEMENT PROJECT PAY APP #1 AT A TOTAL COST OF \$274,300.00.

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 #3

Mr. Kong provided an update on the nearly completed hot water pump replacement project. The trustees asked some clarifying questions.

At 6:52 pm, a motion was made by Ms. Glickman, seconded by Ms. Ungar-Sargon:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PAYMENT OF THE HOT WATER PUMP REPLACEMENT PROJECT PAY APP #3 AT A TOTAL COST OF \$89,154.22

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 summer reading program, reports, statistics, and collection.

At 7:10 pm, a motion was made by Ms. Ungar-Sargon, 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 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.

STRATEGIC UPDATE

Ms. Kim Phillips provided updates on the strategic plan priorities, the approach to the focus areas, and ongoing areas of development. The trustees asked clarifying questions and noted the report.

QUARTERLY INVESTMENT UPDATE

Ms. Doubek provided a summary of the report. The trustees noted the quarterly investment update.

DISCUSSION OF WEEKEND HOURS

Mr. Kong provided some details of an initial analysis of the exploration of library weekend hours. The trustees discussed the potential impact and a possible exploratory phase of implementation.

ELECTION OF OFFICERS

Mr. Kong provided some details about the current vacancy for board president and the various officer roles.

- At 8:32 pm, Ms. Glickman made a motion to elect Ms. Mallari for board president, seconded by Ms. Lichtenstein. A roll call vote was taken; there were 5 ayes and 0 nays, and 1 abstention from Ms. Mallari.
- At 8:36 pm, Ms. Ungar-Sargon nominated herself for board vice president. Ms. Glickman made a motion to elect Ms. Ungar-Sargon for board vice president, seconded by Ms. Ungar-Sargon. A roll call vote was taken; there were 5 ayes and 0 nays, and 1 abstention from Ms. Ungar-Sargon.

The new officers were elected by acclamation.

COMMENTS FROM TRUSTEES

Ms. Pietrucha thanked Ms. Mahmood for her service to the library board of trustees.

ADJOURNMENT

At 8:38 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Colburn:

- 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