

SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

November 12, 2025 Meeting Minutes

Carolyn A. Anthony Business and Community Center

CALL TO ORDER

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

Members present:

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

Staff present:

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Nancy Kim Phillips, Director of Community Engagement; Alyson Doubek, Finance Manager; Carl Cutler, Bookmobile Supervisor; Suzy Rodela-Sulik, Administrative Coordinator; Rick Sawdon, Program Assistant.

Guests present:

- Sydney Marks, Lauterbach & Amen, participated remotely.

COMMENTS FROM OBSERVERS

Patron Jamie Ehrenpreis addressed the board of trustees and expressed her concern about a library staff member wearing a politically charged emblem.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 16, 2025

At 6:37 pm, a motion was made by Ms. Ungar-Sargon, seconded by Ms. Whitehead:

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

A roll call vote was taken, and the motion passed. There were 6 ayes, 0 nays, and 1 abstention.

EXECUTIVE DIRECTOR'S REPORT

Mr. Kong provided updates on the tax revenues, the upcoming ILA legislative meetup, and community member concerns about immigration customs enforcement in the area.

ACCEPTANCE OF AUDIT FOR FISCAL YEAR 2025

Sydney Marks of Lauterbach & Amen summarized the audit for fiscal year 2025. Ms. Colburn recommended switching auditing firms every 4-5 years as a best practice.

At 7:04 pm, a motion was made by Ms. Whitehead, seconded by Ms. Pietrucha:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE AUDIT FOR FISCAL YEAR 2025 AS PRESENTED.

A roll call vote was taken, and the motion passed. There were 7 ayes and 0 nays.

Ms. Marks left the meeting at 7:05 pm.

APPROVAL OF 1ST FLOOR WINDOW REPLACEMENT PROJECT PAY APP #2

Ms. McGrath stated that the project is complete, and the final walkthrough is upcoming.

At 7:10 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 1ST FLOOR WINDOW REPLACEMENT PROJECT PAY APP #2 AT A TOTAL COST OF \$260,202.00.

A roll call vote was taken, and the motion passed. There were 7 ayes and 0 nays.

APPROVAL OF HOT WATER PUMP REPLACEMENT PROJECT PAY APP #4

Ms. McGrath stated that the project is nearly completed. The trustees asked some clarifying questions about the project.

At 7:12 pm, a motion was made by Ms. Ungar-Sargon, seconded by Ms. Glickman:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PAYMENT OF THE HOT WATER PUMP REPLACEMENT PROJECT PAY APP #4 AT A TOTAL COST OF \$100,340.41

A roll call vote was taken, and the motion passed. There were 7 ayes and 0 nays.

APPROVAL OF THE OCTOBER 2025 DISBURSEMENT REPORT

The trustees asked some clarifying questions about the disbursements.

At 7:15 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Ungar-Sargon:

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

A roll call vote was taken, and the motion passed. There were 7 ayes and 0 nays.

APPROVAL OF THE CONSENT AGENDA

The trustees discussed the gate count, program statistics, and cardholder analytics.

At 7:28 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

- 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:
\$50 from Niles West High School in memory of Shirley Akwa.
 3. PERSONNEL:
 - HIRES:
Effective November 9, 2025:
Anna Ortega, Information Services Specialist, Patron Engagement.
 - DEPARTURES:
Effective October 27, 2025:
Judah Berry, Materials Handler, Access Services.
 - Effective November 13, 2025:

Amber Ilisie, Advisory Specialist, Patron Engagement.

A roll call vote was taken, and the motion passed. There were 7 ayes and 0 nays.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/2025

The trustees asked some clarifying questions and noted the report.

ACCEPTANCE OF AWARD OF BID FOR OUTREACH VEHICLE

Mr. Cutler and Ms. Kim Phillips summarized vehicle outreach services provided by the library's bookmobile and book bike. The trustees asked some clarifying questions about potential services and estimated costs.

At 8:14 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Ungar-Sargon:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AWARD OF THE BID FROM MOBILE SPECIALTY VEHICLES IN THE AMOUNT OF \$153,339.00

A roll call vote was taken, and the motion passed. There were 7 ayes and 0 nays.

APPROVAL OF SALARY INCREASE FOR EXECUTIVE DIRECTOR

At 8:21 pm, a motion was made by Ms. Whitehead, seconded by Ms. Ungar-Sargon:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 2.5% SALARY INCREASE, AND A 1.5% MERIT INCREASE FOR THE 2025-2026 FISCAL YEAR; INCLUSIVE OF A \$4,138.68 RETROACTIVE PAYMENT FOR THE LIBRARY EXECUTIVE DIRECTOR.

A roll call vote was taken, and the motion passed. There were 7 ayes and 0 nays.

COMMENTS FROM TRUSTEES

The trustees shared positive feedback received from the community.

ADJOURNMENT

At 8:28 pm, a motion was made by Ms. Glickman, seconded by Ms. Whitehead:

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

A roll call vote was taken, and the motion passed. There were 7 ayes and 0 nays.

Mary Pietrucha, Secretary