

## **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:

HIRE:

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.

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Mary Pietrucha, Secretary