

# SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

## December 10, 2025 Meeting Minutes

Carolyn A. Anthony Business and Community Center

### **CALL TO ORDER**

Alisa Ungar-Sargon, Vice President, called the meeting to order at 6:31 pm.

#### **Members present:**

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

#### **Members absent:**

- Michelle Mallari, President; Leah Glickman; Ella Whitehead.

#### **Staff present:**

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

#### **Guests present:**

- Andrew Milleville of Grumman/Butkus Associates, participated remotely.

### **COMMENTS FROM OBSERVERS**

There were no comments from observers.

### **APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 12, 2025**

At 6:32 pm, a motion was made by Ms. Colburn, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 12, 2025.

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

### **REVIEW OF CLOSED SESSION MINUTES OF: • September 10, 2014 • December 13, 2017 •**

**February 10, 2021 • March 10, 2021 • June 11, 2025 • July 9, 2025 • August 13, 2025 •**

### **September 10, 2025**

The trustees conducted their biannual review of the closed minutes.

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES KEEP CLOSED THE MINUTES OF THE CLOSED MEETINGS OF SEPTEMBER 10, 2014; DECEMBER 13, 2017; FEBRUARY 10, 2021; MARCH 10, 2021.

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

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES OPEN THE MINUTES OF THE CLOSED MEETINGS OF JUNE 11, 2025; JULY 9, 2025; AUGUST 13, 2025; SEPTEMBER 10, 2025.

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

**APPROVAL OF DESTRUCTION OF AUDIO RECORDINGS OF CLOSED SESSION MINUTES OF:  
MARCH 13, 2024**

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DESTRUCTION OF THE AUDIO RECORDINGS OF THE CLOSED MINUTES OF MARCH 13, 2024.

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

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Kong provided updates on the Village of Skokie Levy Ordinance; the new executive director at the Skokie Chamber of Commerce; and the ILA Legislative Meetup.

**APPROVAL OF THE NOVEMBER 2025 DISBURSEMENT REPORT**

The trustees asked some clarifying questions about the disbursements.

At 6:51 pm, a motion was made by Ms. Colburn, seconded by Ms. Lichtenstein:

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

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

**APPROVAL OF 1ST FLOOR WINDOW REPLACEMENT PROJECT PAY APP #3**

Mr. Kong mentioned that this is the last pay app for the project.

At 6:52 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 1ST FLOOR WINDOW REPLACEMENT PROJECT PAY APP #3 AT A TOTAL COST OF \$44,860.00.

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, printing fees, and program statistics.

Ms. Colburn briefly stepped out of the meeting at 6:55 pm and returned at 6:55pm.

At 7:15 pm, a motion was made by Ms. Pietrucha, 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:  
\$25.00 from Andres Garza; \$24.00 from Andres Garza; \$150.00 from Elizabeth Kolany in memory of Shirley Akwa; \$45.00 from Michelle Jesop in memory of Paula Sue Katz; \$25.00 from Xi Zhao.
  3. PERSONNEL:  
HIRE;  
Effective December 6, 2025:

Zaara Javed, Materials Handler, Access Services.  
Effective December 10, 2025:  
Deirdre Collins, Information Services Specialist, Patron Engagement.  
DEPARTURES:  
Effective November 17, 2025:  
Max Holtz, Custodian, Building Services.

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

#### **APPROVAL OF 2026 LIRA INSURANCE RENEWAL**

Mr. Kong provided an overview of LIRA (Libraries of Illinois Risk Agency) and the annual renewal. The trustees asked some clarifying questions.

At 7:21 pm, a motion was made by Ms. Colburn, seconded by Ms. Pietrucha:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 2026 LIRA INSURANCE RENEWAL AT A TOTAL COST OF \$133,329.13

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

#### **REVIEW OF PER CAPITA GRANT REQUIREMENTS**

The trustees asked some clarifying questions and noted the per capita grant requirements.

#### **APPROVAL OF HVAC CONSULTANCY PROPOSAL FOR AIR HANDLING UNIT REPLACEMENT**

Ms. McGrath and Mr. Andrew Milleville provided some information about the project and the timeline.

At 7:34 pm, a motion was made by Ms. Pietrucha, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE GBA HVAC CONSULTANCY PROPOSAL FOR THE AIR HANDLER REPLACEMENT PLANNED FOR 2026 AT A TOTAL COST OF \$105,000.00

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

Mr. Milleville left the meeting at 7:35 pm

#### **COMMENTS FROM TRUSTEES**

There were no comments from trustees.

#### **ADJOURNMENT**

At 7:35 pm, a motion was made by Ms. Colburn, seconded by Ms. Lichtenstein:

- 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