

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:
HIRES:
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.

Mary Pietrucha, Secretary