

## **SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES**

### **March 12, 2025 Meeting Minutes**

Carolyn A. Anthony Business and Community Center

#### **CALL TO ORDER**

Gene Griffin, President, called the meeting to order at 6:36 pm.

#### **Members present:**

- Gene Griffin, President; Shabnam Mahmood, Vice President; Mary Pietrucha, Secretary; Amanda Lichtenstein; Ella Whitehead; Michelle Mallari; Voula Colburn.

#### **Staff present:**

- Richard Kong, Executive Director; Laura McGrath, Deputy Director; Amy Koester, Director of Public Services; Leah White; Director of Organizational Development; Annabelle Mortensen, Director of Access Services; Alyson Doubek, Finance Manager; Suzy Rodela-Sulik, Administrative Coordinator; Rick Sawdon, Program Assistant.

#### **COMMENTS FROM OBSERVERS**

There were no comments from observers.

#### **APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF FEBRUARY 12, 2025**

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

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

A vote was taken and the minutes were approved unanimously and placed on file. There were 7 ayes and 0 nays.

#### **DIRECTOR'S REPORT**

Mr. Kong provided updates on the recent major water main break in the Village of Skokie and the related temporary library closure; the candidate forums held in the Petty Auditorium for the upcoming April Consolidated Election; Ms. Sutherland's recent retirement from the library as Youth Services Manager; and the art committee's visit to Melissa Leandro's studio and gallery exhibit.

#### **APPROVAL OF THE FEBRUARY 2025 DISBURSEMENT REPORT**

The trustees asked some clarifying questions about the disbursement report.

At 6:53 pm, a motion was made by Ms. Colburn, seconded by Ms. Whitehead:

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

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

#### **APPROVAL OF THE CONSENT AGENDA**

The trustees discussed the reports, statistics, and programs.

At 6:57 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;
3. PERSONNEL:

HIRES:

Effective March 3, 2025:

Beth Negronida, Materials Handler, Access Services.  
Alexander Tuck, Materials Handler, Access Services.  
Nathan Thompson, Materials Handler, Access Services.  
Juan Santillan, Materials Handler, Access Services

DEPARTURES:

Effective March 7, 2025:

Ivy DeWitt, Materials Handler, Access Services.  
Patrizia Alm, Materials Handler, Access Services.

A vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays.

#### **APPROVAL OF THE REVISED BORROWING POLICY**

Ms. Mortensen gave an overview of the proposed policy and summarized the revisions. The trustees asked some clarifying questions about business library cards.

At 7:00 pm, a motion was made by Ms. Whitehead, seconded by Ms. Pietrucha:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED BORROWING POLICY AS PRESENTED.

A vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays.

#### **APPROVAL OF RENEWAL OF INN-REACH SOFTWARE**

Ms. Mortensen summarized the renewal of the INN-Reach software and the services it facilitates for library patrons. The trustees asked some clarifying questions.

At 7:11 pm, a motion was made by Ms. Colburn, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE THREE-YEAR RENEWAL OF INN-REACH FOR \$102,818.09 SPREAD OVER THE THREE-YEAR PERIOD COVERING MAY 2025-APRIL 2028.

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

#### **APPROVAL OF RENEWAL OF MAINTENANCE AGREEMENT FOR SIERRA ILS SOFTWARE**

Ms. Mortensen summarized the Sierra ILS software. The trustees asked some clarifying questions.

At 7:14 pm, a motion was made by Ms. Whitehead, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MAINTENANCE AGREEMENT FOR THE SIERRA ILS FROM INNOVATIVE INTERFACES FOR \$240,036.83 SPREAD OVER THE THREE-YEAR PERIOD COVERING MAY 2025-APRIL 2028.

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

#### **APPROVAL OF RENEWAL OF BIBLIOTHECA MAINTENANCE CONTRACT**

Ms. Mortensen summarized the Bibliotheca maintenance contract and the associated hardware and security functions it provides. The trustees asked some clarifying questions.

At 7:19 pm, a motion was made by Ms. Mallari, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ANNUAL SUPPORT AND MAINTENANCE CONTRACT WITH BIBLIOTHECA FOR A TOTAL THREE-YEAR COST OF \$110,431.03.

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

#### **APPROVAL OF RENEWAL OF HVAC PREVENTATIVE MAINTENANCE PROPOSAL**

Ms. McGrath provided details of the HVAC system and maintenance proposal. The trustees asked some clarifying questions.

At 7:24 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE THREE-YEAR AGREEMENT FROM ATOMATIC MECHANICAL SERVICES TO PROVIDE PREVENTATIVE MAINTENANCE FOR THE HVAC SYSTEMS AT A TOTAL COST OF \$54,866

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

#### **PROJECTED FY 2025-2026 BUDGET**

Mr. Kong summarized the second look at the next fiscal year's budget. The trustees asked some clarifying questions and noted the projected FY 2025-2026 budget.

#### **APPROVAL OF SALARY SCALE ADJUSTMENT**

Mr. Kong provided some details about the proposed adjustment to the salary scale. The trustees asked some clarifying questions.

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 2.5% INCREASE TO THE OVERALL SALARY SCALE EFFECTIVE MAY 1, 2025.

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

#### **APPROVAL OF FY 2026 SALARY AND WAGE INCREASES FOR NON-BARGAINING UNIT EMPLOYEES**

The trustees discussed the proposed salary and wage increases for non-bargaining unit employees, and asked some clarifying questions.

At 7:42 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Colburn:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 2.5% SALARY AND WAGE INCREASE FOR NON-BARGAINING UNIT ELIGIBLE EMPLOYEES FOR FISCAL YEAR 2025-2026.

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

At 7:43 pm, a motion was made by Ms. Lichtenstein, seconded by Ms. Whitehead:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE UP TO A 2.0% MERIT INCREASE FOR NON-BARGAINING UNIT ELIGIBLE EMPLOYEES FOR FISCAL YEAR 2025-2026.

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

At 7:43 pm, a motion was made by Ms. Whitehead, seconded by Ms. Lichtenstein:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE BONUS

INSTALLMENT PAYMENTS IN LIEU OF A SALARY AND WAGE INCREASE FOR  
NON-BARGAINING ELIGIBLE EMPLOYEES WHO ARE ABOVE THE MAXIMUM  
OF THEIR PAY GRADE FOR FISCAL YEAR 2025-2026.

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

**COMMENTS FROM TRUSTEES**

Ms. Mallari was excited to see the new Studio Maker In Residence, and noted that it is a great way to showcase talent within the community. Ms. Mahmood asked about the elephant toothpaste featured in Ms. Holcomb's longtime staff profile. Ms. Lichtenstein was excited to see the community quilt. Ms. Colburn asked about the candidate forums.

**ADJOURNMENT**

At 7:51 pm, a motion was made by Ms. Colburn, seconded by Ms. Whitehead:

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

A vote was taken and the motion passed unanimously. There were 7 ayes and 0 nays.

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Mary Pietrucha, Secretary