

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
April 18, 2024 | 7:30 pm

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Mr. Jay Glaubinger.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Maura Crisham, Mr. Jay Glaubinger, Mr. Nimesh Patel, Ms. Janet Spector Bishop, Ms. Barbara Unikel, Ms. Jami Xu

Trustees Absent: Ms. Stacy Oliver

Staff Present: Ms. Kate Hall, Ms. Kelly Durov, Ms. Anna Amen, Ms. Jennifer McGee

Others Present: IT Support: Mr. Patrick McCallister

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – March 21, 2024
- 3.3 Approve Executive Session Minutes – March 21, 2024
- 3.4 Approve Cash Balances & Income Statement March 2024
- 3.5 Approve Bills and Charges from March 2024 in the amount of \$669,650.81
- 3.6 Approve Transfer of Funds to Debt Service and CIF

Ms. Spector Bishop made the motion to approve the consent agenda. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, Mr. Glaubinger, Mr. Patel, Ms. Spector Bishop, Ms. Unikel, Ms. Xu

“Nay”: None

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

In addition to her written report, Ms. Hall talked about the recent 1st Amendment Audit that occurred at the library which staff handled without incident. She provided an EDI update announcing that the new HR director will be starting May 1st and gave a recap of the recent pulse survey results on staff capacity. Ms. Hall talked about the recent Student Government Day that the library participated in with the village and local 8th graders, stating that it was nice to see students engaged in local

government. Ms. Hall outlined the events and training planned for **May's** Staff Development Day and invited interested board members to participate in the training events and the staff recognition and look at the year ahead portion of the day.

BOARD MEMBER REPORTS

Mr. Glaubinger mentioned that the Nominating committee meet prior to **April's** board meeting and will meet again in May with the slate of officers. Ms. Spector Bishop thanked the library and board members for participating in the **Village's** Flamingo Friday kick-off. Mr. Patel talked about attending **GBN's** incubator event and that all participants involved did a really good job. He stated that witnessing this event reinforced the strategic direction to offer the community use of the library's auditorium space. Ms. Amen shared that the library is one of 4 local libraries working with Knowledge Exchange, a company derived from a GBN graduate's idea presented at a previous GBN incubator night.

UNFINISHED BUSINESS

Strategic Plan Adoption

Ms. Hall presented the new recommendations on vision, mission, and direction statements. The board discussed the options presented and through discussion agreed upon revised statements for each. After approval of the strategic plan, the management team will work with Fast Forward Libraries on plan implementation.

Ms. Crisham made the motion to approve the Strategic Plan as amended. Ms. Unikel seconded the motion.

On a voice vote, all Trustees voted "**Aye**"

Executive Director Evaluation (closed session)

The board discussed the Executive Director's evaluation during closed session.

The board returned to general session at 10:00 pm.

Ms. Xu made the motion to approve the increase of the Executive Director's salary by 3%. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

"**Aye**": Ms. Crisham, Mr. Glaubinger, Mr. Patel, Ms. Spector Bishop, Ms. Unikel, Ms. Xu

"**Nay**": None

CLOSED SESSION

Ms. Spector Bishop made the motion to go into Closed Session at 9:23 pm pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony

on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, Mr. Glaubinger, Mr. Patel, Ms. Spector Bishop, Ms. Unikel, Ms. Xu

“Nay”: None

NEW BUSINESS

Automated Material Handler Reconfiguration

In addition to her memo, Ms. Amen provided additional background related to the issue of books jamming in the AMH due to the location of the book drop. She talked about the process of finding solutions by working with Bibliotheca and Product Architecture & Design. After discussion, the board agreed to move this agenda item to May 7th's special meeting agenda in order to review the total cost of the project with the aim of having the project completed prior to summer reading.

Review Facility Master Plan

In addition to the documents provided in the board packet, Mr. Glaubinger referred to the board's facility tour and stated that a lot of the projects are not completed in the plan and reviewed the options presented in Ms. Hall's memo. Ms. Hall walked the board through the Masterplan Overview and provided an update on all projects. She talked about changes in the organization, collections, space utilization, and how patrons use of spaces are always evolving. After discussing, the board suggested that Ms. Hall and Ms. Amen work with the architects to update the current plan and to provide a list of priorities for the board to review at May's meeting.

FY25 Board Meeting Schedule

As outlined in her memo, Ms. Hall asked for the board's input on changing the start time of the meeting to 6:30 or 7pm. The Board discussed and agreed to move meeting to 7:00 pm.

Ms. Xu made the motion to the change the meeting start time to 7:00 pm and approve the FY25 Board Meeting Schedule as presented. Ms. Unikel seconded the motion.

On a voice vote, all Trustees voted “Aye”.

AGENDA BUILDING

The board discussed and decided to put the following items on the May agenda:

- Introduce Becky Moore
- Summer Reading presentation
- 4th of July Parade
- Master Plan
- Finalize ED Goals for FY25

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 10:02 pm.

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

Stacy Oliver

Stacy Oliver (May 17, 2024 09:41 CDT)

Ms. Stacy Oliver, President

Jennifer Duncan McGee

Ms. Jennifer McGee, Recorder