

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
November 21, 2024 | 7:00 pm

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:00 p.m. by Ms. Stacy Oliver.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

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

Trustees Absent: Ms. Maura Crisham

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

Others Present: Mr. Patrick McCallister, IT Support, Ms. Bryce Budin, Northbrook Resident

Present Virtually: Ms. Elizabeth Rupert, and Ms. Collen Scheetz, Joffe Security

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – October 17, 2024
- 3.3 Approve Executive Session Minutes – October 17, 2024
- 3.4 Approve Cash Balances & Income Statement October 2024
- 3.5 Approve Bills and Charges from October 2024 in the amount of \$951,701.70
- 3.6 Semi Annual Review of Closed Meeting Minutes per 5 ILCS 120/2.05
- 3.7 Approve FY25 Annual Per Capita Grant Application
- 3.8 Mission Squared 457 Resolution
- 3.9 Approve Personnel Policy Updates for
 - 1..1 2.7 Additional Time Off
 - 2..1 2.8 Time Sheets
 - 3..1 2.9 Paychecks
 - 4..1 3.1 Vacation
 - 5..1 3.2 Sick Leave
 - 6..1 3.13 Family Medical Leave Act (FMLA)
- 3.10 Approve General Policy Update
 - 1..1 302 Borrowing
 - 2..1 303 Fines & Fees
 - 3..1 503 Interlibrary Loan (ILL)
- 3.11 Resolution for Civic Foundation Grant for Hybrid Meeting Room

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

On a roll call vote, Trustees voted:

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

"Nay": None

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

Civic Room Introduction

Ms. Durvo presented the new features of the Civic Room, noting that the punch list is still being worked on. Updates include upgraded audio and visual systems, with two web cams, speakers, and a microphone system for improved livestream quality. Ms. Durvo invited the board to a ribbon-cutting ceremony on January 6th.

Executive Director Report

In addition to her written report, Ms. Hall thanked the board for the staff appreciation event, highlighting that staff really enjoyed the notes written by the board and the ice cream. She noted that Ms. Oliver and Ms. Spector Bishop will be joining her in attending the Legislative Breakfast to be held on December 4th. The One Book One Northbrook meetings have narrowed the book selection to five titles and are seeking input for the final choice, with a Zoom meeting planned. She also noted that the asphalt will be redone in the spring due to surface issues and reminded everyone that winter reading starts on December 1st, encouraging the board to sign-up.

Q3 EDI Pulse Survey

Ms. Moore, HR Director, presented the Q3 pulse survey results, highlighting key differences from the Q2 survey, including minor question changes, the expanded Administration group (to include Facilities and Events production), and the addition of qualitative feedback. She noted improvements in staff perceptions of safety in voicing contrary opinions and fairness in workload distribution. However, she identified two areas needing attention: defining top priorities and improving feedback reception and decision-making transparency. Ms. Moore answered board questions and outlined next steps: sharing the Q3 results with staff, administering a Q4 pulse survey and conducting a DEI follow-up assessment by Zheng.

BOARD MEMBER REPORTS

Ms. Spector Bishop and Ms. Oliver mentioned the library events they attended in October. Ms. Spector Bishop highlighted a joint program featuring photographs from Alaska and Antarctica. Ms. Oliver referenced attending a "Meet the Author" event in October.

CLOSED SESSION

Ms. Unikel made the motion to go into Closed Session at 7:41 pm pursuant to 5 ILCS 120/2(c)8: Security procedures, school building safety and security, and the use of personnel and equipment to

respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

The board returned to general session at 8:48 pm.

UNFINISHED BUSINESS

Review Joffe Security Proposal

Ms. Hall and Ms. Durov discussed the growing need for improved library security due to recent challenges like the pandemic, swatting attacks, intellectual freedom issues, and identity-based harassment. Ms. Durov emphasized the need for technology upgrades, including cameras and a PA system, and the difficulty of finding experts to design these systems. She also shared a recent partnership with Joffe aimed at enhancing emergency response, communication with police, and security management through a more structured, team-based approach.

Ms. Scheetz and Ms. Rupert from Joffe shared their team's expertise, highlighting a flexible, unified command approach with proactive threat assessments, after-action reviews, and strategies for addressing evolving health threats and mental health support. They reviewed three options in Joffe's proposal, highlighting additional benefits of partnering with them.

Following the presentations, a Q&A session led to a board discussion on the library's security needs and the effectiveness of the Joffe collaboration in shaping future security strategies.

Ms. Xu made the motion to approve Option A of Joffe Emergency Services proposal to provide safety solutions and training for the library in the amount of \$44,385. Mr. Patel seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

Update on FEIN and Payroll Change

Ms. Moore reviewed payroll changes, including transitioning to bi-weekly payroll and paying full-time employees in arrears like part-time staff. She confirmed that ADP will begin uploading payroll data next week, with training and testing scheduled for mid-December.

NEW BUSINESS

Community Engagement Discussion

Ms. Hall presented a plan to connect with the community, focusing on three areas: Education, Policy & Procedure, and Community Engagement. She discussed offering educational programming, reviewing current policies with input from staff and the community, and addressing safety concerns by creating a space for connection, potentially partnering with local government units. Discussion led to mixed feedback from the board, resulting in the direction for the library to continue its efforts and programming in alignment with the library's mission.

Facilities Management Outsourcing

Ms. Hall discussed recent facilities issues caused by the aging building and lack of engineering focus on maintenance. She requested approval to move forward with an RFP to address these challenges and acknowledged the significant staffing shift required.

Ms. Amen emphasized that outsourcing would offer specialized staffing, improve service and efficiency, reduce third-party service costs, and ensure staff are properly trained and safety-compliant. The RFP timeline will be outlined, with a recommendation expected at the January meeting.

The board discussed and agreed that outsourcing facilities management could be a viable option that should be explored further.

Ms. Spector Bishop made the motion to issue a Request for Proposal (RFP) for comprehensive facilities management services. Ms. Glaubinger seconded the motion.

On a voice vote, Trustees voted "Aye".

Quarterly Strategic Plan Report & Executive Director Quarterly Check In

This agenda item discussion was moved to the next quarterly check in scheduled for February 2025.

AGENDA BUILDING

There is no board meeting in December. The board discussed and decided to put the following items on the January agenda:

- Community Engagement discussion
- Facilities Management RFP Presentation
- Payroll Implementation Update

ADJOURN

Ms. Oliver declared the meeting adjourned at 10:38 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 \(Jan 20, 2025 09:58 CST\)](#)

Ms. Stacy Oliver, President


Ms. Jennifer McGee, Recorder