

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING  
January 16, 2025 | 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: Ms. Maura Crisham, Ms. Stacy Oliver, Mr. Nimesh Patel, Ms. Janet Spector Bishop, Ms. Jami Xu

Trustees Absent: Mr. Jay Glaubinger, Ms. Barbara Unikel

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, Mr. Lee Goodman, Ms. Nancy Goodman, Northbrook Residents

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – November 21, 2024
- 3.3 Approve Executive Session Minutes – November 21, 2024
- 3.4 Approve Cash Balances & Income Statement November and December 2024
- 3.5 Approve Bills and Charges from November 2024 in the amount of \$1,417,098.11
- 3.6 Approve Bills and Charges from December 2024 in the amount of \$593,054.65

Ms. Crisham made the motion to approve the consent agenda. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

Mr. Goodman advocated for free public access to all meeting rooms including, auditorium. He also expressed interest in participating in the meeting room policy review as a stakeholder. Ms. Goodman shared his views on the matter.

## STAFF REPORTS

### Executive Director Report

Ms. Hall provided the following updates:

- State of the Village: The 3rd annual State of the Village event will be held at the library on January 31st at 9 AM in partnership with the Chamber, offering residents a chance to hear from elected officials.
- Auditorium Rental: The library has its first auditorium rental, featuring an outside speaker. The total cost is \$1,130 for a four-hour booking, including technicians, equipment, and hourly charges. A post-event update will be provided.
- Finals Café: The Finals Café was successful, serving over 1,300 students with refreshments and providing a study space. Ms. Hall thanked Ms. Oliver, Ms. Crisham, and Mr. Patel for assisting with pizza serving.
- Civic Room: Ms. Hall thanked board members who attended the Civic room ribbon-cutting. The Chamber's \$25,000 grant funded the conversion to a Zoom room, which has already seen multiple bookings.

### New Civic Room Upgrades

Ms. Durvo thanked Ms. Vering and the Marketing team for their work on the Civic Room presentation. She highlighted recent upgrades to enhance virtual engagement, including improved audio, visual updates, and accessibility features like hearing loops and live captions. Funded by a Civic Foundation grant, these enhancements, initiated after COVID, make the room more versatile. The room is now bookable via Communico for Northbrook or 18+ library cardholders. Ms. Hall acknowledged supply chain delays but praised Ms. Durov for completing the project. The board appreciated the improvements, especially the removal of the Owl camera system.

## BOARD MEMBER REPORTS

Ms. Spector Bishop enjoyed hearing about the Civic Room and serving pizza during Finals Café.

Ms. Oliver commented on the benefits of attending the Positive Mindset: Positive Outcome program organized by Ms. Franklin, Adult Services Librarian.

## UNFINISHED BUSINESS

### Update on FEIN and Payroll Change

Ms. Moore reported that the library transitioned payroll processing to ADP on January 1st. Despite thorough preparation and ADP assurances, several staff members did not receive their direct deposits, which is unacceptable. Ms. Hall expressed concern regarding ADP's lack of urgency, the tight transition timeline, and inaccurate information provided by the Village. She voiced frustration with ADP's performance, especially considering the significant staff time dedicated to resolving the issue.

### Update on Facilities Management RFP

Ms. Amen reported that only one response was received for the RFP. One vendor initially expressed interest but withdrew. Ms. Amen and Ms. Hall are reviewing the proposal and will meet with the vendor next week. A recommendation will be brought to the board in February.

## NEW BUSINESS

Water Leakage on 1/7/25

Ms. Amen reported that the steam boiler malfunctioned, releasing water instead of steam into 2nd-floor ducts. The boiler was shut down, and the insurance company was contacted. Facilities staff responded quickly, minimizing damage. Strike Force will provide a report on damaged equipment. The engineering company and HVAC team are working to resolve the issue. The board meeting was paused to view affected areas and resumed at 7:55 pm. Ms. Hall commended staff for their quick and responsible response to the situation.

## Meeting Room Policy & Procedure Review

In addition to **Ms. Hall's** memo, Ms. Oliver emphasized the importance of diverse stakeholder input (board members, staff, and community) to ensure the meeting room policy aligns with the library's strategic plan and meets community needs. The board discussed the composition and size of external stakeholder groups, considering adjustments for a larger group. They also discussed exploring various feedback sources, including meeting room bookers, past surveys, patron comments, and the Fast Forward Libraries survey.

## CLOSED SESSION:

The board did not go into closed session.

## AGENDA BUILDING

The board discussed and decided to keep the following items on the February agenda:

- Facilities Management RFP Recommendation
- FY26 Draft Budget Presentation
- Quarterly Strategic Plan Report & Executive Director Quarterly Goal Check In
- Consent agenda: File detailed statement of all receipts and expenditures for previous 6 months
- Executive Director Evaluation Process
- Update on Meeting Room Policy Review

## ADJOURN

Ms. Oliver declared the meeting adjourned at 8:20 pm.

***Stacy Oliver***

Stacy Oliver (Feb 21, 2025 13:15 CST)

Ms. Stacy Oliver, President

***Jennifer Duncan McGee***

Ms. Jennifer McGee, Recorder