

# MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING

February 20, 2025 | 7:00 pm

## CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:03 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, Ms. Arielle Raybuck, Mr. Aaron Ashmann

Others Present: Mr. Patrick McCallister, IT Support, Mr. Bill Matt, ABM Industries, Bryce Budin, Northbrook Resident

## APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – January 16, 2025
- 3.3 Approve Cash Balances & Income Statement January 2025
- 3.4 Approve Bills and Charges from January 2025 in the amount of \$739,668.98
- 3.5 File detailed statement of all receipts and expenditures for previous 6 months per 50 ILCS 305/1
- 3.6 General Policy Updates for 405 Collaboratory Policy

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

Executive Director Report

In addition to her written report, Ms. Hall discussed potential federal impacts on libraries, explaining that while the library doesn't receive federal funding directly, changes may affect libraries that issue

federal passports, though it won't impact the library's services. She also mentioned the League of Women Voters Candidates Forum on March 16th, inviting trustees to attend the public meeting. Finally, due to limited capacity, Ms. Hall suggested rescheduling the Schaumburg Library tour to after May 15th into June, once new trustees have joined the board.

#### Building Issues Updates

Ms. Amen provided an update on the elevator project, noting it is progressing, with an inspection scheduled for next Friday. Regarding the steam boiler, after discussions with Tom Spelz and Thermosystems, the project will be paused until a Facilities Engineer is on-site during the day. The library is working with the insurance company and adjusters to coordinate the work and ensure it remains as cost-effective as possible.

#### FEIN & Payroll Change

Ms. Moore provided an update on the ADP payroll supplier, noting that it has not met expectations. Direct deposit tests continue, revealing additional errors with tax deductions. The library requested a new implementation specialist to help address the issues. Efforts are being made to process payroll accurately and provide further training to staff.

#### BOARD MEMBER REPORTS

Ms. Spector Bishop mentioned attending the FOL book sale, which was very busy. Mr. Glaubinger resigned as a trustee due to personal reasons after many years of service and encouraged trustees to attend the summer library association meeting and ALA trustee training. Ms. Hall recognized his extensive service and leadership roles. Mr. Glaubinger left the meeting at 7:20 pm after his resignation.

#### UNFINISHED BUSINESS

##### Update on Meeting Room Policy and Procedure Review Process

Ms. Hall confirmed that Biz Lindsay Ryan is available to facilitate the room policy review process, but requested postponing the project for a few months due to the current workload and limited capacity. The board was in agreement to delay the review process for a few months.

##### Facilities Management RFP Recommendation and Presentation

Ms. Amen introduced Bill Matt, who provided an overview of ABM. He highlighted ABM's focus on extending the lifespan of mechanical systems, managing projects, and supporting decision-making in the capital plan. ABM will offer expertise in implementation, budgeting, and proactive maintenance, as well as on-the-job training and online courses through ABM University. Their approach also includes detailed documentation and integration with current staff. Ms. Amen recommended moving forward with ABM for outsourcing the library's facilities management, with their proposal and additional documents included in the packet. After discussion and Mr. Matt addressing questions, the board supported Ms. Amen's recommendation.

Ms. Spector Bishop made the motion to accept ABM's proposal to bring onboard a full-time Chief Building Engineer for \$200,306.28. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

#### Elevator Modernization Project Change Order Request

Along with the documentation in the packet, Ms. Amen discussed the change orders for the elevator, which involve issues with locks on the staff elevators and leaking valves or fittings found during the modernization project. As no contingency was planned for this project, the library requested the board's approval for a change order. Ms. Amen recommended replacing these components while the elevator is out of service. The board discussed the matter and agreed with Ms. Amen's recommendation.

Ms. Xu made the motion to approve the change orders related to these issues for the Elevator Modernization Project in the amount of \$15,634.82 plus the wall repair work that will be completed by Pepper. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

#### NEW BUSINESS

##### Andrea Kowch Unexpected Company Sale

In addition to the memo in the board packet, Ms. Hall provided context for the painting, and Ms. Amen gave background on the jury art show fundraiser through which the Friends of the Library acquired the piece. Another piece is being donated to replace the piece for sale, with the proceeds from its sale directed toward the capital improvement fund. Ms. Hall recommended selling the painting to avoid additional costs, including insurance and cleaning. Pictures of both paintings were shown on the monitor, and the board discussed the sale and agreed with Ms. Hall's recommendation.

Ms. Spector Bishop made the motion to sell the Andrea Kowch painting Unexpected Company for \$50,000 and receive a hi quality, signed, deep archival matted \$6500 framed print of this painting for free. Ms. Patel seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

##### FY26 Draft Budget Presentation

In addition to the documents found in the board packet, Ms. Hall and Ms. Amen presented a more detailed overview of the budget. Ms. Hall outlined the various considerations when developing the

budget such as library initiatives along with upcoming projects. Ms. Amen followed with a detailed overview of revenue and expenses. The board discussed and agreed that no changes are necessary for the FY26 draft budget and to keep on next month's agenda for approval.

#### IPBC Health Insurance Changes

Ms. Moore presented a summary of the IPBC changes included in the board packet. She highlighted the library's efforts to manage costs and mentioned that an additional motion will be brought before the board next month. The board engaged in discussion and asked questions about the increase.

Ms. Xu made the motion to approve the addition of BlueCross and Blue Shield Advantage HMO and modify the following in the PPO plan as outlined: Deductible Increase, Out-of-Pocket Maximum Increase, Copays, Out-of-Network Co-Insurance change. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

**"Nay":** None

#### Quarterly Strategic Plan Report & Executive Director Quarterly Goal Check In

Ms. Hall presented an overview of the information included in the board packet and proposed adjusting the timeline for the Staffing Analysis and the Master Facilities Plan Revision. The board agreed to extend the timeline for these two goals.

#### Executive Director Evaluation Process (closed session)

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

#### CLOSED SESSION:

Ms. Spector Bishop made the motion to go into Closed Session at 9:01 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; and 5 ILCS 120/2(c)3: The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

**"Nay":** None

The board returned to general session at 10:16 pm. There was no action taken from the closed session.

AGENDA BUILDING

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

- ED Evaluation next steps
- Board nominating committee appointments
- IPBC Health Insurance
- Approve non-resident fee method
- EDI Pulse Survey presentation
- FY26 Budget
- Trustee Appointment (May board meeting)
- Trustee Resolutions for Mr. Glaubinger and Ms. Xu (April board meeting)

ADJOURN

Ms. Oliver declared the meeting adjourned at 10:18 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.



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Ms. Stacy Liver, President



Ms. Jennifer McGee, Recorder