

## MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING

April 17, 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. Barbara Unikel, Ms. Jami Xu (Ms. Xu left at 8:15 pm)

Trustees Absent:

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

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

Ms. Oliver noted that Ms. Xu would be leaving early at 8:15 pm, which did not affect quorum requirements. Ms. Crisham moved to pull the FY26 meeting dates from the consent agenda. In addition, Ms. Oliver moved to pull the March 20, 2025 meeting minutes from the consent agenda.

March 20, 2025 Meeting Minutes

Ms. Oliver moved to amend the minutes on agenda item 7.2 IPBC Health Insurance to reflect that the board did not take action and to remove the **sentence stating** "The board agreed to cover the cost difference beyond typical historical increases."

Ms. Spector Bishop motioned to approve the minutes of the March 20, 2025 meeting, as amended. Ms. Crisham seconded the motion.

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

### APPROVAL OF THE CONSENT AGENDA

3.1 Approval of the Agenda

3.3 Approve Cash Balances & Income Statement March 2025

3.4 Approve Bills and Charges from March 2025 in the amount of \$742,008.33

3.5 Approve Transfer of Funds to Debt Service and CIF

Ms. Crisham motioned to approve the consent agenda as amended. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Ms. Oliver asked for a motion to defer discussion of closed session items listed under old business and new business until the end of the meeting, so they can be considered together in a single closed session.

Ms. Spector Bishop motioned to move closed session items to end of meeting for discussion. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

#### PUBLIC COMMENTS

There were no public comments.

#### STAFF REPORTS

##### Assistant Director Report

In addition to her written report, Ms. Durov noted that GBN Pitch Night is taking place at the library tonight, featuring products backed by local businesses. She also reported that IMLS funding is currently frozen due to federal actions, creating challenges for libraries. A bill to protect library staff from harassment has passed its first stage, with more updates expected soon.

##### Strategic Plan Update

Ms. Durov presented on the third quarter update for **Year One of the library's** Strategic Plan. As a living document, the plan continues to evolve in alignment with **the library's** goals and community needs. The update focused on progress within the three strategic directions: Connect with our Community, Build an Inclusive Culture, and Create Spaces to Belong. After the presentation, board members shared ideas for more effectively communicating the Strategic Plan to the community.

##### Facility Updates

- Elevator: Ms. Amen reported that while the most recent inspection has been completed, some issues remain, and the service team is scheduled to return on Monday to address them.
- Facility Manager Outsourcing: Ms. Amen noted that the contract with ABM was finalized in March, and discussions have taken place with two potential candidates. The library is looking to bring a manager on board in the near future.

#### BOARD MEMBER REPORTS

Mr. Patel shared that he attended the J2 Strings event on April 6 and complimented the staff member who delivered the introduction for doing an outstanding job. Ms. Oliver reported on attending the Friends of the Library book sale, noting how busy it was. She also acknowledged that this was

Mr. McCallister's last board meeting and thanked him for all of his work with the library's livestreaming.

### UNFINISHED BUSINESS

#### IPBC Health Insurance

Ms. Amen and Ms. Moore gave an overview of the recent changes and updates to the health insurance plans. They noted that the actual increase will be 9.55%, compared to a historical average increase of 3.34%. They also shared participation numbers for each plan, including coverage details and historical dental costs. Ms. Amen and Ms. Moore then presented several potential scenarios for the upcoming health insurance rate changes, as outlined in the board packet, for the board's consideration. The board discussed the proposed options and the current climate of health benefits. After discussion the board agreed on option 1: *No Additional Support* - Staff absorb the full increase.

Ms. Crisham motioned to approve option 1 of no additional support as outlined in the IPBC Health Insurance Memo contain in the board packet. Ms. Spector Bishop seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

#### Schaumburg Library Tour

The board discussed potential dates for the Schaumburg library tour and decided to wait until new trustees are onboard to pick a date.

### **Executive Director's Review (Closed Session)**

The board went into closed session to discuss the Executive Directors annual evaluation and salary adjustment for 2024.

In open session, Ms. Spector Bishop motioned to approve the increase of the Executive Director's salary by 4%. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

### NEW BUSINESS

#### Trustee Appointment (closed session)

The board went into closed session to discuss trustee applications and determine interview candidates.

#### Pay Equity Audit

Ms. Moore presented an overview of the Pay Equity Audit, as outlined in the board packet. She explained that the foundation of the audit was shaped through consultation with equity expert Lily

Zheng, review of related materials, and pre-work initiated by the board. This effort built upon existing structures, including a compensation philosophy, salary benchmarking, and a ten-grade pay scale system. Ms. Moore talked about the audit's approach, key findings, and future actions. After the presentation, the board asked questions and thanked Ms. Moore, complimenting her on the well-written and thorough report.

#### Staff Development Day

Ms. Durov announced that the library will be closed to the public on Friday, May 9, for Staff Development Day, and invited the Board to attend the Staff Anniversary Awards and lunch.

#### Board Meetings for FY26

Ms. Crisham suggested moving the June 19 board meeting since it falls on a holiday. The board discussed and agreed to moving June's board meeting to Wednesday, June 18.

Ms. Crisham motioned to move the June board meeting date to Wednesday, June 18.  
Mr. Patel seconded the motion.

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

#### CLOSED SESSION:

Ms. Crisham motioned to go into Closed Session at 8:15 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.

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. Spector Bishop seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

The board returned to general session at 9:07 pm.

#### AGENDA BUILDING

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

- Swear in new Trustees
- Present resolutions for outgoing Board members
- Bank Resolutions
- Statistics Dashboard Presentation from Fifth Star Collection
- FOL Update
- Schaumburg Library Visit

ADJOURN

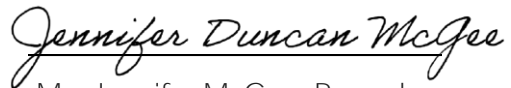
Ms. Oliver declared the meeting adjourned at 9:08 pm.

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 Oliver, President



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Ms. Jennifer McGee, Recorder