

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
November 16, 2023| 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: Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Janet Spector Bishop, Ms. Barbara Unikel

Trustees Absent: Ms. Maura Crisham, Ms. Jami Xu

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

Others Present: Northbrook Residents: Nimesh Patel, Vinita Patel, Sahil Patel, Nikhil Patel
IT Support: Mr. Patrick McCallister

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular – October 19, 2023
- 3.3 Approve Cash Balances & Income Statement October 2023
- 3.4 Approve Bills and Charges from October 2023 in the amount of \$692,272.67
- 3.5 File Detailed Statement of Receipts & Expenditures Per 50 ILCS 305/1
- 3.6 Approve Annual Per Capita Grant Application
- 3.7 Approve updated Personal Time Policy for the Paid Leave for All Workers Act (820 ILCS 192)
- 3.8 Approve Library of Things Collection Development Policy

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, Ms. Spector Bishop, Ms. Unikel

“Nay”: None

APPOINTMENT OF BOARD TRUSTEE & OATH OF OFFICE

Mr. Glaubinger administered the oath of office to Mr. Patel.

PUBLIC COMMENTS

Ms. Patel commented that she fell in love with the library after moving to Northbrook. She stated that the library is a great community resource and that her family enjoys utilizing its many resources and programming.

AUDITORIUM RENTALS PRESENTATION

Ms. Raybuck, Events Production Manager discussed the idea of allowing rentals of the auditorium. She talked about community need of auditorium space and outlined next steps. The board discussed and agreed that offering the community use of the auditorium space should be considered as long as it doesn't impede library programming. Ms. Raybuck will provide additional information at January's board meeting.

STAFF REPORTS

In addition to her written report, Ms. Hall informed the board that she will be off November 23rd through December 4th. She mentioned that Mr. Lynch's ban is up next week and that the library **doesn't anticipate** any issues. Ms. Hall talked about the upcoming December ILA Legislative meet-ups and encouraged interested trustees to attend. She invited trustees to attend the opening reception for the exhibit of Korean American photographers presented by the Keumsil Cultural Society happening on Saturday, December 2nd. Ms. Amen shared that staff really enjoyed the Graters ice cream staff appreciation event sponsored by the board.

BOARD MEMBER REPORTS

Mr. Glaubinger thanked Ms. Unikel and Ms. Oliver for handling the Graters staff appreciation event and video. Mr. Patel thanked Ms. Hall and Ms. Amen for the orientation meeting and is looking forward to supporting the library as a trustee. Ms. Spector Bishop mentioned stopping by the repair day which had many attendees. She commented that staff did a great job managing the process along with the volunteer fixers.

UNFINISHED BUSINESS

Strategic Plan Update

Ms. Hall mentioned that the library hit a 5-1/2% response rate on the Community survey which is higher than the typical survey response rate at 1-2%. The library has not received the response rate for the board and staff capacity survey. Ms. Hall outlined the next steps and timeline of the strategic plan process.

Lily Zheng EDI Project Update

Ms. Hall mentioned that moving forward, the Lily Zheng EDI project will be merged into the Strategic Plan project with Fast Forward Libraries. The results of both reports will be combined. Ms. Hall stated that one major recommendation from the Lily Zheng report identified the library needing more HR support. Ms. Hall discussed the decision to hire an HR Director. The HR Director is a new position focusing on HR strategic development, taking the lead on implementing EDI strategy and improving HR processes. Ms. Hall and the board discussed the pros and cons of hiring a search firm and the

Board was not in favor of hiring a firm and Ms. Hall stated the library would proceed with the search using its typical search process.

NEW BUSINESS

TK Elevator Passenger Elevator Modernization Proposal

In addition to her memo, Mr. Amen provided information and background on the project. Ms. Amen recommended to accept TK Elevator's proposal which is all inclusive (no hidden costs) instead of bidding out the project. She explained that TK Elevator is a part of Omnia Partners, a purchasing cooperative that governmental entities utilize to get quotes on projects in place of going out to bid. Ms. Amen has worked with Omnia Partners in the past and the process worked well. Mr. Patel confirmed positive feedback from companies that have worked with Omnia Partners. Ms. Amen stated that the Elevator is part of the FY23-24 facility plan with allocated funds of \$200k in CIF. TK's proposal is coming in under budget at \$176,850.

Ms. Oliver made the motion to approve the TK Elevator Modernization proposal for \$176,850. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

CLOSED SESSION

Ms. Spector Bishop made the motion to go into Closed Session Pursuant to

5 ILCS 120/2(c)11 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

Ms. Oliver seconded the motion.

The general session was reopened at 9:13 pm.

HVAC Chiller Update (closed session)

Ms. Oliver made the motion to approve an acid test by a local HVAC company for the Chiller for a price not to exceed \$15,000. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

AGENDA BUILDING

Mr. Glaubinger reminded the board that there is no December meeting.

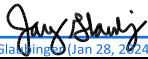
The board discussed and decided to put the following items on the January agenda:

- Security Camera Policy
- Executive Director Evaluation Process
- Auditorium Rentals Policy
- HVAC Chiller Update
- Strategic Plan Update

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 9:15 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.


jay Glaubinger (Jan 28, 2024 18:09 CST)

Mr. Jay Glaubinger, President



Ms. Jennifer McGee, Recorder