

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
November 17, 2022| 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: Ms. Sharon Bergstein (joined meeting at 7:34 pm), Ms. Maura Crisham, Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Barbara Unikel, Ms. Jami Xu, Ms. Abby Young

Trustees Absent:

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

Others Present: Patrick McCallister, Contracted IT Support

APPROVAL OF THE CONSENT AGENDA

3.1 Approval of the Agenda

3.2 Approve Executive Session Minutes – April 21, 2022

3.3 Approve Regular Session Minutes – October 20, 2022

3.4 Approve Special Session Minutes – October 22, 2022

3.5 Approve Cash Balances & Income Statement October 2022

3.6 Approve Bills and Charges from October 2022 in the amount of \$781,498.63

3.7 File Detailed Statement of Receipts & Expenditures Per 50 ILCS 305/1

3.8 Approve FY23 Annual Per Capita Grant Application

3.9 Approve Updated Personnel Policies

- 1..1 1.1 Equal Employment Opportunity
- 2..1 1.4 Non-Discrimination and Anti-Harassment
- 3..1 2.4 Employment Status
- 4..1 3.4 Holidays
- 5..1 3.5 Personal Days

3.10 Approve Updated General Policy 4.401 Hours & Holidays

Mr. Glaubinger asked the board if they would like to remove any items from Consent Agenda. The Board did not request any items to be removed. He then asked for a motion to approve the Consent Agenda as presented.

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

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Xu, Ms. Young

“Nay”: None

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

In addition to her written report, Ms. Hall thanked the board for staff treats brought in during staff appreciation week. She mentioned that she will be off the first two weeks in December. Ms. Hall informed the board that Illinois Libraries Presents (ILP) received a \$75K grant from the Illinois Library Association. The grant will help ILP to get more nationally recognized speakers.

BOARD MEMBER REPORTS

Mr. Glaubinger mentioned that Northbrook's public caucus will be on November 20, 2022.

UNFINISHED BUSINESS

FY24 Levy

Mr. Glaubinger reviewed Ms. Amen's recommendation of a 5.3% levy increase as discussed at October's board meeting and asked for a motion to approve the recommended increase.

Ms. Unikel made the motion to approve the FY24 Levy in the amount of \$9,596,900. Ms. Xu Seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Xu, Ms. Young

"Nay": None

EDI Organizational Assessment

Ms. Hall stated that she has received the written report from Blackberry Collection and is waiting on them to schedule a meeting to review the report.

NEW BUSINESS

United Against Hate Resolution

Ms. Hall talked about a recent meeting with Commissioner Britton regarding the County's United Against Hate campaign. Based on our current work, the EDI Committee is asking the library to support Cook County's United Against Hate initiative by supporting its resolution. After discussing, the board would like more time to consider the resolution and get feedback on how other Village entities have responded to the campaign.

Semi-Annual Review of Closed Meeting Minutes

There are no minutes to review. Item kept on agenda per the statute. Ms. Hall provided an overview of the process of reviewing closed meeting minutes.

Closed Session

Mr. Glaubinger read the following motion to go into closed session:

MOTION to go into Closed Session pursuant to 5 ILCS 120/2(c)11 (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. Bergstein made the motion to go into Closed Session. Ms. Oliver Seconded the motion

On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Xu, Ms. Young

“Nay”: None

The board went into closed session at 7:50 pm.

Ms. Crisham made the motion to close executive session and return to general session.

Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Xu, Ms. Young

“Nay”: None

Mr. Glaubinger announced that the general session was reopened at 9:17 pm.

AGENDA BUILDING

The board discussed and decided to keep the following items on January’s agenda:

- Family Bereavement Leave Act policy update
- Decennial Committees on Local Government Efficiency -new law update
- FY24 Security Project introduction and information

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 9:18 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.

ABBY Young

ABBY Young (Feb 16, 2023 19:28 CST)

Ms. Abby Young, Vice President

Jennifer McGee

Ms. Jennifer McGee, Recorder


General Session Minutes 11.17.22


Final Audit Report


2023-02-17


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