

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING

January 18, 2024 | 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. Maura Crisham, Mr. Jay Glaubinger, Ms. Stacy Oliver, Mr. Nimesh Patel, Ms. Janet Spector Bishop, Ms. Barbara Unikel, Ms. Jami Xu

Trustees Absent:

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

Others Present: IT Support: Mr. Patrick McCallister

Present Virtually: Ms. Arielle Raybuck, Events Production Manager, Fred Valentini, Thermosystems

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – November 16, 2023
- 3.3 Approve Executive Session Minutes – November 16, 2023
- 3.4 Approve Cash Balances & Income Statement November and December 2023
- 3.5 Approve Bills and Charges from November 2023 in the amount of \$1,993,796.50
- 3.6 Approve Bills and Charges from December 2023 in the amount of \$700,166.91
- 3.7 Approve Security Camera 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”: Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Mr. Patel, Ms. Spector Bishop, Ms. Unikel, Ms. Xu

“Nay”: None

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

In addition to her written report, Ms. Hall talked about Finals Café. She thanked Youth Services Librarian, Stephanie Bremner for coordinating the event and board members for helping to serve pizza. She informed the board that several windows cracked as a result of the cold, but there are no structural issues. Ms. Hall reminded the board that photos will be taken prior to Saturday’s Strategic Plan Retreat. She talked about the highlighted community events in her report and encouraged board members to attend if available. Ms. Hall discussed ILA’s upcoming Legislative Meet-ups and the key

issues that will be addressed. She mentioned that Tracy Katz Muhl is the new state representative replacing Jonathan Carroll.

Ms. Durov talked about the CISA report card provided in the board packet. Ms. Durov explained that CISA measures internet security and what the report numbers represent. She informed the board that the library belongs to a consortium that sources broadband intranet service and that the library intends to look at more affordable cost options in 2025.

BOARD MEMBER REPORTS

Ms. Spector Bishop mentioned that it was very busy while serving at Finals Café. Mr. Glaubinger offered condolences to Ms. Unikel for her recent loss. Ms. Unikel thanked everyone for the card and flowers.

AUDITORIUM RENTALS POLICY PRESENTATION

Ms. Raybuck, Events Production Manager presented on opening the auditorium to rentals. She talked about the goals of opening up the space for patron rentals, the timeline of roll-out, outlined staff workflow, and payment process. Ms. Raybuck reviewed venue and cost comparisons and provided a list of different types of events expected to utilize the space. Ms. Durov discussed the general policies that will need to be updated based on auditorium rentals. Ms. Raybuck and Ms. Durov answered board's questions related to safety, facility usage and staff bandwidth and support of auditorium rentals.

UNFINISHED BUSINESS

HVAC Chiller Update

In addition to the memo provided in the board packet, Ms. Amen and Mr. Valentini from Thermosystems provided an overview of Thermosystems and the timeline of the chiller issue. Ms. Amen and Mr. Valentini discussed the repair recommendation of the chiller outlined in Ms. Amen's memo and answered board's questions.

Ms. Oliver made the motion to approve the Agreement with Thermosystems for the replacement of the Library's Chiller system, subject to final review and approval of the Library Attorney, and authorize the Executive Director to execute the final approved Agreement with Thermosystems in the amount of \$336,080.00. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Strategic Plan Update

Ms. Hall provided an update on Saturday's meeting and reminded the board to review the learning report and highlights in preparation for the Board Retreat.

NEW BUSINESS

Executive Director Evaluation Process Discussion

In addition to the documents provided to the board packet, Ms. Hall reviewed the new evaluation process and provided an updated job description. Ms. Hall and the board discussed how the new strategic plan will help determine future goals of the Executive Director.

Ms. Crisham made the motion to approve the Executive Director Job Description as presented. Ms. Spector Bishop seconded the motion.

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

CLOSED SESSION

The board did not go into closed session.

AGENDA BUILDING

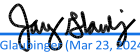
The board discussed and decided to put the following items on the February agenda:

- FY25 Draft Budget Review
- File detailed statement of all receipts and expenditures for previous 6 months
- Other Library Tour
- Meeting Room Policies & Patron Behavior
- Chiller Update
- Annual Library Tour (of our building)
- Executive Director present self-evaluation to the board.

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 8:41 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 (Mar 23, 2024 15:19 CDT)

Mr. Jay Glaubinger, President


Ms. Jennifer McGee, Recorder