

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING  
May 16, 2024 | 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 Mr. Jay Glaubinger.

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. Anna Amen, Ms. Becky Moore, Ms. Susan Wolf, Ms. Jennifer McGee

Others Present: IT Support: Mr. Patrick McCallister, Northbrook Residents: Judith Kagan, Lynn Hopman, Jo Anne Kahn, Cecilia J. Kistler, Carole Jansen, Marian Caporusso

APPROVAL OF THE AGENDA

Mr. Glaubinger asked for a motion to approve the agenda.

Ms. Unikel made the motion to approve the consent agenda. Ms. Oliver 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

THE NOMINATING COMMITTEE SLATE OF OFFICERS

Mr. Glaubinger presented the slate of officers and asked for a motion to approve slate.

Nominating Committee Slate of Offices

President: Stacy Oliver

Vice President: Janet Spector Bishop

Treasurer: Jami Xu

Secretary: Barbara Unikel

Ms. Unikel made the motion to approve the slate of officers as presented for fiscal year 2025.

Ms. Xu 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

After approval, Mr. Glaubinger passed the gavel to Ms. Oliver welcoming her into her new role as president. Ms. Oliver and Ms. Hall recognized Mr. Glaubinger and his active role on the board.

#### APPROVAL OF THE CONSENT AGENDA

- 4.1 Approval of the Agenda (approved separate after roll call)
- 4.2 Approve Regular Session Minutes – April 18, 2024
- 4.3 Approve Executive Session Minutes – April 18, 2024
- 4.4 Approve Special Session Minutes – May 7, 2024
- 4.5 Approve Cash Balances & Income Statement April 2024
- 4.6 Approve Bills and Charges from April 2024 in the amount of \$3,232,285.53
- 4.7 Review of Closed Session Minutes (5 ILCS 120/2 (c)21)
- 4.8 Approve Tax Levy Letter to Village

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, Mr. Patel, Ms. Spector Bishop, Ms. Unikel, Ms. Xu

“Nay”: None

#### PUBLIC COMMENTS

Several Chair Yoga participants were present and commented on the reduction of chair yoga classes. All commentors urged the library to reconsider continuing offering the class weekly instead of reducing to twice a month since it is a highly attended and popular program. Many stated that the library’s chair yoga class is one of the few options offered to seniors within the Village to promote mental and physical well-being.

#### STAFF REPORTS

In addition to her written report, Ms. Hall welcomed Becky Moore, the library’s new Human Resources Director. Ms. Moore introduced herself by sharing highlights of her personal, educational, and work background along with reasons that compelled her to join the Northbrook Public Library. Adult Services Manager, Susan Wolf followed with a presentation on Summer Reading Program that starts on June 1<sup>st</sup>. This year’s theme is Read, Renew, Repeat. Ms. Wolf shared the Promo video created by the library’s graphic designer, Ms. Gonzalez Esparza. Ms. Hall reminded the board of her upcoming June vacation; and thanked the board for participating in Staff Development Day and Flamingo Friday. Ms. Amen provided an update on the automated materials handling project stating that the project went very smoothly and that it will be completed before summer reading begins.

#### BOARD MEMBER REPORTS

Ms. Spector Bishop thanked board members for participating in the Village’s Flamingo Friday kick-off event. Ms. Oliver commented on attending Staff Development Day and enjoyed seeing staff celebrating their accomplishments. Mr. Patel mentioned that he enjoyed attending Flamingo Friday and working with Linda and Alina in marketing.

## UNFINISHED BUSINESS

### Discussion of Glenview Library Visit

Board members enjoyed visiting the library and learning about Glenview's perspective, history and future initiatives. All acknowledged that Glenview and Northbrook spaces are different, but there are desired aspects of Glenview that Northbrook may consider adapting to our space and future initiatives.

### Strategic Plan Implementation

Ms. Hall reviewed the next steps towards creating a strategic implementation plan. The strategic implementation plan is expected to be ready to share with the board in July.

### Finalize Executive Director Goals for FY25

Ms. Hall reviewed the Executive Director goals as outlined in the board packet. The board discussed the goals with Ms. Hall and provided feedback and direction.

## NEW BUSINESS

### 4<sup>th</sup> of July Parade Plans

In addition to the memo, Ms. Hall pointed out changes in parade route and time. The board discussed participation and several members confirmed interest in participating.

## AGENDA BUILDING

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

- Master Plan
- Approve updated FOIA policy
- Approve resolutions for bank signers if a change in board officers
- Strategic Plan Implementation
- IPLAR Report

## ADJOURN

Ms. Oliver declared the meeting adjourned at 8.37 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.

**Stacy Oliver**

Stacy Oliver (Jun 21, 2024 12:05 CDT)

Ms. Stacy Oliver, President

*Jennifer Duncan McGee*

Ms. Jennifer McGee, Recorder