

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
June 20, 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 Ms. Stacy Oliver.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Maura Crisham (arrived at 7:20 pm), 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. Anna Amen, Ms. Becky Moore, Ms. Jennifer McGee

Others Present: IT Support: Mr. Patrick McCallister, Ms. Cecelia Kestler, Northbrook Resident

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – May 16, 2024
- 3.3 Approve Cash Balances & Income Statement May 2024
- 3.4 Approve Bills and Charges from May 2024 in the amount of \$1,096,815.32
- 3.5 Update Freedom of Information Act Policy for FY25
- 3.6 Approve Bank Resolutions for new board officers

Mr. Glaubinger 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

Ms. Kestler, a Chair Yoga participant was present to thank the board for listening and continuing to offer the chair yoga class on a weekly basis.

STAFF REPORTS

In addition to her written report, Ms. Hall thanked Ms. Durov for covering in her absence and shared what books she read while on vacation. She reviewed the current sign-ups for summer reading which started June 1st and reminded the board to sign-up.

FY24 Illinois Public Library Annual Report

Ms. Durov presented on the library's Illinois Public Library Annual Report (IPLAR) provided in the board packet. She explained how ILPAR is used to help the library look at data and to see how we're doing statistically and how we compared to other Illinois libraries. Ms. Durov highlighted outstanding statistics and trends for FY24 with the most notable highs in meeting and study room bookings, along with library card registration.

Circulation Data Trends Discussion

Ms. Hall presented on circulation trends with books continuing to be the core of checkouts. She stated that the distribution of checkouts is fairly even between adult and children. Ms. Hall explained the trends associated with the decrease of items owned by the library such as streaming of movies and reduced production of magazines and newspapers. She said that book circulation numbers are going back up, which illustrates that our selectors are making good choices based on staff expertise; the utilization of reports and databases that help guide purchasing materials that people want.

BOARD MEMBER REPORTS

Ms. Spector Bishop mentioned sitting in on baby time. She said that staff members Amanda Lopez and Urye Min did a wonderful job. The event had a lot of energy and the parents seemed to be enjoying the activity. Ms. Unikel inquired about volunteer opportunities and the process. Ms. Hall gave an overview of the program and offered to look into the current status of volunteer opportunities. Ms. Oliver mentioned that she was using a study room at the library and observed kids signing up for summer reading. She said it was nice to see them very excited and engaged in the program.

UNFINISHED BUSINESS

Strategic Plan Implementation Update

Ms. Hall provided a handout outlining the draft activity plan for 2025-2027. Ms. Hall noted that the board will review the activity plan yearly and adjust as necessary. She answered questions from the board and stated that a more finalized plan will be presented next month.

Chiller Repair Update

Ms. Amen stated that the chiller's 3 modules are now up and running and that the final walk-through with Thermo Systems will take place tomorrow. Ms. Durov talked about the steps taken to make staff more comfortable during the time that the chiller was down. She commented that staff were amazing in dealing with the uncomfortable temperatures.

NEW BUSINESS

There was no new business to discuss.

AGENDA BUILDING

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

- Strategic Plan
- Master Plan Update

- Review Draft Executive Director Succession Plan

ADJOURN

Ms. Oliver declared the meeting adjourned at 8:13 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 (Jul 25, 2024 14:32 EDT)

Ms. Stacy Oliver, President

Jennifer Duncan McGee

Ms. Jennifer McGee, Recorder