

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
July 18, 2024 | 7:00 pm

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:01 p.m. by Ms. Stacy Oliver.

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, Ms. Jami Xu

Trustees Absent: Ms. Maura Crisham, Mr. Nimesh Patel

Staff Present: Ms. Kate Hall, Ms. Anna Amen, Ms. Becky Moore, Ms. Jennifer McGee, Mr. Phil Collins

Others Present: IT Support: Mr. Patrick McCallister

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – June 20, 2024
- 3.3 Approve Cash Balances & Income Statement June 2024
- 3.4 Approve Bills and Charges from June 2024 in the amount of \$929,714.92
- 3.5 Cook County United Against Hate Resolution

Ms. Spector Bishop made the motion to approve the consent agenda. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Mr. Glaubinger, Ms. Oliver, Ms. Spector Bishop, Ms. Unikel, Ms. Xu

“Nay”: None

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

In addition to her report, Ms. Hall's update included mentioning the Friends of the Library Booksale and Culvers Dine and Share, which raised funds for the Library Foundation. She discussed her appointment to the ILA Public Policy committee that focuses on monitoring library legislation. She thanked the board for approving the Stand Against Hate Resolution; highlighting the library's joint collaboration with community commission relations and CATCH to offer the Upstanders Documentary.

Ms. Hall also presented data on magazine usage and discussed the Civic Foundation's use of library meeting space. In addition to Ms. Hall's report, Ms. Durov mentioned the library's partnership with the Village to host a presentation about the new waste hauler contract, emphasizing sustainability efforts such as cart size options for Northbrook residents.

New York Times Subscription Demo

Mr. Collins, Adult Services Supervisor, was present to talk about the NYT subscription now available to library patrons. This subscription grants access to the NYT website, offering a comprehensive package known as the New York Times Pass – All Access, which includes news, games, cooking recipes, Wirecutter (akin to Consumer Reports), and The Athletic for top sports analysis. He demonstrated how patrons can access the subscription both at the library and remotely.

BOARD MEMBER REPORTS

Ms. Spector Bishop noted attending the chess drop-in program, describing it as filled with highly focused teens. Mr. Glaubinger highlighted the strong turnout at the 4th of July Parade. Ms. Oliver discussed ongoing neighborhood internet outages, using them as an opportunity to promote the library's free WIFI to neighbors.

UNFINISHED BUSINESS

Strategic Plan Implementation Update

Ms. Hall reviewed the library's strategic activity plan provided in the packet, detailing focus areas, responsible parties, and methods for assessing outcomes. She emphasized community needs and ongoing evaluation, aiming for positive impacts. Ms. Unikel advocated for dynamic evaluation and understanding successful strategies. Ms. Hall agreed and confirmed that there will be quarterly updates with the board beginning in 2025. She also announced plans to develop a progress-tracking data dashboard.

Master Plan Update

In addition to the packet documents, Ms. Hall presented two new design plans developed by Product Architecture and Design. The new plans incorporate adjustments to the original master plan, which were influenced by feedback received from the strategic plan survey. The board offered input on the designs based on their personal experience using the library and community feedback. Ms. Hall outlined next steps which include sharing design plans with staff to gather their input. Final plans will be formally presented to the board in November for their review and consideration.

NEW BUSINESS

Review Draft Executive Director Succession Plan

Ms. Hall reviewed the draft Executive Director's succession plan in the packet. The board suggested simplification and annual review of the plan to take place during Ms. Hall's performance evaluations. Mr. Glaubinger recommended clarifying terminology for temporary absences. The finalized plan will be completed next month with detailed appendices and presented for approval in September.

AGENDA BUILDING

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


- File detailed statement of all receipts and expenditures for previous 6 months
- Start discussion on the levy
- ED Goal Check In
- Civic Hybrid Room Bid presentation
- EDI Pulse Survey Q2 Presentation
- Civic Foundation – Referendum of Understanding
- Data Dashboard Proposal

Ms. Hall mentioned that **September's** Board Meeting will not be livestreamed but will be recorded and posted on the library's website.

ADJOURN

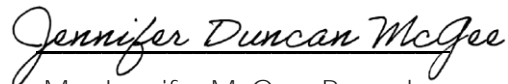
Ms. Oliver declared the meeting adjourned at 8:31 pm.

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 (Aug 16, 2024 08:39 CDT)

Ms. Stacy Oliver, President



Ms. Jennifer McGee, Recorder