

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
October 17, 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: Ms. Maura Crisham, Ms. Stacy Oliver, Mr. Nimesh Patel, Ms. Janet Spector Bishop, Ms. Barbara Unikel, Ms. Jami Xu

Trustees Absent: Mr. Jay Glaubinger

Staff Present: Ms. Kate Hall, Ms. Kelly Durov, Ms. Anna Amen, Ms. Becky Moore, Ms. Jennifer McGee, Mr. Dan McQuinn

Others Present: Mr. Patrick McCallister, IT Support, Ms. Kim McQuinn and Ms. Danielle McQuinn

Present Virtually: Mr. Chris Joffe, Ms. Collen Scheetz, and Ms. Elizabeth Rupert, Joffe Security

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes September 19, 2024
- 3.3 Approve Special Session Minutes October 9, 2024
- 3.4 Approve Cash Balances & Income Statement September 2024
- 3.5 Approve Bills and Charges from September 2024 in the amount of \$ 689,511. 25

Ms. Unikel made the motion to approve the consent agenda. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, 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 updated the board on the Civic Zoom room conversion and Ms. Crisham’s participation in Northbrook School District 28’s Focus Group.

State of the Building

Mr. McQuinn, Interim Facilities Manager, discussed the library's current state based on the building assessment report he co-prepared with Mr. Spelz. He highlighted completed preventative maintenance and upcoming needs, stating the building is in good condition overall. He recommended hiring someone with mechanical expertise or considering outsourcing maintenance. Mr. McQuinn outlined the advantages of partnering with a facilities management company, including yearly audits, project resources, training, collaboration, and the establishment of a preventive maintenance schedule.

EDI Pulse Survey Presentation

Ms. Moore, Human Resources Director, presented the Q2 pulse survey results to the board, noting a 69% participation rate (79 staff members) and consistent findings with Q1. The survey revealed strengths in staff feeling respected, valued, and experiencing a fairly divided workload, though concerns about weekly workload capacity were raised. Ms. Moore outlined plans for Q3 and Q4 surveys, with results to be shared with staff and managers to address any gaps. Overall, the results show positive progression in employee sentiment.

BOARD MEMBER REPORTS

Ms. Spector Bishop mentioned attending the Upstanders event stating that it was an exceptional event, with a very engaged crowd and fabulous panel. Ms. Unikel also commented on the Upstanders event declaring that the information presented is very important and not just for children. Mr. Patel extended praise to staff on their continued dedication.

UNFINISHED BUSINESS

Update on FEIN and Payroll Change

Ms. Amen updated the board on the library's new FEIN number and that ADP's contract is being reviewed by the library's attorney. She noted that ADP is confident the go-live date of January 1, 2025, is achievable. In response to Mr. Patel's question about historical data access, she confirmed that staff will continue to have access to the Village's payroll system.

Approve Final FY26 Tax Levy

Ms. Amen referred to the documents provided in the packet and made the recommendation of a tax levy increase of 4.6%, in the amount of \$10,344,000 2024 for FY26.

Ms. Crisham made the motion to approve an overall tax levy increase of 4.6% for the FY26 Tax Levy in the amount of \$10,344,000. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

NEW BUSINESS

Serving Our Public 4.0 Review for Per Capita Grant Application

Ms. Hall provided an overview of the Serving our Public and per capita grant application and referenced to the documentation provided in the board packet. Ms. Hall stated that no action is needed by the board since the library is within standard of each chapter; attributed to the security camera policy and Executive Director succession plan completed in the last year.

Class 6B Application Review for 3685 Woodhead Drive

In addition to the documents provided in the board packet, Ms. Hall gave an overview of the 6B process, history of past 6B's, and the impact on the library's financials. The board discussed the 3685 Woodhead Drive 6B application and determined there were no red flags to address.

Ms. Spector Bishop made the motion to recommend to the Village Board that the 3685 Woodhead Drive Class 6B request be approved. Ms. Crisham seconded the motion.

On a voice vote, Trustees voted "Aye".

Staff Appreciation Week

In addition to Ms. Moore's memo, Ms. Amen shared what the board has done for staff appreciation week over the past few years along with costs. The board discussed and decided on Graters and written appreciation from the board. The Staff Appreciation event will occur in November.

Annual Library Visit

In reference to her memo, Ms. Hall suggested shifting the annual library visit to spring and made the suggestion of visiting the Schaumburg Public Library. The board agreed. Scheduling the Schaumburg library visit will be addressed early 2025.

Joffe Security Proposal

Ms. Durov provided an overview of increasing safety issues at the library, citing factors such as patron behavior since 2021, community changes, COVID-19 safety protocols, swatting attacks, the September room booking, and the Welcome mural. She emphasized the need for enhanced staff training in safety and security and proposed partnering with Joffe Security to streamline these efforts.

Mr. Chris Joffe, along with Ms. Collen Scheetz and Ms. Elizabeth Rupert, provided an overview of their company and their security proposal during a virtual presentation. Following a Q&A session, the board and leadership decided that more time is needed to evaluate the library's security direction before making any decisions on outsourcing or partnerships.

CLOSED SESSION

Ms. Crisham made the motion to go into Closed Session at 9:30 pm pursuant to 5 ILCS 120/2(c)8: Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public. Ms. Spector Bishop seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

The board returned to general session at 10:53 pm. There was no action taken from the closed session.

AGENDA BUILDING

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

- Update on Payroll & FEIN Change
- Joffe Security Proposal
- Quarterly Strategic Plan Report
- Approve Per Capita Grant Application
- Review Closed Minutes for previous 6 months
- Demo if new Civic Room AV Equipment

ADJOURN

Ms. Oliver declared the meeting adjourned at 10:53 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 (Nov 22, 2024 13:48 CST)

Ms. Stacy Oliver, President

Jennifer Duncan McGee
Ms. Jennifer McGee, Recorder