

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
August 15, 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, Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Janet Spector Bishop, Ms. Barbara Unikel, Ms. Jami Xu

Trustees Absent: Mr. Nimesh Patel

Staff Present: Ms. Kate Hall, Ms. Anna Amen, Ms. Jennifer McGee

Others Present: IT Support: Mr. Patrick McCallister, Commissioner Scott Britton, and Chair Yoga participants: Elisa Kirch, Marsha Willner, JoAnne Kahn, Barb Cornew, Cecelia Kestler, Marian Caporusso, Karen Borus

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – July 18, 2024
- 3.3 Approve Cash Balances & Income Statement July 2024
- 3.4 Approve Bills and Charges from July 2024 in the amount of \$897,886.96
- 3.5 File detailed statement of all receipts and expenditures for previous 6 months
- 3.6 Approve Executive Director Succession Plan

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

On a roll call vote, Trustees voted:

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

“Nay”: None

PRESENTATION OF UNITED AGAINST HATE RESOLUTION WITH COOK COUNTY COMMISSIONER

Ms. Oliver read the resolution, and Commissioner Scott Britton, who was present, thanked the library for its adoption. He shared background information about the resolution, discussed the importance of libraries in addressing issues like bomb threats, and emphasized their role in combating bigotry and hate through access to knowledge. Britton also highlighted opportunities for partnership, including events like the solar eclipse and the upcoming The Upstander event at the library.

PUBLIC COMMENTS

Several yoga chair participants attended the board meeting to advocate for the program to continue on a weekly basis. All expressed gratitude to the board and Ms. Hall upon hearing that chair yoga will continue to be offered weekly through 2025.

STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that she will be off August 23rd through September 2nd. She encouraged board members to attend the upcoming film screening *The Upstanders* a joint program that the library is hosting in partnership with the Village's Community Commission, CATCH, Cook County United Against Hate, and the Illinois Holocaust Museum. The screening will be followed by a Q&A session with Commissioner Britton on September 22nd from 3-5:00 pm.

Ms. Hall also highlighted several staff changes: Technical Services Manager Barb Mayer is retiring, with the department being evaluated for future changes, the Circulation Manager is serving as interim manager. Adult Services Assistant Manager Hala Haddad is retiring at the end of August, and her position will be filled. Ms. Durov and Ms. Kosuge are working to fill the Youth Services Assistant Manager position. While the Facilities Manager position is under evaluation, part-time interim managers, Dan McQuinn and Tom Spelz, have been hired to review and inspect systems.

BOARD MEMBER REPORTS

Ms. Spector Bishop reported on attending the Pigeon Program, an event with about 20 attendees that focused on rescuing and handling pigeons. Participants enjoyed interacting with gentle pet pigeons, assisted by helpful volunteers. Ms. Oliver mentioned attending the Friends of the Library Booksale, which had a great turnout, and also noted her visit to the Farmer's Market where the library gave away many books.

UNFINISHED BUSINESS

No items were carried over from the previous meeting.

NEW BUSINESS

Executive Director Goal Check In

In addition to board packet information, Ms. Hall gave a progress update on her six annual goals, noting that adjustments might be necessary due to current developments. After discussion, the board recommended that Ms. Hall use the same format for quarterly updates and include historical context.

Civic Room Audio Visual Upgrades Bid Proposal

In addition to board packet information, Ms. Durov reviewed the Civic Room Audio Visual project, which will enhance versatility of the Civic Room and support the demand for virtual attendance by installing ceiling speakers and microphones. A \$25,000 grant proposal from the Civic Foundation will fund most of the project's cost. Ms. Durov recommended approving Pace's proposal, citing their strong working relationship with the library and status as the lowest responsible bidder.

Ms. Spector Bishop made the motion to approve the Civic Room Audio Visual Upgrade Proposal from Pace Systems in the amount of \$34,378 plus \$1,000 alternate as the lowest responsible bidder. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Civic Foundation Room Rental Memorandum of Understanding

In addition to information provided in the packet, Ms. Hall outlined the process for addressing Civic's request for a standing room reservation, which involves minor policy adjustments for advance bookings and multiple sign-ins. The Civic board supports the MOU, and the library is ready to implement the changes. Ms. Hall recommended moving forward with the MOU.

Ms. Glaubinger made the motion to approve the Civic Foundation Room Rental Memorandum of Understanding as presented for a period of 5 years from the date of execution. Ms. Crisham seconded the motion.

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

5th Star Collective Monthly Statistics Project Proposal

In addition to the memo and proposal included in the packet, Ms. Hall discussed how the data dashboard aligns with the library's strategic plan. The data dashboard will support long-term success by streamlining processes, supporting data-driven decision-making and increasing staff capacity. It will also be used to measure effectiveness of strategic plan initiatives. Ms. Hall requested board approval for this 5th Star Collective's proposal as part of the Strategic Plan activities.

Ms. Crisham made the motion to approve the 5th Star Collective Monthly Statistics Project Proposal for a cost not to exceed \$23,700 as part of our strategic plan project work as presented. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Village of Northbrook Payroll Change

Ms. Hall presented the payroll transition timeline, emphasizing the challenges of setting up a new payroll system, including obtaining a new FEIN and establishing IMRF, within the Village's tight 4-month deadline. She discussed how other Illinois village libraries manage payroll, FEIN, IMRF, and health insurance. Ms. Amen shared her research conducted with HR Director Ms. Moore and outlined their next steps. The board expressed frustration with the village's lack of communication and the

unreasonable timeframe given for the transition. They discussed how to effectively communicate the negative impact of the payroll transition on the library and the community to the village board.

AGENDA BUILDING

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

- EDI Pulse Survey Responses: Becky Moore has taken over our work with Lily Zheng and will be presenting the results of the Q2 pulse survey that was administered in June.
- Levy: Anna Amen and Kate Hall will present the initial levy presentation to the board for approval in October.
- Closing Schedule: The board will review the recommended closing schedule for 2025.
- File account of all monies received and expended during preceding fiscal year
- Audit with Selden Fox
- Follow-up on Payroll with Village

Ms. Hall mentioned that September's Board Meeting will not be livestreamed, but will be recorded and video will be available on the website.

ADJOURN

Ms. Oliver declared the meeting adjourned at 8:46 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 (Oct 2, 2024 13:19 CDT)

Ms. Stacy Oliver, President

Jennifer Duncan McGee

Ms. Jennifer McGee, Recorder