

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
September 21, 2023| 7:30 pm

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Mr. Jay Glaubinger.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Anna Amen

Trustees Present: Ms. Maura Crisham, Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Janet Spector Bishop, Ms. Barbara Unikel, Ms. Jami Xu

Trustees Absent:

Staff Present: Ms. Kate Hall, Ms. Kelly Durov, Ms. Anna Amen, Ms. Laurie Prioletti, Ms. Arielle Raybuck

Others Present: Merrill Medansky, Friends of NPL

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular and Executive Session Minutes – August 17, 2023
- 3.3 Approve Cash Balances & Income Statement August 2023
- 3.4 Approve Bills and Charges from August 2023 in the amount of \$814,720.61
- 3.6 Approve Vacation and Association Membership Employee Handbook Updates
- 3.7 Approve LIMRiCC Intergovernmental Agreement & Resolutions

Prior to approving consent agenda, Mr. Glaubinger moved to move the Board Member reports to occur just after the consent agenda. He also moved to remove agenda item 3.5 Approve 2024 Closing Schedule off of the consent agenda to be reviewed separately under New Business due to an adjustment made after packet was posted.

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

BOARD MEMBER REPORTS

Mr. Glaubinger thanked library staff and the Northbrook Police Department for their response and professionalism to the recent swatting attack. Safety issues were discussed in closed session.

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

In addition to her written report, Ms. Hall commented on how well staff responded to the swatting attack. She mentioned Ms. Durov's work with the Northbrook police department helped put a response plan in place for staff. Ms. Durov talked about the recent swatting attacks on Northern Illinois libraries and discussed how the Northbrook Police Department has been a valuable resource to staff. **Ms. Hall thanked Ms. Spector Bishop's for her support given to staff after the swatting attack.** Ms. Spector Bishop mentioned that Phil Collins of the Northbrook Library was the Village Hall Community Commission guest speaker at the Village of Northbrook Board Meeting on September 12, 2023. He gave a presentation on Clark and Division, the selected **book for this year's** one book one Northbrook and provided a copy of the book to meeting attendees.

UNFINISHED BUSINESS

Strategic Plan Update

Ms. Hall informed the board that the strategic plan community survey will be distributed the 1st week of October and offered in several different languages. The strategic plan committee is currently scheduling interviews with Community focus groups that represent different identity groups and demographics.

Lily Zheng EDI Project Update

Ms. Hall stated that Zheng Consulting is working on finishing their report on the EDI staff survey results and that the report will be ready to send out to staff and the board next week. Lily Zheng will meet with staff and the board separately the 1st week of October to review their report's findings.

Adopt Book Sanctuary in Northbrook Resolution

Mr. Glaubinger reminded **available trustees to attend the Village's September 26th** board meeting to show their support of the Book Sanctuary resolution.

NEW BUSINESS

FY24 Closing Schedule

Mr. Glaubinger outlined the amended date of Staff Development Day from May 24, 2024 to May 10, 2024 on the FY24 closing schedule

Ms. Oliver made the motion to approve the amended FY24 closing schedule. Ms. Crisham seconded the motion.

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

FY24 Tax Levy Draft

Ms. Amen reviewed tax levy information provided in the packet. She discussed considerations taken into account to determine the recommended levy. The board requested additional information to be provided at the October meeting.

Class 6B 3075-3085 Commercial Avenue Request

Mr. Glaubinger reviewed Cook county's 6B request program. He outlined key information of the business requesting the Class 6B, the terms of the request and reasons why to approve or not approve the request. The board discussed the request and agreed to recommend support of the 6B request to the Village.

Ms. Unikel made the motion to Recommend to the Village Board that the 3075-3085 Commercial Avenue Class 6B request be approved based on advantages derived from property improvements and occupancy. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "Aye."

Staff Questions for the Board

In reference to the staff questions included in the packet, Mr. Glaubinger stated that the board will answer one question at this meeting and will answer subsequent questions in writing to be discussed at future meetings. Board members answered the following staff question: "What made you want to join the library board? Do you think those motivations still drive your actions and decision-making? Why or why not?"

CLOSED SESSION

- Trustee Vacancy Appointment
- HVAC Chiller Repairs
- Library Safety & Security Update
- Executive Director Review

Ms. Spector Bishop made the motion to go into Closed Session Pursuant to

5 ILCS 120/2(c)3 The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

5 ILCS 120/2(c)11 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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 property.

5 ILCS 120/2(c)2 Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Ms. Crisham seconded the motion.

The general session was reopened at 9:41pm.

Executive Director Review

Ms. Oliver made the motion to increase executive director compensation by approximately 5% increase to \$159,000. Ms. Crisham 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

AGENDA BUILDING

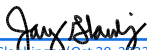
The board discussed and decided to put the following items on the October agenda:

- Trustee Vacancy Appointment
- Per Capita Grant Annual Requirements Review
- Discuss Staff Appreciation Week
- Lily Zheng Report Discussion
- Strategic Plan Update
- FY23 Audit Presentation
- File account of all monies received and expended during preceding fiscal year (FY23) per 65 ILCS 6/3.1-35-65

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 10:13 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.


jay Glaubinger (Oct 20, 2023 16:36 CDT)

Mr. Jay Glaubinger, President


Ms. Jennifer McGee, Recorder