

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING  
August 17, 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. 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:

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

Others Present: Mr. Patrick McCallister, IT Support

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Special, Regular and Executive Session Minutes – July 20, 2023
- 3.3 Approve Cash Balances & Income Statement July 2023
- 3.4 Approve Bills and Charges from July 2023 in the amount of \$579,982.74
- 3.5 File detailed statement of all receipts and expenditures for January – June 2023 per 50 ILCS 305/1

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

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

In addition to her written report, Ms. Hall reminded the board of her vacation and surgery leave in August. She mentioned that summer reading is now closed with high participation. Ms. Hall informed the board of recent threats received by local area libraries. She talked about the By Stander Intervention Training offered to staff.

## BOARD MEMBER REPORTS

Ms. Spector Bishop mentioned stopping by Tech Tuesday and found that the service offered by staff to be extremely helpful and valued by many people. Mr. Glaubinger mentioned going to the Farmers Market this week and that it was nice to see library staff again at community events. Mr. Glaubinger mentioned the recent trustee resignation and that the replacement process for the vacant seat will be discussed during closed session.

## UNFINISHED BUSINESS

### Strategic Plan Update

Ms. Hall provided an overview of the kick-off meeting and discussed the community survey. The board discussed different ways to promote community participation in the survey.

### Lily Zheng EDI Project Update

Ms. Hall gave an update of the Zheng EDI staff survey and noted that about 80% of staff have completed the survey. She provided the timeline for the data analysis with the expectation that the review presentation of the survey results will be ready in late September.

### Adopt Book Sanctuary in Northbrook Resolution

In addition to the resolution provided in the packet, Ms. Hall mentioned that the Village plans to approve the resolution at their September 26th board meeting. She encouraged available board members to attend the meeting to show their support of the resolution. The board reviewed the resolution and addressed certain wording to be changed prior to its approval.

## NEW BUSINESS

### Staff & Board Communication

As a follow-up from last month, Ms. Hall and the board discussed opportunities to strengthen communication between the board and library staff and increase staff's understanding of the board's role.

Trustee Vacancy Appointment (closed session)

HVAC Chiller Repairs (closed session)

## CLOSED SESSION

Ms. Oliver 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.

Ms. Xu seconded the motion.

The general session was reopened at 8:59 pm.

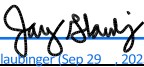
#### AGENDA BUILDING

The board discussed and decided to put the following items on the September agenda: Auditorium Rentals presentation, Draft Tax Levy, 2024 Holiday Schedule, Audit Presentation, Staff Questions, File account of all FY23 monies received/expended, Executive Director Review, Trustee Vacancy, HVAC.

#### ADJOURN

Mr. Glaubinger declared the meeting adjourned at 9:00 pm.

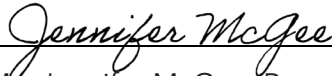
FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.



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jay.glaubinger (Sep 29, 2023 09:40 CDT)

Mr. Jay Glaubinger, President



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Ms. Jennifer McGee, Recorder