

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING

February 15, 2024 | 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, Mr. Nimesh Patel, 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 (virtually)

Others Present: IT Support: Mr. Patrick McCallister, Deerfield Residents: Sarah Baiicher, Allie, Waitzman, Jamie, Mazariegos

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – January 18, 2024
- 3.3 Approve Special Session Minutes- January 20, 2024
- 3.4 Approve Cash Balances & Income Statement January 2024
- 3.5 Approve Bills and Charges from January 2024 in the amount of \$704, 384.98
- 3.6 File detailed statement of all receipts and expenditures for previous 6 months

Ms. Oliver made the motion to approve the amended consent agenda. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, Mr. Glaubinger, 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 provided highlights of winter reading and mentioned summer reading’s kick off in June. She thanked board members again for their participation during finals week. Ms. Hall talked about the possibility of adjusting the timing of Finals Café if the high school switches finals to occur prior to winter break. Ms. Hall informed the board of her involvement in District 225’s strategic planning committee composed of community members, students, teachers, and parents. She talked about there being several common focal points among all groups such as

lifelong learning, mental health and wellness, college and beyond. Ms. Hall shifted discussion to March being Oscar movie month and that the library will be showing a number of Oscar movies which are always heavily attended. Ms. Hall ended her report by discussing the card holder map prepared by Circulation Manager Kim Hegelund. The map illustrated that the library has good market penetration with 50% of users having library cards; most with 1 card per household. The map showed that people are actively using the library and are coming in on a regular basis.

BOARD MEMBER REPORTS

Ms. Unikel complimented the March newsletter stating that it is graphically beautiful and the layout made everything appealing. Ms. Spector Bishop mentioned attending the Christopher Laughlin concert and said that it was a fabulous concert with a lot of attendees. Mr. Patel commented that the library did a good job making it accessible during the snowstorm last month.

UNFINISHED BUSINESS

HVAC Chiller Update

Ms. Amen provided the following update on the Chiller. The contract has been approved by the attorney and signed by Ms. Hall and Thermosystems. Thermosystems has removed module 3 which will be sent to multistack for forensic testing. The library should receive test results within 3 months, ordered parts within 13 weeks, with anticipated installation in May.

Strategic Plan Update

Ms. Hall provided an update on the strategic plan process stating that Amanda Standerfer from Fast Forward Libraries is working on the draft plan which the library should receive later this month. The board will review the director's draft goals at the March meeting and once approved, will work on an implementation plan.

Annual Facilities Walk Thru

Mr. Glaubinger reviewed the list of items the board will be looking at during the building walk thru. Listed items included recent projects and highlighted future needs based on the facility plan and 2018 master plan.

Executive Director Evaluation

Mr. Glaubinger provided the following timeline of the Executive Director Evaluation. At the March meeting, the board will discuss completed evaluation forms. In April, the Board will finalize the **Executive Director's** evaluation and the Board President and Vice President will meet with the Executive Director to review their evaluation, compensation and goals.

NEW BUSINESS

Steam Boiler Change Orders

Ms. Amen reviewed the details of the change order outlined in her memo included in the board packet. FE Moran is asking for approval of a \$8,750 change order due to the boiler's placement and the scope of labor and materials deemed necessary post-installation. After discussion, Ms. Amen recommended that the library negotiates a lower change order with FE Moran which will result in lower overall cost by avoiding litigation and the combined initial and change order costs will still be less than other initial bids.

Ms. Spector Bishop made the motion to authorize the Executive Director and Finance and Operations Director to negotiate with FE Moran on the outstanding change order. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

FY25 Draft Budget Review

In addition to the documents found in the board packet, Ms. Hall and Ms. Amen presented a more detailed overview of the budget. Ms. Hall outlined the various considerations when developing the budget such as library initiatives along with upcoming projects. Ms. Amen followed with a detailed overview of revenue and expenses. The board discussed and agreed that no changes are necessary for the FY25 draft budget and to keep on next month’s agenda for approval.

Plan Visit to Neighboring Library

Ms. Hall recommended that the board visits the Glenview library since Northbrook and Glenview share the most patrons; plus, it’s the closest library similarly sized to Northbrook. The board was in agreement and plans to visit the Glenview library this Spring.

CLOSED SESSION

The Board did not go into closed session.

AGENDA BUILDING

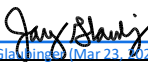
The board discussed and decided to put the following items on the March agenda:

- Annual Review of Non-resident Fee Method
- Review Draft Strategic Plan
- Approve Annual FY25 Budget
- Appoint Board Nominating Committee
- Room Rental, Public Code of Behavior, and Fines & Fees Policy Updates

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 9:30 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 (Mar 23, 2024 15:19 CDT)

Mr. Jay Glaubinger, President


Ms. Jennifer McGee, Recorder