

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING

June 18, 2025 | 7:00 pm

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:00 p.m. by Ms. Janet Spector Bishop.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Mr. Adam Bazer, Ms. Bryce Budin, Ms. Maura Crisham, Mr. Nimesh Patel, Ms. Janet Spector Bishop, Ms. Barbara Unikel

Trustees Absent: Ms. Stacy Oliver

Staff Present: Ms. Kate Hall, Ms. Kelly Durov, Ms. Anna Amen, Ms. Becky Moore, Ms. Jennifer McGee, Ms. Arielle Raybuck

Others Present:

APPROVAL OF THE CONSENT AGENDA

3.1 Approval of the Agenda

3.2 Approve Cash Balances & Income Statement May 2025

3.3 Approve Bills and Charges from May 2025 in the amount of \$1,129,865.59

3.4 Update FOIA Policy

3.5 Approve New Bank Resolutions for New Signers

Ms. Unikel made the motion to approve the consent agenda as presented. Mr. Patel seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Mr. Bazer, Ms. Budin, Ms. Crisham, Mr. Patel, Ms. Spector Bishop, Ms. Unikel

"Nay": None

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

Lily Zheng Update

Ms. Moore provided an update on the Lily Zheng staff survey. She outlined four key recommendations based on survey results and stated that a more comprehensive assessment is planned for Fall 2025.

Joffe Security RFP Update

Ms. Durov reported on Joffe's development of a library security response plan to be shared with staff in August. She discussed working with Joffe on three RFPs to upgrade the library's security systems including fob keys, alert system, cameras, and intercoms.

Executive Director Report

Ms. Hall highlighted upcoming events and shared an update on IMLS funding, as detailed in her written report.

BOARD MEMBER REPORTS

Ms. Spector Bishop shared her positive experience at the Northfield Food Pantry grand opening. Ms. Budin shared feedback on her daughter's enjoyable participation in the library's summer reading program.

UNFINISHED BUSINESS

Park District Facilities Cooperative Intergovernmental Agreement

Ms. Durov noted the Park District is still reviewing the agreement with legal counsel. The IGA is expected to be ready for board review in August.

Room Rental Policy Review Working Group Update

Ms. Spector Bishop gave an update on the room rental policy review project informing the board that the working group will consist of 11 members: 5 community members, 3 library staff, 2 board members, a facilitator, and the library's attorney. The first meeting is scheduled for July 16.

NEW BUSINESS

Local Elections & The Role of Library Trustees

Ms. Spector Bishop spoke about balancing roles as a library trustee and as a private citizen, referencing the handout in the board packet. She highlighted key points to consider when navigating endorsement of political candidates or platforms.

Facilities Outsourcing Update

Ms. Amen gave an update on facilities outsourcing, reviewing the transition to ABM for facilities management. She noted the positive impact of the new facilities manager, Mr. Halack, who joined the library in May, and shared that he will present his assessment at the August board meeting.

Illinois Public Library Annual Report

Ms. Durov presented on the library's Illinois Public Library Annual Report (IPLAR) FY25 provided in the board packet. She explained how ILPAR is used to help the library look at data to see how we're doing statistically and how we compared to other Illinois libraries. Ms. Durov highlighted outstanding statistics and trends for FY25 with the most notable highs in daily visits, study room bookings, along with library card registration.

Ms. Crisham made the motion to approve the Illinois Public Library Annual Report for FY25 as Presented. Mr. Patel seconded the motion.

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

"Nay": None

"Abstain": None

Executive Director's Goals (Closed Session)

The board went into closed session to discuss the Executive Directors goals for 2025.

CLOSED SESSION:

Ms. Budin made the motion to go into Closed Session at 8:00 pm pursuant to:

5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Mr. Bazer seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Mr. Bazer, Ms. Budin, Ms. Crisham, Mr. Patel, Ms. Spector Bishop, Ms. Unikel

"Nay": None

The board returned to general session at 8:27 pm. There was no action taken from the closed session.

AGENDA BUILDING

The board discussed and decided to keep the following items on the July agenda:

- Park District Facilities Cooperative Intergovernmental Agreement
- Room Rental Policy Review Working Group Update
- Quarterly Strategic Plan Check In
- Scope 3 Emissions Report from staff member Katie Suárez

ADJOURN

Ms. Spector Bishop declared the meeting adjourned at 8:29 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.

Janet Spector Bishop

Janet Spector Bishop (Jul 29, 2025 13:07:03 EDT)

Ms. Janet Spector Bishop, Vice President

Jennifer Duncan McGee

Ms. Jennifer McGee, Recorder