

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING

March 20, 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. Stacy Oliver.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Maura Crisham, Ms. Stacy Oliver, Ms. Janet Spector Bishop, Ms. Barbara Unikel

Trustees Absent: Mr. Nimesh Patel and Ms. Jami Xu

Staff Present: Ms. Kate Hall, Ms. Kelly Durov, Ms. Anna Amen, Ms. Becky Moore, Ms. Jennifer McGee, Mr. Aaron Ashmann

Others Present: Mr. Patrick McCallister, IT Support, Bryce Budin, Northbrook Resident

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – February 20, 2025
- 3.3 Approve Executive Session Minutes – February 20, 2025
- 3.4 Approve Special Session Minutes – March 11, 2025
- 3.5 Approve Executive Session Minutes – March 11, 2025
- 3.6 Approve Cash Balances & Income Statement February 2025
- 3.7 Approve Bills and Charges from February 2025 in the amount of \$792,236.4
- 3.8 Approve Non-Resident Fee Method

Ms. Unikel made the motion to approve the consent agenda. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Crisham, Ms. Oliver, Ms. Spector Bishop, Ms. Unikel

"Nay": None

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

Executive Director Report

In addition to her written report, Ms. Hall reminded the board to complete the economic interest form. She also mentioned Summer Reading T-shirts, the Schaumburg library tour, and upcoming events that may interest board members. Ms. Hall addressed the potential impact of President Trump's executive

order on IMLS funding and how it could affect the library system. She mentioned her upcoming absence in April, noting that Ms. Durov would be in charge and provided an overview of her absence plan. Ms. Hall concluded with an update on the room booking, which had been uneventful. She is continuing her efforts to contact everyone who reached out regarding the event via phone and email. Ms. Hall expressed gratitude to the board for their support over the past six months, acknowledging the challenges and lessons learned. She offered special thanks to Ms. Oliver, who began her term as board president last May, bringing valuable skills and knowledge to navigate these situations. Ms. Hall also highlighted strengthened relationships with the police and the improvements in the library's response through collaboration with Joffe. The board discussed and provided feedback.

BOARD MEMBER REPORTS

Ms. Spector Bishop mentioned attending the Exploring Space event, which featured a fabulous eclipse presentation. Ms. Oliver mentioned attending the Northbrook Trustees Candidate Forum, where many questions were addressed.

UNFINISHED BUSINESS

Statistics Dashboard Project Update

In addition to the memo in the packet, Ms. Hall provided an update on the statistics dashboard project, noting that Phase 1 was completed in January. She presented a mock-up of the dashboard's front page, which offered a quick overview of key data with yearly comparisons, designed to be more user-friendly and easily shared with the public. Ms. Hall concluded by mentioning that Ms. Mallory Edgar from 5th Star Collective will present the finished product at April's board meeting.

IPBC Health Insurance

Ms. Amen updated the board on the health insurance increase, noting that other libraries and the village are also facing significant rises. She explained that the impact on staff depends on their coverage choice. Ms. Amen provided background on the IPBC, stressing the importance of reviewing the library's benefit package to explore cost-saving measures and additional options. The board discussed the options presented to offset costs for staff, expressing concerns about setting a precedent for future increases and ensuring equity. Ms. Amen will provide insurance adjustments for HMO, PPO, and Dental plans over the last four years at next month's meeting for a final decision.

FY26 Budget

The FY26 Draft Budget was provided in the packet for the board's review. Ms. Amen outlined the changes made to the budget since the previous month. The board had no comments or questions regarding the budget.

Ms. Crisham made the motion to approve the FY26 Budget for \$10,344,000 which includes Operating, IMRF, FICA, and Debit Services. Ms. Spector Bishop seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Crisham, Ms. Oliver, Ms. Spector Bishop, Ms. Unikel

"Nay": None

NEW BUSINESS

Board Nominating Committee Appointments

Ms. Oliver reviewed the process of the Nominating committee and asked for 3 volunteers to serve on the committee. Ms. Unikel, and Ms. Crisham **volunteered to be on this year's nominating committee**; a 3rd volunteer is to be decided. The committee will meet in April and May to slate and appoint officers for FY26.

EDI Q4 Pulse Survey Presentation

Ms. Moore presented the findings from the Q4 Pulse Survey conducted in January 2025. The Q4 survey followed the same format as Q3, and the results were compared to both the Q3 and baseline survey outcomes. She highlighted two areas that require improvement and outlined next steps. The board discussed the survey, and Ms. Moore provided additional context on factors that may have influenced staff feedback.

CLOSED SESSION:

The board did not go into closed session.

AGENDA BUILDING

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

- Resolutions honoring outgoing board members
- Executive Director Review
- Statistics Dashboard Presentation
- Trustee Appointments
- Staff Development Day
- Check In on Payroll Changes and ADP
- FY26 Meeting Dates
- Transfer of Funds to Debt Service and CIF

ADJOURN

Ms. Oliver declared the meeting adjourned at 8:56 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.



Ms. Stacy Oliver, President



Ms. Jennifer McGee, Recorder