

## MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING

July 17, 2025 | 7:01 pm

### CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:03 p.m. by Ms. Stacy Oliver.

### BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

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

Trustees Absent:

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

Others Present: Ms. Merrill Medansky, Friends of the Library

### APPROVAL OF THE CONSENT AGENDA

- 3.1 Approve Regular Session Minutes – June 18, 2025
- 3.2 Approve Executive Session Minutes – June 18, 2025
- 3.3 Approve Cash Balances & Income Statement June 2025
- 3.4 Approve Bills and Charges from June 2025 in the amount of \$773,592.43

Ms. Budin made the motion to approve the consent agenda as presented. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

### PUBLIC COMMENTS

There were no public comments.

### STAFF REPORTS

Scope 3 Emissions Environmental Report

Ms. Suarez presented her sustainability report on Northbrook Library's carbon accounting, focusing on Scope 3 emissions. Her report analyzed 2024 spending on purchased goods and services (Category 1) and downstream transportation and distribution (Category 9). Following the presentation, the board discussed how the report could help develop a framework to guide operational changes that reduce emissions. The conversation centered on the importance of tracking the library's environmental

impact, supporting long-term sustainability planning, and serving as a resource for community environmental education.

#### Executive Director Report

In addition to her report, Ms. Hall noted her upcoming time off in August and reported strong Summer Reading participation with increased adult involvement. She noted federal IMLS funding cuts and ongoing supportive efforts by local legislators. Ms. Durov shared that the collaboration with the Northbrook Park District on the IGA is delayed, with the updated agreement anticipated for board review in September.

#### BOARD MEMBER REPORTS

Ms. Spector Bishop praised the outstanding outdoor story time she attended. Ms. Budin commented on attending the well-received radio program.

#### UNFINISHED BUSINESS

##### Room Rental Policy Working Group Update

Ms. Hall reported on the first meeting of the Room Policy Working Group, which focused on aligning policy with the library's mission and First Amendment principles. The group began developing a framework for policy review and implementation. Next steps include an attorney review of the revised policy based on feedback, followed by board review in September and implementation targeted for October. The next working group meeting is scheduled for August 20.

The meeting was paused while the board visited the Friends of the Library book sale.

#### NEW BUSINESS

##### Friends of the Library Update

Ms. Medansky referenced the Library Responsibilities handout to talk about how the Friends of the Library's supports the library. She highlighted the Friends of the Library's (FOL) ongoing fundraising efforts, which support key programs like seasonal reading initiatives, Youth Services programming, and book discussions. Recent contributions include a monitor for Study Room 12, co-sponsorship of a One Book One Northbrook speaker event, and maintaining the library's fish tank. FOL also maintains reserves for major projects, supports national library priorities, and promotes sustainability by reselling or recycling most donations. The volunteer-run bookshop now operates during all library hours and has nearly doubled its revenue since COVID. Memberships continue to be a key fundraising source.

##### Data Analysis Ongoing Support

Ms. Hall presented Mallory Edgar's proposal for ongoing data support to develop a strategic dashboard, improve annual reporting, and analyze patron feedback. Three engagement models were discussed: ongoing support, project-based work, or hourly consultation. After discussion, the board requested a detailed breakdown of proposed projects, estimated hours, and alignment with strategic goals to better assess the proposal's value.

#### Schaumburg Township District Library Visit

Board members shared insights from their visit to the Schaumburg Library, highlighting its flexible, well-defined spaces, varied seating, and effective digital signage for navigation and room reservations. They praised the inviting teen area with a college-university feel and the lively, well-staffed lobby that encouraged patron engagement. Innovative technology, engaging displays, and thoughtful design elements contributed to a positive and user-friendly experience.

#### Quarterly Strategic Plan Check In

Ms. Hall provided an update on the library's strategic goals, outlining completed initiatives and identifying upcoming priorities. Board members commended the focused planning and the clearer direction for project completion. Staff members also noted that the use of project mapping has enhanced goal attainability and fostered more thoughtful, effective solutions.

#### CLOSED SESSION

The board did not go into closed session.

#### AGENDA BUILDING

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

- Website Update Project Overview with Linda Vering
- Facilities Manager Introduction & Facilities Updates with Jason Halack
- Room Rental Policy Review Working Group Update

#### ADJOURN


Ms. Oliver declared the meeting adjourned at 9:18 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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Ms. Stacy Oliver, President



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Ms. Jennifer McGee, Recorder