

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING  
August 21, 2025 | 7:00 pm

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:02 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, Ms. Janet Spector Bishop, Ms. Barbara Unikel

Trustees Absent: Mr. Nimesh Patel

Staff Present: Ms. Kate Hall, Ms. Kelly Durov, Ms. Becky Moore, Ms. Jennifer McGee, Mr. Aaron Ashmann, Ms. Stephanie Bremner, Ms. Caitlyn Hannon

Others Present: Ms. Mallory Edgar, Fifth Star Collective, Teen Summer Volunteers

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approve Regular Session Minutes – July 17, 2025
- 3.2 Approve Special Session Minutes – July 10, 2025
- 3.3 Approve Cash Balances & Income Statement July 2025
- 3.4 Approve Bills and Charges from July 2025 in the amount of \$819,582.95
- 3.5 File detailed statement of all receipts and expenditures for previous 6 months

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

On a roll call vote, Trustees voted:

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

"Nay": None

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

Teen Volunteers Program

Ms. Bremner, Youth Services Librarian was present to provide an overview of this summer's teen volunteer program. Participation in the program has steadily increased in recent years, with over 100 volunteers taking part this year. She outlined the program's objectives for teen engagement and described the various volunteer groups available. Three Glenbrook North students who volunteered this summer were also present to share their experiences.

#### One Book One Northbrook

Ms. Hannon, Adult Services Librarian and co-chair of the One Book One Northbrook Committee, presented on this year's selection, *Symphony of Secrets* by Brendan Slocumb. She provided background on the One Book One Northbrook initiative, which began in 2019 and takes place every other year. Ms. Hannon shared an overview of the book and highlighted related programs and events scheduled for October.

#### Executive Director Report

In addition to her written report, Ms. Hall mentioned she will be on vacation next week.

#### BOARD MEMBER REPORTS

Ms. Crisham shared an update on the final meeting of the room rental policy working group, highlighting the members' strong engagement and productive discussion. Ms. Spector Bishop visited the Drop-In Genealogy program, observing volunteers from the North Suburban Genealogical Society as they assisted patrons. Ms. Oliver attended the Illinois Library Association Trustee Board's virtual meeting, where trustees statewide exchanged updates and information. Ms. Budin took part in an online artificial intelligence workshop that attracted a large, highly interactive audience from diverse locations.

#### UNFINISHED BUSINESS

##### Room Rental Policy Working Group Update

Ms. Hall provided a verbal update on last night's meeting, emphasizing the thoughtful and robust discussion. She and Ms. Crisham praised Ms. Ryan for her effective facilitation, noting her clear organization of complex topics and ability to keep the group on track. Ms. Hall will collaborate with the library's attorney, Ms. Tappendorf, to incorporate the group's recommendations into a revised draft policy to be presented at the September board meeting.

##### Data Analysis Ongoing Support

Ms. Edgar, from Fifth Star Collective, attended to review the updated Retainer-Based and Project-Based Agreement proposals. She and Ms. Hall responded to board questions and highlighted the benefits of each proposal. In addition to the materials included in the packet, Ms. Hall provided an overview of the top-ranked priority projects. After discussion, the board expressed support for moving forward with the proposed Project-Based Agreement. Additional details on projects and training will be presented at the September board meeting.

Ms. Unikel made the motion to approve the 5<sup>th</sup> Star Collective Project Based Agreement for data project support for the 2 highest priority projects as determined by the Executive Director.

Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

## NEW BUSINESS

Executive Director Quarterly Goal Check In

In addition to her memo, Ms. Hall provided updates on key goals: Strategic Plan Execution, Benefits Analysis, Master Facilities Plan Revision, and the Zheng Staff Survey. She emphasized efforts to delegate projects and strengthen leadership team ownership, including implementing a revised reporting structure and creating a roles and responsibilities document for greater clarity. Regarding board communication, Ms. Hall noted adjustments in her reporting approach to ensure the board receives the appropriate level of detail without being overloaded.

## CLOSED SESSION

The board did not go into closed session.

## AGENDA BUILDING

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

- Closing Schedule
- Data Analysis Ongoing Support Proposal Update (include staff training costs)
- Indian Trails MOU
- FY25 Audit Presentation with Selden Fox
- Room Rental Policy Update
- Website Project Presentation
- FY26 Tax Levy Draft Presentation
- Facilities Overview by Jason Halack

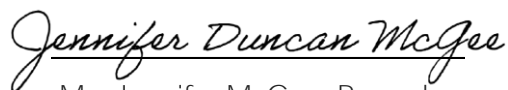
## ADJOURN

Ms. Oliver declared the meeting adjourned at 8:40 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 Olive, President



Ms. Jennifer McGee, Recorder