MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
September 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. 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 (arrived at 7:22 pm)

Trustees Absent:

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

Others Present: Mr. Ed Tracy, Selden Fox; Ms. Julie Tappendorf, Ancel Glink; Northbrook Residents: Ms. Marla Israel, Ms. Nancy Goodman, Mr. Lee Goodman

APPROVAL OF THE CONSENT AGENDA
3.1 Approval of the Agenda
3.2 Approve Regular Session Minutes – August 21, 2025
3.3 Approve Cash Balances & Income Statement August 2025
3.4 Approve Bills and Charges from August 2025 in the amount of $718,177.62
3.5 File account of all monies received and expended during preceding fiscal year
3.6 Approve 2026 Closing Schedule
3.7 Holiday Policy Update – Employee Handbook Policy 03.4
3.8 Unattended Children and Vulnerable Adults Policy Update - General Policy 308
3.9 Indian Trail Public Library District MOU

Ms. Spector Bishop 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, Ms. Oliver, Mr. Patel, Ms. Spector Bishop

"Nay": None

PUBLIC COMMENTS
Northbrook residents Ms. Israel, Ms. Goodman, and Mr. Goodman were present and shared their viewpoints on the library's Room Rental Policy and Public Code of Behavior.

STAFF REPORTS

Executive Director Report

In addition to her report, Ms. Hall noted upcoming events, including One Book One Northbrook and Shermerfest, and thanked the Events Production staff for hosting the Braver Angels program in partnership with the Northbrook Community Commission and Braver Angels.

Ms. Durov provided an update on the Access Control RFP released in August. Several companies participated in the mandatory walk-through. Proposals are due September 26, with a public bid opening at 10:00 a.m. Proposals will be reviewed with Joffe and presented at the October Board meeting.

Facilities Overview

Mr. Halack, Facilities Manager, shared his 22 years of engineering experience and reported that the library is in overall good condition. He reviewed completed and upcoming maintenance projects, preventive maintenance plans, and staff training and development. He referenced handouts in the board folders illustrating completed projects and responded to Board questions.

BOARD MEMBER REPORTS

Ms. Spector Bishop reported that the Braver Angels program, *Skills for Disagreeing Better*, was a great success, with 50 engaged participants. Ms. Oliver noted attending the Jewish Desserts program which also had strong attendance.

UNFINISHED BUSINESS

Data Analysis Professional Development Support Proposal Update

Ms. Hall updated the Board on the proposal, noting that after meeting with Ms. Edgar, they determined additional input from staff was needed. A staff survey will be distributed to gather input on current skills, desired skill development, and areas of learning interest. Survey results will guide training priorities. The proposal will be brought to the Board in October.

NEW BUSINESS

FY25 Audit Presentation

Mr. Tracy from Selden Fox presented the FY25 audit, which ended April 30, 2025, reporting that it proceeded smoothly with no disagreements and that the financial statements accurately reflect the library's finances. He noted that overall, the books are in good order, indicating a well-managed year. Mr. Tracy also reviewed internal controls, GASB compliance, pension and sick pay accruals, and long-term liabilities.

Ms. Crisham made the motion to accept the FY25 Draft Audit as presented. Ms. Budin 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

Website Project Presentation

Ms. Vering, Marketing and Communications Manager, provided an overview of the library’s website redesign. She noted that the current 10-year-old site is difficult to navigate and maintain, and that the redesigned site will be accessible, inclusive, user-friendly, and integrated with existing systems. She outlined the redesign process, including formation of a workgroup, research on user needs, and roadmap development, and noted a revised timeline will be provided. Ms. Hall and Ms. Vering also reported on updates to the library app and the potential of partnering with Bibliocommons are under consideration, with costs under review. The board will receive an update on the website project in November.

Room Rental Policy Update

Ms. Hall reviewed the process of updating the library’s Room Rental Policy, including the formation of a working group that met twice to discuss philosophy, access, roles, and messaging. The revised policy incorporates the group’s feedback on free speech, public access, and clarity for patrons. The Board noted that the Public Code of Behavior referenced in the policy requires further internal review and asked that staff review and bring to the Board in November. Since updates to the Code of Behavior do not affect the Room Rental Policy, the Board agreed to move forward with approving the Meeting Room policy.

Ms. Crisham made the motion to approve the Room Rental Policy as presented. Mr. Bazer seconded the motion.

On a voice vote, Trustees voted:

“Aye”: Mr. Bazer, Ms. Crisham, Ms. Oliver, Ms. Spector Bishop, Ms. Unikel
“Nay”: Ms. Budin

The board paused the meeting for a break before continuing at 9:13 pm.

FY27 Tax Levy Draft Presentation

Ms. Amen outlined her forecasting approach and reviewed levy options. Ms. Hall highlighted library-specific costs, including inflation, rising content and hardware costs, cybersecurity and health/benefit increases, facilities projects, and Strategic Plan initiatives. Based on these considerations, Ms. Amen recommended a 4.6% levy increase. The Board will vote on the levy at the October meeting.

Class 6b Request for 3100-3150 Commercial Avenue

Ms. Hall provided an overview of the 6B process, history of past 6B’s, and the impact on the library’s financials. The board discussed the 3100-3150 Commercial Avenue 6B application and determined there were no red flags to address.

Ms. Unikel made the motion to recommend to the Village Board that the 3100-3150 Commercial

Avenue Class 6B request be approved for increased tax revenue. Ms. Crisham seconded the motion.

On a voice vote, Trustees voted:

"Aye": Mr. Bazer, Ms. Budin, Ms. Crisham, Ms. Oliver, Ms. Spector Bishop, Ms. Unikel
"Nay": None

CLOSED SESSION
The board did not go into closed session.

AGENDA BUILDING
The board discussed and decided to keep the following items on the October agenda:

- Data Analysis Professional Development Support Proposal
- Approve FY27 Levy
- Review RFP recommendation for Access control
- Per Capita Grant requirements; review of Serving Our Public Standards
- Quarterly strategic plan report check-in

ADJOURN
Ms. Oliver declared the meeting adjourned at 9:32 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.

Stacy L Oliver
Ms. Stacy Oliver, President

Jennifer Duncan McGee
Ms. Jennifer McGee, Recorder