

## MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING

November 20, 2025 | 7:00 pm

### CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:04 pm 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 (arrived at 7:30 pm), 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. Linda Vering

Others Present: Ms. Marla Israel and Ms. Sarena Green, Northbrook Residents

### APPROVAL OF THE CONSENT AGENDA

3.1 Approval of the Agenda

3.2 Approve Regular Session Minutes – October 16, 2025

3.3 Approve Cash Balances & Income Statement October 2025

3.4 Approve Bills and Charges from October 2025 in the amount of \$730,628.79

3.5 Approve Per Capita Grant Application

3.6 Review Closed Meeting Minutes for past 6 months

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

On a roll call vote, Trustees voted:

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

“Nay”: None

### PUBLIC COMMENTS

Ms. Israel, a Northbrook Resident and participant in the Room Rental Committee, thanked Ms. Hall for her work on the updated behavior policy and urged the Board to vote yes on the revisions. She emphasized the library’s commitment to learning, free speech, inclusion, and supporting positive behavior in shared community spaces. She referenced the four steps outlined by Ms. Hall and suggested adding a fifth: offering community-wide, culturally informed learning opportunities to support shared learning and address religious tensions.

## STAFF REPORTS

### Executive Director Report

Ms. Hall shared that she has submitted her name for the ILA Board presidency and will know the outcome in January; she thanked everyone for their support. She also thanked Ms. Durov for her excellent coverage and support during her vacation. She encouraged trustees attending the ILA Legislative Meetup, to speak to legislators on two priorities: eBook affordability and access, highlighting upcoming legislation to ensure competitive pricing, and mandatory annual trustee training to build stronger, more knowledgeable boards.

## BOARD MEMBER REPORTS

Mr. Patel asked Ms. Hall to convey thanks from his wife and colleagues for their positive experience using the Media Lab and the excellent service given by the Collaboratory staff. Ms. Oliver shared that the Village's strategic plan interviews highlighted the library positively. Ms. Oliver mentioned attending the ICE meeting; and that there were no major takeaways beyond potential future meetings and use of RAILS resources and legal counsel. Mr. Bazer attended part of the meeting, noting a spirit of collaboration.

## UNFINISHED BUSINESS

### Health Insurance Benefits Proposal

Ms. Moore provided an update, referencing her memo in the packet. She noted that IPBC requires additional time to compile the requested information, so the benefit proposal presentation will be postponed until January. A recommendation will be presented to the Board at that time, with final approval expected in February. She added that IPBC has indicated premiums are likely to increase more than usual.

### Website Development Project

Ms. Hall provided background on the website development project, noting that CCS has selected BiblioCore as the patron-facing catalog interface. She highlighted that it is intuitive, updates automatically, and visually integrates with their website to create a seamless user experience.

Ms. Vering reviewed three website redesign options, noting that all three solutions meet library needs but differ in support and maintenance. Cyber and Weblink are static or custom-built sites requiring outsourced updates, which can be costly and challenging. In contrast, BiblioWeb provides 24/7 support, ongoing maintenance, automatic security and accessibility upgrades, and a user-focused design that evolves with patron needs. Ms. Vering and Ms. Hall also addressed board questions.

Mr. Bazer made the motion to approve BiblioWeb as the library's website development vendor and to authorize a contract not to exceed \$16,000 for implementation services. 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

## NEW BUSINESS

### Public Code of Behavior Policy Update

Ms. Hall reviewed proposed policy updates, noting that library staff gained valuable insights throughout the process regarding their obligations and patron expectations. Revisions included equity-focused language, attorney recommended removal of terms, and clearer guidance for staff to address behavior. She noted that the policy has been reviewed by the library's attorney. Board members provided input on wording and structure

Ms. Crisham made the motion to approve revised Public Code of Behavior Policy as amended and to direct the Executive Director to make changes to all other policies to update the policy name.

Ms. Budin seconded the motion.

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

"Nay": None

"Abstain": None

### Northbrook Park District IGA

Ms. Durov provided background on the IGA, noting the Board's request for a more formal agreement between the Library and Park District. She added that the auditorium will be used in December during the Leisure Center remodel, with the fee waived.

Ms. Spector Bishop made the motion to approve Northbrook Park District IGA as presented. Ms. Unikel seconded the motion.

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

"Nay": None

"Abstain": None

### Lobby Water Feature Designing and Repairs

Ms. Amen discussed draining the water feature and noted that the glass bases require repair to restore structural integrity. She reviewed the planned repairs and modifications assessed by the restoration specialist and addressed board questions, explaining the work is to strengthen the rusted bases. The board emphasized the importance of maintaining the feature. Ms. Amen also referenced the history of the art piece, including a write-up from a former board member. The meeting paused at 8:26 pm for the board to inspect the water feature and resumed at 8:31 pm.

Ms. Crisham made the motion to approve lobby water feature repair work not to exceed \$12,000.

Ms. Unikel 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

CLOSED SESSION:

The board did not go into closed session.

AGENDA BUILDING

There is no board meeting in December.

ADJOURN

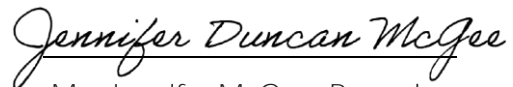
Ms. Oliver declared the meeting adjourned at 8:36 pm.

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