MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
July 16, 2026 | 7:00 pm

CALL REGULAR MEETING TO ORDER
The regular meeting of the Board of Trustees was called to order at time 7:01 pm by Stacy Oliver.

BOARD OF TRUSTEES ROLL CALL
The roll was called by Jennifer McGee

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

Trustees Absent:

Staff Present: Kelly Durov, Janelle Duthie, Kate Hall, Jennifer McGee, Becky Moore, Arielle Raybuck

Others Present: Daniel Rench, Northbrook Resident

APPROVAL OF THE CONSENT AGENDA
3.1 Approval of the Agenda
3.2 Approve Regular Session Minutes – June 18, 2026
3.3 Approve Cash Balances & Income Statement June 2026
3.4 Approve Bills and Charges from June 2026 in the amount of $774,582.91
3.5 Approve Executive Director Job Description Update

Maura Crisham made the motion to approve the consent agenda as presented. Janet Spector Bishop seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Adam Bazer, Bryce Budin, Maura Crisham, Stacy Oliver, Nimesh Patel, Janet Spector Bishop, Barbara Unikel

"Nay": None

PUBLIC COMMENTS
Library Caucus sub-committee Chair Daniel Rench was in attendance and introduced himself.

STAFF REPORTS
Volunteer Program Relaunch Presentation
Janelle Duthie updated the Board on the library's revamped volunteer program, a strategic initiative designed to foster accessibility, inclusivity, and community connection. Over the past nine months, a nine-member cross-departmental committee overhauled the program's onboarding, resources, and

handbook, leading to over 100 applications in April. In addition to teen volunteers, the program currently engages 30 active adult volunteers, placing individuals in both legacy and newly created roles. Future priorities include introducing flexible scheduling and maintaining strong volunteer recognition. Ultimately, the program has successfully fostered a deep sense of belonging, leaving volunteers eager to contribute and give back to the library.

Executive Director Report

Kate Hall noted that while weather canceled the Fourth of July parade, the library had over 20 volunteers registered to march, including a fifth grader planning to dress as George Washington. She addressed the "Weather" email regarding air quality stating that in response to ongoing wildfire air quality concerns, leadership is updating the Severe Weather procedures with guidance from facilities and Joffee. Utilizing a "layered" safety approach, the library is monitoring airflow, managing mask distribution, and adjusting door use. The library intends to remain open during air quality events unless conditions pose an immediate safety risk to staff and patrons. The Board provided feedback on the master plan project, patron communication strategies, and programming cancellations related to extreme weather events.

<u>BOARD MEMBER REPORTS</u>

Janet Spector Bishop attended the "Wild Northbrook Event: True Tales from an Animal Control Officer" and noted that the officer shared many interesting experiences and insights. The well-attended program generated strong engagement and active participation from the audience.

Stacy Oliver attended the American Library Association (ALA) conference, praising its incredible sessions, community partnering conversations, and the very popular Exhibit Hall which featured author meet-and-greets and book signings. She highly recommended that board members attend this conference when it returns to Chicago. Additionally, Stacy Oliver met with State Senator Julie Morrison, and State Representatives Bob Morgan, and Tracy Katz Muhl for a productive discussion on requiring state-mandated library trustee training. She highlighted training and recognition disparities between school and library board members, while also addressing library safety and security, along with upcoming building renovations.

<u>UNFINISHED BUSINESS</u>

Master Plan Project Update

Kate Hall reported that the Master Plan Project remains on schedule with the Architects presenting plans at the August meeting. She reviewed preliminary plans related to Youth Services which will be excluded from next month's presentation based on feedback. Upcoming steps include Architects meetings with departments to review design plans and early August bond discussion with the Village, while, the team evaluates offsite costs and collection sizes. Following discussion, the Board requested master plan talking points and FAQs addressing various components of the project.

<u>CLOSED SESSION:</u>

The board did not go into closed session.

NEW BUSINESS

Quarterly Strategic Plan Report Check In

Kate Hall reviewed the Strategic Plan's progress, highlighting both completed and ongoing initiatives.

AGENDA BUILDING

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

- Master Plan Project Update
- AI Efforts at the Library Presentation

ADJOURN

Stacy Oliver declared the meeting adjourned at 8:03 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

Stacy Oliver, President

Jennifer McGee

Jennifer McGee, Recorder