

MINUTES OF THE VIRTUAL MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF THE NORTHBROOK
Northbrook Public Library
January 21, 2021

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Mr. Carlos M. Früm.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Sharon Bergstein, Ms. Maura Crisham, Mr. Jay Glaubinger, Mr. Kayhan Parsi, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos M. Früm

Trustees Absent:

Staff Present: Ms. Kate Hall, Ms. Anna Amen, Ms. Jennifer McGee, Mr. Joe Cirignani

Others Present: Ms. Keera Perumbala, Northbrook Resident

Northbrook Public Library Staff: Ms. Laurie Prioletti, Ms. Maggie Thomann, Ms. Linda Vering
Ms. Michelle Mistalski, Ms. Sara Scodius, Ms. Jill Franklin, Ms. Susan Wolf, Ms. Lori Schlernitzauer

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – November 19, 2020
- 3.3 Cash Balances & Income Statement November and December 2020
- 3.4 Approve Bills and Charges from November and December 2020
- 3.5 Approve FY21 Per Capita Grant Application

Ms. Crisham made the motion to approve the consent agenda. Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Mr. Parsi, Ms. Xu, Ms. Young, Mr. Früm

“Nay”: None

PUBLIC COMMENTS

Ms. Hall reported that there were no public comments as of 7:32 pm.

STAFF REPORTS

Ms. Hall started by mentioning how the library is honoring its past Executive Director, Mr. Chad Raymond, who passed away last week. The library sent flowers on behalf of the staff and the board to his wife, Mrs. Nancy Raymond. The library is also writing a story sharing memories about Mr. Raymond’s legacy about his 30+ year tenure at the library. Mr. Raymond’s story will be published in the next library newsletter. Ms. Hall asked for the board’s input. Mr. Früm followed-up by sharing thoughtful reflections about Mr. Raymond.

Ms. Hall announced that the Northbrook Public Library was awarded a 5 rating again this year. Even more exciting is that the library has moved up in the budget category. NPL is #1 in Illinois and #2 in the Nation in the Budget Category. The board discussed library star ratings and how to market the library's rating. Ms. Hall mentioned that the 5-star rating announcement will be communicated in the library's March/April newsletter.

Ms. Hall then provided a Reopening Plan Update. Ms. Hall stated that the library is not reopening in January due to the number of staff that are out quarantining. The library wants to avoid going back in forth between opening and closing. The library's focus is to keep services consistent. The main focus is to keep curbside going and to get construction up and running in February. The library will re-evaluate reopening again in February. There was further discussion about what other libraries and public institutions are doing and how libraries fall into the COVID vaccine guidelines.

Lastly, Ms. Hall reminded the board that ILA's Legislative Meet is being held virtually and at no charge this year on President's day. Any board member interested in going should let Ms. Hall know and she will handle the registration.

UNFINISHED BUSINESS

RFID & Circulation Renovation Update

Ms. Hall reported that Tagging is almost complete with around 93% items tagged, leaving unique items left to be tagged. Overall the library is in good shape and staff are already using the tag pad. Ms. Hall mentioned that when the library reopens, patrons will be able to use self-checks in the lobby. This will give patrons a sneak peak of new features of lobby. Ms. Hall stated that construction begins on 2/1/21 and that all of circulation has been moved upstairs. Ms. Hall affirmed that the library's marketing and graphics team will continue to develop signage that is clear and visible during construction and in relation to COVID opening and closing changes.

NEW BUSINESS

Temporary COVID Sick Leave Policy

The board addressed the proposed temporary COVID sick leave policy for part-time staff outlined in the board packet. The policy follows the same guidelines as the Families First Coronavirus Response Act and would provide part-time staff with paid leave when they cannot work due to COVID guidelines.

Mr. Glaubinger made the motion to approve the Temporary COVID sick leave policy as presented.

Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Mr. Parsi, Ms. Xu, Ms. Young, Mr. Früm

"Nay": None

RFID & Circulation Renovation Furniture Bid

Mr. Früm stated that combined with the construction project, bids came in \$117,657 under what was budgeted. Mr. Früm highlighted the following savings of for the renovation project as follows:

	Budget	Actual	Difference
Construction Cost	\$885,000	\$820,907	\$64,093
Furniture Cost	\$140,000	\$86,436	\$53,564
Total	<u>\$1,025,000</u>	<u>\$907,343</u>	<u>\$117,657</u>

Ms. Young made the motion to approve the furniture bids as presented in the amount of \$86,435.56.
Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Mr. Parsi, Ms. Xu, Ms. Young, Mr. Früm

“Nay”: None

AGENDA BUILDING

The board discussed February’s meeting and agreed to have the following items on the agenda: Construction update, Draft Budget FY22, File detailed statement of receipts and expenditures, Pepper Construction Master Agreement, and Auditor Bids.

ADJOURNMENT

There being no further business to discuss, Ms. Xu made the motion to adjourn the meeting.
Mr. Parsi seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Mr. Parsi, Ms. Xu, Ms. Young, Mr. Früm

“Nay”: None

The meeting was adjourned at 7:58 pm.

Mr. Carlos M. Früm, President

Jennifer McGee
Ms. Jennifer McGee, Recorder