

MINUTES OF THE VIRTUAL MEETING OF THE
BOARD OF LIBRARY TRUSTEES OF THE
VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
October 15, 2020

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. Phil Collins, Ms. Summer Kosuge, Ms. Maggie Thomann

Others Present: Ms. Susan Kelly, Ms. Janet Spector Bishop

Northbrook Public Library Staff: Ms. Laurie Prioletti, Human Resource Manager, Ms. Anastasia Karahalios, Circulation, Ms. Tracy Gossage, Fiction & Media Assistant Manager, Ms. Michelle Mistalski, Maker Services, Technical Services staff: Ms. Lori Schlernitzauer, Ms. Sara Scodius, Mr. Brian Nelson.

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Regular Session Minutes – September 27, 2020
- 3.3 Cash Balances & Income Statement September 2020
- 3.4 Approve Bills and Charges from September 2020
- 3.5 File Detailed Statement of Receipts & Expenditures Per 50 ILCS 305/1

Ms. Crisham made the motion to approve the consent agenda. Ms. Young 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

As of 7:31 pm, Ms. Hall reported that there were no public comments. Ms. Hall mentioned that there was an EDC meeting this month and asked Mr. Glaubinger to provide a recap of the meeting.

EDC REPORT

Mr. Glaubinger provided the following summary of the October EDC meeting.

Village of Northbrook

- The Village talked about sales tax numbers related to food and apparel are shockingly down due to COVID.

- Northbrook Court: Lord and Taylor is closing; space may be converted to office space instead of retail. Macy's is down, residential development on hold due to COVID. Niemen Marcus is coming out of bankruptcy and is not closing. AMC looks to be in trouble because of COVID.
- The Green Acres proposal received negative feedback due to COVID.
- The Grainger property is still not being used. The Village is seeking proposals for development.
- The Chamber is working with local businesses on creative solutions to COVID and with restaurants to work in some level of in person eating during winter.
- Affordable housing is developing a climate action plan and a climate action team; a committee similar to the Economic Development Committee.
- Discussed Property tax assessments, currently there is a higher level of commercial verse residential. If Industrial converting to residential continues to increase, it may result in higher level of property taxes for residential.
- The Village talked about the Cedar Lane redesign to address speeding issues.

Northbrook School Districts

- All of the school districts talked about moving into some type of in person learning plan. They also talked about the additional cost of PPE and hiring of extra staff due to COVID.

Northbrook Public Library

- Ms. Hall talked about their limited opening, curbside, virtual programming and homebound delivery. Ms. Hall also mentioned that eBooks and downloadable numbers have increased due to the pandemic.

Northbrook Chamber of Commerce

- Annual Village Family dinner is cancelled this year.

STAFF REPORTS

Ms. Hall asked the board if they had any questions related to her report. The board did not have any questions. Ms. Hall informed the board that she will be on vacation November 1st through the 6th. Ms. Hall talked about the Dr. Ibram Kendi program that the library is hosting jointly with 11 other libraries. Dr. Kendi will discuss his book, *How To Be An Antiracist* during the live online program. She encouraged those interested in attending to register for the program which takes place on November 9th at 6:00 pm.

UNFINISHED BUSINESS

Boiler Ventilation Construction Project Update

Ms. Amen provided an update on Boiler Ventilation project. New equipment will be delivered next week. Mechanical Concepts will have contractors on call to install.

Equity Diversity Inclusion Statement

After discussion, the board decided on the following two EDI statements. The first, an internal statement to be used for staff to focus the library's efforts and the second, an external or public facing statement.

Internal Resolution

WHEREAS, the Board of Trustees and staff of the Northbrook Public Library are focused on how the library can best serve the community by being an equitable, diverse, and inclusive organization;

WHEREAS, the Northbrook Public Library celebrates and affirms the value of every community member and works to be welcoming and respectful of people's multiple group identities relating to race, ethnicity, gender identity,

socioeconomic status, sexual orientation, religion, ability, language, age, size, and more;
WHEREAS, we are committed to building on the work staff have already begun in this area and will continue to focus on weaving them into the day to day work of the library;
WHEREAS, we have a duty to not only reflect the community we serve, but also to educate the community about the diversity of our region, state, nation, and world;
WHEREAS, we recognize that libraries are central to the promotion and practice of intellectual freedom and recognize that public libraries must continue the work to foster inclusivity;
WHEREAS, we will pursue these goals internally by educating staff and examining our practices and procedures, and externally by providing programs and educational opportunities to the community;
WHEREAS, we recognize that we cannot do this work alone and will continue working with our community partners to solicit feedback, listen, and embrace equity, diversity, and inclusion in a community wide effort;
Now, therefore, be it resolved on this XX day of XXXXX 2020, by the Board of Trustees of the Northbrook Public Library that the library condemns racism and social injustice and stands steadfast in our commitment to foster an inclusive environment and is committed to taking action. Specific priorities will be set for each year of work to achieve an ongoing and sustained culture of equity, diversity, and inclusion.

Public Facing Statement

The Board of Trustees and staff of the Northbrook Public Library are focused on how the library can best serve the community by being an equitable, diverse, and inclusive organization. One of the core values of the Northbrook Public Library is inclusion. We recognize that libraries are central to the promotion and practice of intellectual freedom and that public libraries must continue the work to foster inclusivity. In recent years, the Library has taken steps to ensure that we are creating an inclusive environment for all members of our community. The Northbrook Public Library values every community member and works to be welcoming and respectful of people's different identities including race, ethnicity, gender identity, socioeconomic status, sexual orientation, religion, ability, language, age, size, and more. As an institution of lifelong learning, we have a duty to not only reflect the community we serve, but also to educate the community about the diversity of our region, state, nation, and world. We will continue to pursue these goals both internally, by educating staff and examining our practices and procedures, and externally, by providing programs and educational opportunities to the community. We recognize that we cannot do this work alone and will continue working with our community partners to solicit feedback, listen, and embrace equity, diversity, and inclusion in a community wide effort. The Board of Trustees stands firm in their commitment to foster an inclusive environment and are committed to continuing the work we have already begun.

Ms. Crisham made the motion to approve resolution for option 1 for internal use and option 3 for public facing communication. 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

FY Tax Levy

In addition to her memo and information provided in the board packet, Ms. Amen reviewed the 3 options outlined in the board packet and explained how each affects the General fund tax levy. The board discussed the levy options relative to the current economic environment due to the pandemic. Ms. Hall commented on how the library's costs have been affected by the pandemic. Based on the information presented, the board decided that it would be in the best interest of the library and the community to go with the least amount of increase necessary to keep the library's operating fund flat.

Ms. Bergstein made a motion to approve a 1.6% increase for the total levy including operating, IMRF, FICA, and debt

service in the amount of \$8,886,437. Ms. Young 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

NEW BUSINESS

Per Capita Grant Requirements

In addition to her memo, Ms. Hall mentioned that the only FY20 Per Capita Grant requirement for the board is to review the new edition of *Serving Our Public* in its entirety. She commented that the staff review piece has been completed with the management team. Ms. Hall mentioned that a checklist has been included for each department. For the board review, Ms. Hall drew attention to two areas in Chapter 2 Governance and Administration in which the board fell short. One is that the board is not involved at the state, regional or national level in organizations such as RAILS, ILA and ALA. Ms. Young expressed interest in participating at either the state or regional level with guidance on where to focus her efforts. Second, is that the library does not have a written succession plan to fill anticipated needs for library leadership and other key personnel. Ms. Hall asked the board if they would like her to make developing the plan a priority. After discussing, the board concluded that this is not a top priority now during a pandemic. Once things are calmer, Ms. Hall could look into developing a succession plan for the management team and the higher-level Administrative team: Executive Director, assistant Director, Finance and Operations Manager and the Human Resources Manager.

Staff Appreciation Week

Ms. Hall asked the board for their thoughts about doing Staff Appreciation Week this year. The board discussed other possible alternatives to show appreciation other than food due to the pandemic. Several ideas were presented; all trustees were in favor of Mr. Glaubinger’s suggestion of contributing something to the Staff Lounge for the staff to use. Ms. Hall will seek staff input and will get back to the board with staff suggestions.

Restricted Funds Allocation Discussion

Ms. Amen reviewed the restricted funds information provided in the board packet. Ms. Amen asked for board’s guidance on how to handle the larger donation amounts that do not occur on an ongoing basis. She summarized the following ways that restricted funds could be handled:

- Leave the funds there for future use
- Move to CIF and use on construction projects
- On a project basis, designate funds to be spent on the project

After discussion, the board favored that funds be put into a restrictive account to be used at a later date for an agreed upon specific project or significant purpose to improve the library.

AGENDA BUILDING

The board reviewed November’s meeting agenda and agreed to keep the following items on the agenda: Per Capita Grant Application, RFID & Circulation Renovation Bid Presentation, Discussion of the library can better support local business, Review closed meeting minutes, Follow-up on Staff Appreciation Week.

ADJOURNMENT

There being no further business to discuss, Ms. Young made the motion to adjourn this meeting. 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

The meeting was adjourned at 8:28 pm.

Carlos Frum

Mr. Carlos M. Früm, President

Jennifer McGee

Ms. Jennifer McGee, Recorder

Signature: 

Email: carlos@frum.com






General Session Minutes 10.15.20

Final Audit Report

2020-11-20

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