

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
November 18, 2021 | 7:30 pm | Interactive Classroom

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:35 p.m. by Mr. Jay Glaubinger.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Sharon Bergstein, Ms. Maura Crisham, Mr. Jay Glaubinger,
Ms. Barbara Unikel, Ms. Abby Young, Ms. Jami Xu

Staff Present: Ms. Kate Hall, Ms. Kelly Durov, Ms. Anna Amen, Ms. Jennifer McGee

Others Present: Mr. Patrick McCallister, OSG, Ms. Stacy Oliver, Mr. Tony Senagore, Northbrook Residents

APPOINTEMENT OF BOARD TRUSTEE & OATH OF OFFICE

Ms. Young made the motion to appoint Stacy Oliver to fill the vacancy on the board created by the departure of Kayhan Parsi and fill out the remainder of his term until April 2023. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Ms. Unikel, Ms. Young,

“Nay”: None

Mr. Glaubinger administered the oath of office to Ms. Oliver.

APPROVAL OF ELECTRONIC VOTE

Mr. Glaubinger asked for a motion to allow Ms. Oliver to participate in the meeting remotely due to her being out of state for work.

Ms. Crisham made the motion to allow Ms. Oliver to participate in the meeting electronically. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Ms. Unikel, Ms. Young,

“Nay”: None

APPROVAL OF THE CONSENT AGENDA

- 5.1 Approval of the Agenda
- 5.2 Approve Regular Session Minutes – October 21, 2021
- 5.3 Approve Executive Session Minutes – October 21, 2021
- 5.4 Approve Executive Session Minutes – November 1 & 2, 2021
- 5.5 Approve Cash Balances & Income Statement October 2021
- 5.6 Approve Bills and Charges from October 2021
- 5.7 Approve FY22 Per Capita Grant
- 5.8 Adopt Bank resolutions for First Bank of Highland Park

Ms. Bergstein made the motion to approve the consent agenda as presented. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Young,

“Nay”: None

PUBLIC COMMENTS

Mr. Tony Senagore, a Friends of the Library board member, introduced himself. He stated that the FOL would like to be more active in library events and helping the library. He will be attending future board meetings in order to develop a stronger partnership.

STAFF REPORTS

In addition to her written report, Ms. Hall mentioned the staff's appreciation for the DQ treats provided by the board for staff appreciation day. Ms. Hall informed the board that she will be taking periodic days off throughout the remainder of the year.

BOARD MEMBER REPORTS

Board members had nothing to report.

UNFINISHED BUSINESS

Visiting Other Libraries

Mr. Glaubinger provided Ms. Oliver with an overview of past library visits. Ms. Hall suggested that the board visit Palatine library due to their recent renovation. The Board discussed their comfort level of doing a library visit. All Trustees agreed that visits to other libraries are valuable and that they are open to doing a visit at the beginning of next year. Ms. Hall is to reach out to Palatine Library's director for potential visit dates for late February, early March 2022.

NEW BUSINESS

Resolution for Board Member COVID-19 Vaccinations

Mr. Glaubinger reviewed what was discussed at the previous meeting regarding COVID-19 vaccinations for board members and asked for a motion to adopt the board member COVID-19 vaccination resolution as presented.

BOARD VACCINE RESOLUTION

WHEREAS, the Board of Trustees of the Northbrook Public Library has a responsibility to provide for the health and safety of staff and patrons and set an example in the wider Northbrook community; and

WHEREAS, the State of Illinois officially declared a state of emergency on March 9, 2020 due to a worldwide COVID-19 pandemic that has resulted in over 750,000 U.S. deaths and 25,000 Illinois deaths to date; and

WHEREAS, a surge of COVID-19 infections has occurred, largely resulting from the Delta variant, also known as B.1.617.2, a highly transmissible variant of the virus that impacts young and old; and

WHEREAS, the virulence of the Delta variant is demonstrating to be formidable, and the vast majority of serious COVID-19 infections leading to hospitalization and death are currently occurring in individuals who have not been vaccinated against COVID-19; and

WHEREAS, the state and federal governments have urged all units of government and businesses to adopt vaccine requirements with flexibility where vaccines are not possible due to medical conditions or sincerely held religious beliefs; and

WHEREAS, three COVID-19 vaccines have received Emergency Use Authorization (EUA) from the U.S. Food and Drug Administration (FDA) and one has received full approval from the FDA; and

WHEREAS, the overwhelming scientific evidence has established that the EUA and FDA approved COVID-19 vaccines are safe and effective, and are recommended by the Centers for Disease Control and Prevention (CDC) for all, except in the case of children under 5 years old and certain others; and

WHEREAS, the Board of Trustees recognizes it is the duty of the library to protect the health and safety of employees and has implemented a vaccine requirement for employees; and

WHEREAS, the Board of Trustees seeks to show their support of having a fully vaccinated staff and reflect the importance of vaccination to the Northbrook community.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Northbrook Public Library avow that all current board members are fully vaccinated and new members will be asked to pledge to become vaccinated if appointed or elected to the board during the COVID-19 pandemic.

Given at Northbrook, Illinois, this 18 day of November 2021,

Ms. Unikel made the motion to adopt the board member COVID-19 vaccination resolution as presented. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Young,

"Nay": None

Director Evaluation Process

In addition to the information provided in the board packet, Ms. Unikel provided an overview of the proposed director evaluation process. The Personnel Committee comprised of Ms. Unikel, Ms. Crisham, and Ms. Bergstein met on several occasions to collaborate and develop an evaluation process for the library's director. The board discussed the proposed director evaluation and goal process further and agreed on the committee's recommended format. The Personnel Committee will meet again to finalize the evaluation process and timeline to present to the board for approval at January's board meeting.

Semi-Annual Review of Closed Meeting Minutes

There were no closed meeting minutes to review.

Fire Alarm Replacement Project Authority to Spend

In addition to the documents provided in the board packet, Ms. Hall provided an overview of the issue with the fire alarm that has been deemed an emergency situation per the Fire Marshall. Ms. Hall informed the board that the Library does have a proposal from F.E. Moran to replace the fire panel. Ms. Amen provided more detail about the issues with the fire panel and the steps taken to correct the problem. Ms. Amen stated that in order to get the library up to code, the panel needs to be replaced due to its age, additional notification devices need to be added throughout the library, and all 3 floors need to sync together. She informed the board that the project will take about 3 weeks, with completion no later than mid-January, and that the building will maintain fire protection during construction.

Ms. Bergstein made the motion to authorize the Executive Director to approve the contract for the Fire Alarm Replacement Project from FE Moran for an amount not to exceed \$60,000 and to move with all possible haste to complete the project in the interest of public safety.

Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Young,

"Nay": None

CLOSED SESSION

The board did not go into closed session.


AGENDA BUILDING

The board will meet again on January 20, 2022. The Board discussed moving back into the Civic Room starting in January 2022.

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 8:17 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.


Jay Glaubinger (Feb 7, 2022 14:14 CST)

Mr. Jay Glaubinger, President


Ms. Jennifer McGee, Recorder







General Session Minutes 11.18

Final Audit Report

2022-02-01

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