

MINUTES OF THE VIRTUAL MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF THE NORTHBROOK

Northbrook Public Library

November 19, 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. Joe Cirignani

**Others Present:** Mr. Sean Scott, Pepper Construction, Ms. Barbara Unikel and Mr. Gerald Angelo, Northbrook Residents

Northbrook Public Library Staff: Ms. Laurie Prioletti, Ms. Anastasia Karahalios, Ms. Maggie Thomann, Ms. Tracy Gossage, Ms. Michelle Mistalski, Ms. Judith Haynes, Ms. Sara Scodius, Mr. Brian Nelson.

APPROVAL OF THE CONSENT AGENDA

3.1 Approval of the Agenda

3.2 Regular Session Minutes – October 15, 2020

3.3 Approve Closed Session Minutes- April 16, 2020

3.4 Cash Balances & Income Statement October 2020

3.5 Approve Bills and Charges from October 2020

3.6 Approve Cook County Department of Public Health Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds

3.7 Semi-Annual Review of Closed Meeting Minutes

Ms. Crisham made the motion to approve the consent agenda, to approve the release of the March 21, 2019 and September 19, 2019 executive session minutes, and to destroy the verbatim recordings of closed session meetings from March 21, 2019. 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

Ms. Hall reported that there were the following public comments.

From Gerald Angelo to All Panelists: 07:33 PM

following up on an email from way back in august...

Wondering why the library is not using their website home page for news items that are currently on social media platforms, since the library website is the hub of patrons' interaction with the library, while social media is a platform that doesn't share the values of the library's social justice statements.

Mr. Früm thanked Mr. Angelo for his comment and stated that Ms. Hall will address.

From Barbara Unikel to All Panelists: 07:31 PM

good evening. This is Barbara Unikel. I am on the meeting site but cannot be seen. Ms. Unikel introduced herself to the board as a potential board trustee.

Mr. Früm thanked Ms. Unikel for attending the board meeting.

## STAFF REPORTS

In addition to Ms. Hall's report, Mr. Früm mentioned that Ms. Hall will be taking periodic vacation days between now and December 31<sup>st</sup>. Ms. Amen and Ms. Prioletti will be in charge in her absence.

### **Reopening Plan Update**

Ms. Hall mentioned that the library closed to the public last Thursday evening. She talked about how the library continues to offer many remote services such as virtual programming, curbside pick-up, homebound deliveries and home support such as pick up services including 3D printing, take and make crafts, and early literacy activities like wee-play kits. Ms. Hall commented that there has been no negative feedback. People are grateful for the services that are being offered. Moving forward, the library will look at what the area schools and park district are doing and will most likely mirror their efforts. Ms. Hall projected that the library will reopen on 1/15.

## UNFINISHED BUSINESS

### **Boiler Ventilation Construction Project Update**

Ms. Amen commented that the library is still working through outstanding issues with Mechanical Concepts and Calor Design.

## NEW BUSINESS

### **RFID & Circulation Renovation Bid Presentation**

Mr. Sean Scott from Pepper Construction was present to go over the bid results. Mr. Scott reported that the bids came in around \$37K under budget. The board discussed the ceramic tile coming in higher than budget but decided to accept the bid in order to match existing tile.

Ms. Bergstein made the motion to approve the bids for the RFID & Circulation Renovation project in the amount of \$820,907. 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

### **Library Support of Local Business**

In addition to her memo and vendor listing, Ms. Hall mentioned that the library has used only local vendors for Summer and Winter reading prizes this year and that a lot of the library's live performers come from the local community. She asked the board for direction on how they would like the library to further support local businesses. Mr. Früm asked Ms. Hall to explain how the library conducts bids and sources vendors for large scale projects over \$25k. Ms. Hall explained that large scale projects over \$25K go out to bid and are awarded to the lowest responsible bidder per Illinois state Law. Ms. Amen talked about the process of sourcing construction projects and general supplies and that she works with Northbrook vendors whenever feasible. Ms. Amen mentioned that the library tries to work with vendors that are owned by Northbrook residents even if their company is located outside of Northbrook. The board approved the library's support of local business and suggested that the library try to find ways to encourage local vendors to reach out to the library by utilizing the library's newsletter and website.

### **Employee Vacation Accruals**

In addition to her memo explaining that almost half the staff is in danger of losing vacation time this year, Ms. Hall talked about how management has been very proactive at reminding employees of vacation. That this is a unique year due to the pandemic. The board voiced concerns about the roll over producing a snowball effect into next year and how will the library insure that employees will use their time. Ms. Hall explained that the library will emphasize to employees that this is a one-time deal and that employee will have the entire calendar year to use their vacation.

Ms. Young made the motion to allow staff to carry over up to one week (35 hours for FT and 24 hours for RPT) of vacation and use it in 2021. 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

### AGENDA BUILDING

No December meeting.

### ADJOURNMENT

There being no further business to discuss, Mr. Glaubinger 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 8:01 pm.

*Carlos M Früm*

Carlos M Früm (Jan 22, 2021 12:29 CST)

Mr. Carlos M. Früm, President

*Jennifer McGee*

Ms. Jennifer McGee, Recorder








# General Session Minutes 11.19.20

Final Audit Report

2021-01-22

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