

MINUTES OF THE VIRTUAL MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF THE NORTHBROOK
Northbrook Public Library
March 18, 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. Maura Crisham, Mr. Jay Glaubinger, Mr. Kayhan Parsi, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos M. Früm

Trustees Absent: Ms. Sharon Bergstein

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

Others Present: Ms. Debbie DePalma, Ms. Mary Reynolds, Ms. Barbara Unikel, Northbrook Residents
Northbrook Public Library Staff: Ms. Judy Haynes, Ms. Laurie Prioletti, Ms. Sara Scodius,
Ms. Maggie Thomann

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – February 18, 2021
- 3.3 Cash Balances & Income Statement February 2021
- 3.4 Approve Bills and Charges from February 2021
- 3.5 Annual Non-Resident Fee Approval
Use of the tax bill method for the next year to calculate non-resident fees for existing homes and use the incorporated Northbrook developer impact fees to charge an equivalent amount to new developments until such time as they receive a tax bill for their property.
- 3.6 FY22 Board Meeting Schedule

Ms. Crisham made the motion to approve the consent agenda. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

Ms. Durov reported that there were no public comments as of 7:31 pm.

STAFF REPORT

In addition to her report, Ms. Hall mentioned the upcoming April and May ILA Trustee workshops. Mr. Früm encouraged trustees to participate in at least one workshop. Ms. Hall reminded the board to vote on April 6th and that early voting starts March 22nd. Ms. Hall continued by acknowledging the recent

racist attack on Asian women that occurred in Atlanta and the library's statement against racism. Ms. Hall discussed the library's year in review and highlighted how the library and its staff pivoted, enhanced and refined services based on the pandemic. Ms. Hall outlined vaccination numbers for library staff and Illinois population in general. Ms. Hall explained that the library will adjust its reopening plan to align with Illinois Bridge Phase by increasing services, reintegrating seating and programming while making sure that staff continue to feel safe. Ms. Hall ended by stating that the library is currently working on a timeline for bringing back services to pre-pandemic levels.

UNFINISHED BUSINESS

RFID & Circulation Renovation Update

Ms. Hall reported that Construction is going well. Painting is currently in process. Construction photos have been included in board packet. Ms. Hall stated that construction is meeting deadlines with a final completion date of the 1st week in May. The lobby will reopen in June 2021.

Draft Budget FY22

Ms. Hall stated that the budget was unchanged from the previous month. Ms. Amen answered trustee questions related to other income and fines and fees.

Mr. Glaubinger made the motion to approve the FY22 Operating Budget as presented. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

NEW BUSINESS

Pepper Master Agreement

Ms. Hall stated that the intent of the master agreement is to avoid contract negotiation with each and every project. This allows the library to have set terms for future projects. The agreement has been reviewed by library's attorney.

Ms. Young made the motion to approve the Master Agreement for Pepper Construction as presented.

Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Fiction & Media Master Plan Project Work Order

Ms. Hall explained that this will be the 1st project under the new agreement. The new agreement allows the library to start the process with a work order as an amendment to the agreement. Mr. Parsi inquired how the library determines project order. Ms. Hall explained that during the process of developing the Master Plan, it was intentionally decided to rotate construction projects between public space and staff space to avoid constant disruption to patron areas. Fiction & Media's current space is not sufficient for the needs of the staff.

Ms. Crisham made the motion to approve the Master Agreement for Pepper Construction as presented.
Mr. Parsi seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

Selection of Board Officer Nominating Committee

Mr. Früm stated that the board needs 3 volunteers for the Nominating Committee which will present the provisional slate in April. Ms. Young, Mr. Parsi, and Ms. Crisham volunteered to be on this year’s Nominating Committee.

AGENDA BUILDING

The board discussed April’s meeting and agreed to have the following items on the agenda: Reopening Plan Update, Circulation Renovation Update, Resolution for Outgoing Village President, Transfer of Funds to Debt Service and CIF.

ADJOURNMENT

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

On a roll call vote, Trustees voted:

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

“Nay”: None

The meeting was adjourned at 8:06 pm.



Mr. Carlos M. Früm, President

Mr. Carlos M. Früm, President



Ms. Jennifer McGee, Recorder

Ms. Jennifer McGee, Recorder






General Session Minutes 3.18.21

Final Audit Report

2021-04-23

Created:	2021-04-23
By:	Jennifer McGee (jmcgee@northbrook.info)
Status:	Signed
Transaction ID:	CBJCHBCAABAAe7HAyP8RfFyFz_QLJXKHbZh8XZ3rYcE2

"General Session Minutes 3.18.21" History

-  Document created by Jennifer McGee (jmcgee@northbrook.info)
2021-04-23 - 1:09:51 PM GMT- IP address: 67.175.71.241
-  Document emailed to Carlos M. Frum (carlos@frum.com) for signature
2021-04-23 - 1:11:00 PM GMT
-  Email viewed by Carlos M. Frum (carlos@frum.com)
2021-04-23 - 1:29:38 PM GMT- IP address: 67.175.71.127
-  Document e-signed by Carlos M. Frum (carlos@frum.com)
Signature Date: 2021-04-23 - 1:31:45 PM GMT - Time Source: server- IP address: 67.175.71.127
-  Agreement completed.
2021-04-23 - 1:31:45 PM GMT