

MINUTES OF THE VIRTUAL MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
April 16, 2020

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:31 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: None

Staff Present: Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Amen, Ms. Jennifer McGee

Others Present: Mr. Patrick McCallister, OSG, Mr. John Albrecht and the following Northbrook Public Library Staff: Ms. Laurie Prioletti, Human Resource Manager, Ms. Lori Schlernitzauer, Technical Services Manager, Technical Services staff: Ms. Judy Haynes, Ms. Sara Scodius, Mr. Brian Nelson; Ms. Susan Wolf, Reference Manager, Ms. Maggie Thomann, Fiction & Media Manager, Mr. Bill Pekara, Fiction & Media.

APPROVAL OF THE CONSENT AGENDA

Ms. Crisham made the motion to approve the following items contained in the consent agenda.
Mr. Parsi seconded the motion.

1. Approval of the Agenda
2. Regular Session Minutes – March 25, 2020
3. Cash Balances & Income Statement March 2020
4. Approve Bills and Charges from March, 2020
5. Monthly Foundation Report – March 2020
6. General Policy Manual Update
7. FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19
8. COVID-19 Employee Expense Reimbursement Policy

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

As of 7:35 pm Mr. Austin reported that there were no public comments.

STAFF REPORTS

Ms. Hall reminded the board to fill out their Satisfaction of Economic Interest form from Cook County. Ms. Hall instructed the board to reach out to Ms. Amen if they did not receive the SOEI form.

UNFINISHED BUSINESS

Coronavirus Response Update

Ms. Hall provided the following update regarding the library's response to the Coronavirus. Library staff have been busy transitioning programming over to virtual platforms. Cathleen Doyle, Manager of Maker Services, has been working with Northshore University Health System to produce PPE equipment samples for their review. Key Library staff have been instrumental in ensuring communication of accurate and up to date information to the public through the Glenview Northbrook Coronavirus Joint Taskforce website and weekly newsletter. Finally, the management team is working on implementing a phone system in order to service patrons while the library is closed.

NEW BUSINESS

Board Officer Nominating Committee

Mr. Früm explained the process of the Board Officer Nominating Committee and asked for 3 trustees to volunteer to be on the Committee. Ms. Crisham, Mr. Parsi, and Ms. Young volunteered to be on the Nominating Committee and will recommend a slate of officers at May's board meeting.

Transfer of Funds to Debt Service & CIF

Ms. Amen explained the process of transferring funds to offset uncollected property taxes for the debt service fund, the amount that will be transferred for debt services will be equal to the net loss of that fund as of 4/30/20.

Due to the unknown financial implications of the COVID-19 crisis, Ms. Amen recommended the transfer of \$648,000 to the capital improvement fund from the operating fund, this amount includes the budgeted transfer of \$563,000 and the unspent amount from the furniture and equipment line of the income statement of \$85,000 at the end of March.

Ms. Bergstein made the motion to approve the transfer of \$648,000 to the capital improvement fund from the operating fund and the transfer of the net loss shown in the debt service fund as of 4/30/20. 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

Executive Director Annual Review

Executive Session At 8:03pm, Ms. Young made a motion to close the general session and open Executive Session pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 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

At 8:38 pm, Mr. Parsi made a motion to close the executive session and re-open the general session. 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

Mr. Glaubinger made a motion to approve a \$3,500 increase for the Executive Director, Kate Hall, effective May 1, 2020. 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

AGENDA BUILDING

The board discussed May's meeting agenda and agreed to keep the following items on the agenda: Review Closed session minutes, Nominating Committee presents slate of Officers, Approve Tax Levy letter to Village, COVID-19 Budget Discussion and Circulation Lobby & Workroom Remodel with Product Architect & Design

ADJOURNMENT

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

The meeting was adjourned at 8:45 pm.

Carlos M. Früm

Carlos M. Früm (Jun 11, 2020 14:15 CDT)

Mr. Carlos M. Früm, President

Jun 11, 2020

Jennifer McGee 6/11/20

Ms. Jennifer McGee, Recorder






General Session Minutes 4.16.20

Final Audit Report

2020-06-11

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