

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

Northbrook Public Library

April 22, 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. 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. Kelly Durov, Ms. Anna Amen, Ms. Jennifer McGee

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

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – March 18, 2021
- 3.3 Cash Balances & Income Statement March 2021
- 3.4 Approve Bills and Charges from March 2021
- 3.5 Transfer of Funds to Debit Services & CIF

Mr. Früm asked the board if any items should be removed from the consent agenda. Trustees did not request any items to be removed.

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

PUBLIC COMMENTS

Mr. Früm asked if there were any public comments. Ms. Durov reported that there were no public comments as of 7:31 pm.

**Economic Development Committee Meeting Update**

Mr. Glaubinger provided the following update on the recent EDC Meeting. The Village has a new staff liaison for permits and is looking at issuing more permits to restaurants for outdoor seating and tents. The Development update centered on the current status of vacancies such as the Marathon gas station, Shermer subdivision, the Grainger facility, and Green Acres. The village is looking at rezoning Five

Seasons for residential development. The property owners of Northbrook Court are currently not in a position to sell or to further development. There is an application with an interest to purchase and develop a warehouse and distribution center at the vacant warehouse space at 34 Commercial Avenue. The Village is to review the Climate Action's draft plan and is including a sustainability budget to coordinate and implement the plan. Village entities also provided updates, mostly COVID related.

### **ILA Trustee Workshop**

Ms. Crisham provided the board with feedback on the recent Illinois Library Association EDI workshop that she attended. She stated that the presentation was very good overall. However, it was quite general and the workshop was not very specific to EDI as it pertains to libraries. Break-out rooms provided an opportunity for more detailed discussion. Ms. Crisham suggested that it would be beneficial for libraries to have a member from the community and a library board member on their EDI committee. The workshop highlighted the positive of reaching a much wider audience by offering virtual programming and in partnering with other libraries to offer multi-library programming.

### STAFF REPORT

In addition to Ms. Hall's report, Mr. Früm reminded trustees to fill out the SEI Cook County Forms. There was discussion about trustee interest in attending ALA since the library has one free attendance. Mr. Glaubinger suggested that all interested board members could attend by sharing the one attendance. Trustees were in favor of sharing the attendance and attending selected programs of interest. Ms. Hall informed the board that the library has posted the Youth Services Manager job opening. She elaborated on how the library wrote the job ad as though looking through an EDI lens. The library worked with Inclusion Nation in order to help structure more inclusive job ads, job descriptions, and experience requirements in order to tap into a more diverse pool of people – race, religion, disability, etc.

### **Reopening Plan Update**

Ms. Hall reported that 96% of library staff have received their first vaccine dose, with 70% of staff already receiving their 2<sup>nd</sup> dose. She noted that the vaccination is not mandatory for staff, but highly encouraged. Ms. Hall then provided an overview of the reopening outline provided in the board packet. She mentioned the library's primary objective is to get the building open then slowly add back services. In June after the lobby reopens on the 7th, the library will return to its full hours 69 hours and increase services such as having summer reading in person, bringing back newspapers and comfy seating, allowing more people in study rooms, and walk ins for computers. It's anticipated that in August, the Friends of the Library bookshop will reopen. Ms. Hall is meeting with Friends in early May to discuss. In September, the library will look at in person programming with the anticipation of herd immunity being reached. The library will have hybrid programming, offering a combination of in person programming while continuing to offer virtual programming. Curbside services will continue. The library is looking into a locker system. Ms. Hall stated that the library does have an action plan in place in case the need to move backwards. Trustees had positive comments about how the library has dealt with the pandemic. Ms. Bergstein applauded the library and its staff on how they pivoted during the pandemic to offer services. She also commented that the library provides hope for the community, especially with the reopening, and that the library truly understands what community means.

### UNFINISHED BUSINESS

#### **RFID & Circulation Renovation Update**

In addition to the renovation pictures included in the board packet, Ms. Hall commented that construction is close to being completed. Furniture is to be delivered next week and staff will move back into the space by the end of May. Ms. Hall mentioned that the Lobby will reopen to patrons on June 7<sup>th</sup>. She inquired if the trustees would have an interest in doing a Ribbon Cutting for the lobby reopening.

Trustees were in favor of attending a ribbon cutting. Ms. Hall then shared the latest version of a Welcome Mural designed by a Northbrook artist. The mural, which contains native flora and fauna to Illinois, will be hand painted on the curved wall located behind the circulation desks. Ms. Hall concluded her update by informing the board that the Punchlist walkthrough is this Friday. The Automated Material Handler delivery is delayed, but she expects it to be delivered and installed before reopening. Ms. Hall assured the board that the library does have an alternative plan in place if the AMH is not up and running.

#### **Board Officer Nominating Committee Update**

Ms. Young mentioned that the nominating committee met prior to the board to discuss the slate of officers. She then provided the nominating committee's recommendation for officers as follows:

President, Mr. Jay Glaubinger  
Vice President, Ms. Abby Young  
Secretary, Ms. Maura Crisham  
Treasurer, Ms. Jamie Xu

#### **NEW BUSINESS**

##### **Resolution for Village President Sandy Früm**

Ms. Hall mentioned the resolution included in the board packet. She explained that the village asked the various boards to submit a resolution for the retiring Village President.

Mr. Glaubinger made the motion to approve the Resolution for Village President as presented. 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

"Nay": None

"Abstain": Mr. Früm

#### **AGENDA BUILDING**

Mr. Früm reported on the agenda items for May:

- Swearing in New Trustees
- Nomination Slate for Board Officers
- Outgoing Board Member Recognition
- Review Closed Meeting Minutes from Previous Past Months
- Executive Director Annual Evaluation
- Approve Tax Levy Letter to Village

Ms. Hall mentioned the virtual board meeting format and that a discussion on whether to continue virtually will be added to next month's agenda.

ADJOURNMENT

There being no further business to discuss, Ms. Crisham made the motion to adjourn the meeting. Ms. Xu 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 8:16 pm.

Jay Glaubinger


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Mr. Jay Glaubinger, President

*Jennifer McGee*

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Ms. Jennifer McGee, Recorder

**Signature:**   
Jay Glaubinger (May 21, 2021 22:06 CDT)

**Email:** jayglaubinger@gmail.com






# General Session Minutes 4.22.21

Final Audit Report

2021-05-22

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