

MINUTES OF THE VIRTUAL MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF THE NORTHBROOK  
Northbrook Public Library  
May 20, 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. Jennifer McGee

**Others Present:** Ms. Debbie DePalma, Ms. Sandy Frum, Ms. Barbara Unikel, Northbrook Residents  
Northbrook Public Library Staff: Ms. Sara Scodius OATH OF OFFICE & ELECTION OF OFFICERS

Mr. Carlos Früm asked Mr. Glaubinger to read the oath of office to the Newly Elected Board Members. Mr. Glaubinger administered the oath of Office to Ms. Unikel, Ms. Xu., and Ms. Young and then welcomed the new and returning trustees. Mr. Carlos Früm turned the meeting over to Vice President Mr. Jay Glaubinger.

**Nominating Committee Present Slate of Officers**

Mr. Glaubinger asked Ms. Young to present the slate of officers. Ms. Young presented the following slate of officers.

Nominating Committee Slate of Offices

President: Jay Glaubinger

Vice President: Abby Young

Secretary: Maura Crisham

Treasurer: Jami Xu

Ms. Bergstein made the motion to approve the slate of officers as presented for fiscal year 2022. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

APPROVAL OF THE CONSENT AGENDA

- 5.1 Approve Regular Session Minutes – April 22, 2021
- 5.2 Cash Balances & Income Statement April 2021
- 5.3 Approve Bills and Charges from April 2021
- 5.4 Approve Tax Levy Letter to Village
- 5.5 Review of Closed Session Minutes (5 ILCS 120/2 (c)21)

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

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

Mr. Glaubinger asked if there were any public comments. Ms. Durov stated that there were no public comments as of 7:38 pm.

Mr. Glaubinger moved agenda item 9.1 Outgoing Board Member Recognition to be up next on the agenda.

**Outgoing Board Member Recognition**

Mr. Glaubinger read the following resolution for Mr. Früm.

*Whereas*, Carlos Früm has given freely of his time and been a valued presence at the Northbrook Public Library as a Library Trustee since 2000, and

*Whereas*, Carlos has served as an officer of the Board as Vice President and President, and

*Whereas*, the Northbrook Public Library has greatly benefited from Carlos’s knowledge, ability, and experience, and

*Whereas*, Carlos is dedicated to the mission of quality public library service and a fiscally responsible library, and

*Whereas*, the Board of Trustees of the Northbrook Public Library wishes to credit Carlos for his continued efforts to help the library grow in ways that benefit the community, and

*Whereas*, the Board acknowledges Carlos’s contributions during the 2015 Auditorium and 2018 Collaboratory construction projects, and

*Whereas*, Carlos has participated in numerous outreach events within the community, and

*Whereas*, Carlos has contributed to creating a strong plan for the development of the library for many years to come,

**Now Therefore Be It Resolved**, that the Board of Trustees of the Northbrook Public Library publicly commends Carlos Früm for his commitment to libraries and thanks him for his years of public service as a Library Trustee.

Ms. Young made the motion to approve the resolution honoring Carlos M. Früm for his years of service as presented. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

Mr. Glaubinger thanked Mr. Früm for his service as a library trustee. Mr. Früm thanked Mr. Glaubinger and the other trustees stating that it was a pleasure serving with them. Mr. Früm opened his gift and expressed his gratitude. Ms. Hall commented that working with Mr. Früm for the last 6 years has been a learning experience and a real pleasure. As Rotary president, he was a valuable resource to learn about the community and a wealth of knowledge. Mr. Früm then exited the meeting.

#### STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that the Village Climate Action Plan is out to the public for review. The Village board is expected to approve the plan later this summer. Ms. Hall provided an update on the Cedar Lane Project. She reminded the board about the issue of trucks hitting the library and that a solution was not found even after hiring an outside firm. The Village is planning to do construction in spring of 2022 which will impact the library, Village Hall, and Greenbriar School. Construction will incorporate a bike path and navigation of trucks and buses at the library. The plan is to have a campus feel with more unified landscaping bringing the 3 entities together.

Ms. Hall ended her report by informing the board of the following upcoming events.

- June 8<sup>th</sup> Village Board meeting: Presenting formal Village Climate Action Plan
- June 7<sup>th</sup> Northbrook Library Lobby Reopening
- June 9<sup>th</sup> Lobby Ribbon Cutting
- June 10<sup>th</sup> Village Hall Open House: View Cedar Lane Project Designs

#### **Summer reading**

Ms. Durov gave an update on Summer Reading which starts June 1<sup>st</sup>. This year’s iRead theme is “Reading Colors Your World.” Again, this year the library is supporting local business by purchasing giveaways locally. The drive-through Kick-Off Celebration is on Saturday and Sunday June 5<sup>th</sup> and 6<sup>th</sup>.

#### **Reopening Update**

In addition to her memo, Ms. Hall provided the board with the following reopening update. The library will reopen to its full hours on Monday, June 7<sup>th</sup>. She mentioned that even with the CDC’s change in mask requirements, the library will continue to require people to wear a mask. She then reminded the board of the lobby’s ribbon cutting on Wednesday, June 9<sup>th</sup> at 7:00 pm and urged all available board members to attend. There was further discussion related to mask requirements and direction for staff on how to deal with patrons not wanting to wear a mask. Ms. Hall mentioned that there is a new training for staff related to masks and that staff will be given talking tips to use.

## **ILA Trustee Training**

Ms. Unikel spoke about ILA's trustee training that she recently attended. She said that the training had 3 programs that were all very practical and helpful for a new trustee. The programs were on Finances, Succession Planning, and the Relationship between the board trustee and the director. Mr. Glaubinger encouraged Ms. Unikel, as a new board member, to ask questions if unsure and to utilize the Trustee Portal to find information.

## UNFINISHED BUSINESS

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

Ms. Hall provided the following update and invited the board to stop in anytime to see the new space. Circulation has moved back downstairs. The new popular picks will be on display for the reopening on June 7<sup>th</sup>. The Mural located in the lobby is being painted and will be finished this weekend. The Punch list is almost complete. The only large open item is that the AMH is going to be installed on Monday. It was delayed due to not clearing customs, but is still set to be installed by the reopening on June 7<sup>th</sup>.

## NEW BUSINESS

### **In-person or Virtual Board Meetings Discussion**

The board discussed whether they wanted to continue to meet virtually or in person. Mr. Glaubinger reviewed the various options: hybrid, in person, or staying virtual. After discussing, the board was all in favor of meeting in person while wearing masks and practicing social distancing, but still offering a way for the community to attend virtually. The discussion continued about the best location to hold in person board meetings, offering streaming to the public, and other logistics related to in person meetings.

### **Class 6b Northbrook Distribution Center, LLC Request**

In addition to the information provided by the Village included in the packet, Mr. Glaubinger provided a brief overview of the building's background. The building has been vacant for years and is a natural to grant the Class 6B request due to the age of the property and its length of vacancy. After discussing, the board was in favor of making the recommendation to the Village to approve the Class 6B request.

Mr. Parsi made the motion to recommend to the Village Board that they approve the Class 6B request from Northbrook Distribution Center. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

### **Executive Director Annual Evaluation Discussion**

Mr. Glaubinger read the following motion to go into closed session:

MOTION to go into Closed 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. and 5 ILCS 120/2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Ms. Bergstein made the motion to go into Close Session. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

Ms. Young made the motion to close executive session and return to general session. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

Mr. Glaubinger announced that the general session is reopened at 9:07 pm.

Mr. Glaubinger asked for a motion and a 2<sup>nd</sup> to create a committee to review the evaluation process of the executive director to find improvements.

Ms. Young made the motion to create a Personnel Committee to review the evaluation process of the Executive Director. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

Mr. Glaubinger asked Ms. Crisham, Mr. Parsi, and Ms. Unikel to be on the committee. They accepted.

#### AGENDA BUILDING

Mr. Glaubinger reviewed the next meeting’s agenda items. The board agreed to the following agenda items for June:


- Climate Action Plan presentation
- Cedar Lane Project
- Update FOIA policy
- Approve new bank resolutions for new signers
- Executive Director Review

Mr. Glaubinger requested that all Officers be present at the next board meeting in order to sign bank resolutions.

#### ADJOURN

Mr. Glaubinger declared the meeting adjourned at 9:11 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.

  
Howard Jay Glaubinger (Jun 18, 2021 21:21 EDT)

Mr. Jay Glaubinger, President

  
Ms. Jennifer McGee, Recorder






# General Session Minutes 5.20.21

Final Audit Report

2021-06-19

|                 |   |
|-----------------|---|
| Created:        | 2021-06-18                                  |
| By:             | Jennifer McGee (jmcgee@northbrook.info)     |
| Status:         | Signed                                      |
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