

MINUTES OF THE VIRTUAL MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
May 21, 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: None

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

Others Present: Mr. Dan Pohrte and Tiffany Nash, Product Architect Design, Mr. Sean Scott, Pepper Construction, Northbrook Public Library Staff: Ms. Laurie Prioletti, Human Resource Manager, Ms. Susan Wolf, Reference Manager, Ms. Maggie Thomann, Fiction & Media Manager, Mr. Steven Osikowicz, Circulation, Ms. Katherine Henry, Maker Services, Technical Services staff: Ms. Judy Haynes, Ms. Sara Scodius.

APPROVAL OF THE CONSENT AGENDA

Ms. Young made the motion to approve the following items contained in the consent agenda.
Ms. Bergstein seconded the motion.

1. Approval of the Agenda
2. Regular Session Minutes – April 16, 2020
3. Cash Balances & Income Statement April, 2020
4. Approve Bills and Charges from April, 2020
5. Monthly Foundation Report – April, 2020
6. Freedom of Information Act Policy Update
7. Approve Tax Levy Letter to Village

On a roll call vote, Trustees voted:

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

“Nay”: None

ELECTION OF OFFICERS

Ms. Young presented the slate of officers as follows: Carlos Frum as President, Jay Glaubinger as Vice President, Abby Young as Secretary and Jami Xu as Treasurer. Ms. Young made the motion to approve the slate of officers as presented. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

As of 7:33 pm Mr. Austin reported that there were no public comments.

STAFF REPORTS

Ms. Hall requested input from the board regarding information being provided in the revised Director's report due to COVID-19 and in the new financial summary sheet. Board responded that the information being provided is informative and helpful.

UNFINISHED BUSINESS

Construction Projects Update

Ms. Amen stated that all of the projects are going very well and are expected to be completed the first week of June. She provided the following update on each project.

Study Room and Penthouse: HVAC and fire sprinkler work is completed. Study room walls are scheduled to be delivered and installed the last week of May. Study room furniture should arrive the later in June.

Boiler Ventilation Project is moving along with no issues and should be completed the first week of June.

Exterior Façade project is moving along. The west side exterior of the building is almost complete and work has started on the north side, south side to follow. Each side takes about two weeks to complete. The interior portion of the project is also going very well with no major issues or surprises. Ms. Amen provided an update on additional requested items not included in the original bid. The painting of all radiator covers is completed. The library is currently waiting on cost information regarding replacement of the first floor thresholds which are rusted.

NEW BUSINESS

Circulation Lobby & Workroom Remodel with Product Architect Design

Mr. Austin and Ms. Seeger along with Mr. Pohrte from Product Architect Design presented an update on the Circulation Lobby & Workroom remodel. Mr. Scott from Pepper Construction was present to answer bid related questions. The board discussed the renderings presented by Product Architecture & Design. The project is the next step in the Facility plan which was approved last year and is funded by the bond which was issued last November. The board requested that the project be broken out into sections prior to going to bid in September. This will enable them to review detailed line item costs by section allowing them to make adjustments to the project's scope if necessary.

COVID-19 Budget & Reopening Plan Discussion

Ms. Amen reviewed the four cash flow scenarios presented in the board packet. The board discussed various property tax implications. In all four scenarios that Ms. Amen reviewed, the library would have a positive fund balance and be able to operate through fiscal yearend. The board requested that Ms. Amen provide an updated analysis of the four scenarios for the August 2020 board meeting.

In addition to the Reopening Plan included in the packet, Ms. Hall provided an overview of the plan. She stated that the library's plan phases are in line with the governor's Restore Illinois plan. At the forefront of the plan is staff and patron safety. Ms. Hall explained unlike other retail agencies library materials come back in. It is unknown how long the virus lives on library materials. The current recommended quarantine for return items is 7 days from when materials come back into the library. She talked about REALM Project which is studying how long the virus lives on library materials and that libraries are hoping for more

information to be made available by mid-June and results by August. In addition to quarantining materials, the library is focusing on building safety. Ms. Hall mentioned that Ms. Amen and maintenance staff have been working to ensure that adequate PPE is available for when staff returns to the library. PPE meaning such items as reusable masks, gloves, sanitizer, disinfectant wipes and sprays. Ms. Hall went into more detail regarding building safety and talked about having the cleaning crew and maintenance focus on high touch surfaces with periodic cleaning throughout the day. She also mentioned that staff will be split into two groups with no face to face interaction between the two groups. Staff will take mandatory training on using PPE prior to returning to the library.

Ms. Hall then talked about what Phase 3 would look like for the library. Initially, it means having limited staff come back into the building to get the building back in order. After the building is restored, curbside service will begin with current holds as well as the library beginning to accept return items. Ms. Hall also talked about Phase 4 in which the library will physically reopen to patrons with limited hours and special hours for the vulnerable population. The library will post signage and provide community education regarding social distancing and correctly using PPE to promote public safety and to influence Patrons to follow protocol.

AGENDA BUILDING

The board discussed June’s meeting agenda and agreed to keep the following items on the agenda: Adjusting Board Meeting time, Update on Construction Projects and Reopening Plan.

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 9:11 pm.

Mr. Carlos M. Früm, President

Jennifer McGee 6/19/20

Ms. Jennifer McGee, Recorder