

MINUTES OF THE IN PERSON & VIRTUAL MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF THE NORTHBROOK  
Northbrook Public Library  
June 17, 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. Jay Glaubinger.

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. Barbara Unikel, Ms. Jami Xu, Ms. Abby Young

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

**Others Present:** Mr. Matt Farmer, Village of Northbrook, Ms. Debbie DePalma, Northbrook Resident  
Northbrook Public Library Staff: Ms. Laurie Prioletti, Human Resources Manager, Ms. Jill Franklin, Reference Librarian, Ms. Arielle Raybuck, Auditorium Coordinator

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – May 20, 2021
- 3.3 Approve Closed Session Minutes- May 20, 2021
- 3.4 Approve Cash Balances & Income Statement May 2021
- 3.5 Approve Bills and Charges from May 2021
- 3.6 Approve Updated Freedom of Information Act policy with new board officers and financial information
- 3.7 Approve new bank resolutions for new Board Officer signers
- 3.8 Approve Technology Consortium Agreement
- 3.9 Approve Employee Hand Book Updates- Group Health Insurance Plan & Dress Code policies
- 3.10 Approve General Policy Update- Study Rooms

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

PUBLIC COMMENTS

Mr. Glaubinger asked if there were any public comments; there were none.

Mr. Glaubinger moved the Climate Action Plan and Cedar Lane Project presentations up on the agenda to proceed Staff Reports.

## NEW BUSINESS

### **Climate Action Plan Presentation**

Jill Franklin, Reference Librarian provided an overview of the Village's Climate Action Plan. The Village's main goal is to reduce emissions community-wide. Ms. Franklin discussed the Village's various strategies to reduce emissions such as reducing dependence on fossil fuels and prioritizing sustainable land use. She outlined the different sectors and provided the strategy for the Waste Management sector. Ms. Franklin also discussed the library's current practices of sustainability such as composting and recycling. She described future opportunities where the library can increase their efforts in sustainability. Ms. Franklin finished her presentation with a timeline of the Climate Action Plan's next steps. Ms. Hall mentioned that the Village will make a presentation at the next board meeting to discuss the Climate Action Plan in more detail as it relates to the library.

### **Cedar Lane Project Presentation**

Matt Farmer, Village of Northbrook provided an overview of the Cedar Lane Project. Mr. Farmer described the aerial views of the project and discussed the main goals of the project which are to slow the speed of traffic on Cedar Lane, enhance pedestrian mobility, and to improve library traffic flow for buses and delivery trucks. Mr. Farmer highlighted several improvements as a result of the project. Increase parking on Cedar by reducing lanes; replace the left and right turn lanes on Cedar with a 4-way stop. Create more pedestrian crossing choices on Cedar with the addition of push buttons for pedestrian crossing and better markings for crossing. He also talked about how the Library will have improved traffic flow with the one-way North bound connection from Village Hall, creating a special path for bus or delivery trucks to access the library. Landscaping improvements will bring continuity to the Village and the Library. After Mr. Farmer's presentation, there was further discussion about the timeline of the project and the potential implications as a result of the project.

## STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that a new Village Manager had been hired, more information was provided to the board in an earlier email. She reminded the board that the ALA Conference is coming up next week and to sign-up for Summer Reading.

### **Reopening Update**

In addition to her memo, Ms. Hall stated that the library is still requiring patrons to wear masks but as of today, staff who are fully vaccinated can remove masks at work spaces. Starting next Thursday, 6/24 masks will only be required for patrons and staff that are not vaccinated and during reinstated vulnerable hours.

## BOARD MEMBER UPDATE

Mr. Glaubinger explained to the board that this new section on the agenda provides an opportunity for board members to share information on community events, trainings they have attended, or meetings they went to for the library. There was nothing to share at this time.

UNFINISHES BUSINESS

**RFID & Circulation Renovation Update**

Ms. Hall provided an update stating that the lobby is open and the AMH has been delivered. It is anticipated that the AMH should be operational by Friday afternoon.

**Executive Director Annual Evaluation**

Mr. Glaubinger asked for a 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. 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

The board went into Closed Session at 8:51 pm.

Ms. Young made the motion to close executive session and return to general session at 10:23pm. 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

The board returned to the Auditorium and Mr. Glaubinger announced that the general session is reopened at 10:27 pm.

Mr. Glaubinger commended Ms. Hall’s performance as a leader and her contributions during COVID, not only to the library but to the community as well. He applauded and thanked her for her efforts and commitment to the library this past year. He asked for a motion to increase her salary by \$5,500.

Ms. Bergstein made the motion to increase Executive Director, Kate Hall’s salary by \$5,500 for FY21.

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

AGENDA BUILDING

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

- Annual Library Walk Thru
- Approve Illinois Library Annual Report

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 10:33 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.

  
Jay Glaubinger (Jul 16, 2021 17:44 CDT)

Mr. Jay Glaubinger, President

  
Ms. Jennifer McGee, Recorder






# General Session Minutes 6.17.21

Final Audit Report

2021-07-16

Created:	2021-07-16
By:	Jennifer McGee (jmcgee@northbrook.info)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjf5fJq8MgxmHnicQJtKngthfsvKI4E0i

## "General Session Minutes 6.17.21" History

-  Document created by Jennifer McGee (jmcgee@northbrook.info)  
2021-07-16 - 4:05:09 PM GMT- IP address: 67.175.71.241
-  Document emailed to Jay Glaubinger (jayglaubinger@gmail.com) for signature  
2021-07-16 - 4:05:59 PM GMT
-  Email viewed by Jay Glaubinger (jayglaubinger@gmail.com)  
2021-07-16 - 10:41:19 PM GMT- IP address: 12.186.72.146
-  Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)  
Signature Date: 2021-07-16 - 10:44:06 PM GMT - Time Source: server- IP address: 12.186.72.146
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2021-07-16 - 10:44:06 PM GMT