

MINUTES OF THE VIRTUAL MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
June 18, 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. Maura Crisham, Mr. Jay Glaubinger, Mr. Kayhan Parsi, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos M. Früm

**Trustees Absent:** Ms. Sharon Bergstein

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

**Others Present:** Northbrook Public Library Staff: Mr. Patrick McCallister, OSG, Ms. Laurie Prioletti, Human Resource Manager, Ms. Susan Wolf, Reference Manager, Ms. Maggie Thomann, Fiction & Media Manager, Ms. Tracy Gossage, Fiction & Media Assistant Manager, Ms. Brittany Hewerdine, Marketing, Mr. Steven Osikowicz, Circulation, Technical Services staff: Ms. Barbara Mayer, Ms. Judy Haynes, Ms. Sara Scodius.

APPROVAL OF THE CONSENT AGENDA

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

Ms. Crisham seconded the motion.

1. Approval of the Agenda
2. Regular Session Minutes – May 21, 2020
3. Cash Balances & Income Statement May, 2020
4. Approve Bills and Charges from May, 2020

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

Ms. Kelly Durov, Youth Services Manager, presented the Summer Reading Program. This year's program will be run a little differently than in the past due to the pandemic. This summer's reading program will be slightly shorter, running from July 1<sup>st</sup> through August 16<sup>th</sup> and will be done all on line participation utilizing Readsquared. Ms. Durov noted that the theme this year is “Dig Deeper, Rediscover & Investigate”. This theme comes from the Illinois Library Association and is part of their IRead initiative. In order to support local businesses and help to alleviate some of the negative financial impact of the pandemic, Reading incentives will be community focused with prize giveaways of gift cards from local businesses. New this year is donations being made to the Northfield Township Food Pantry sponsored by Friends of the Northbrook Library and the First Bank of Highland Park on behalf of all readers reaching their summer reading goal. The summer reading kick-off is on July 1st with a children's concert given by Justin Roberts and an adult talk by author Robert Kurson.

## STAFF REPORTS

Ms. Hall discussed the library's Equity, Diversity, & Inclusion initiative (EDI). She mentioned that the library is forming an EDI committee focusing on educating staff with training and procedures related to anti-Racism. The board suggested that the library look into doing community awareness through teen and adult programs. Ms. Hall mentioned that the library is having its first virtual EDI event, Building Bridges Across the Racial Divided on Monday, June 29<sup>th</sup> in partnership with RAIN. Next, Ms. Hall mentioned that the library will be participating in the Village's 4<sup>th</sup> of July celebration by decorating the library with a 3' cut-out of the library's summer reading mole surrounded by a balloon sculptor and flags. Ms. Hall commented that the library may need to be closed on November 3, 2020 if the governor declares that day a holiday due to the election. Ms. Hall ended her staff report with an overview of the new Trustee Portal where board members can access general information as well as bigger picture items all in one location.

## UNFINISHED BUSINESS

### **Construction Projects Update**

Ms. Amen stated that all of the projects: Study Room and Penthouse, Boiler Ventilation Project, and Exterior Facade are going very well and are expected to be completed prior to the building being opened to patrons. Before and after pictures of the Exterior Facade construction project are being complied and will be shared when finished.

### **Reopening Plan Update**

Ms. Hall provided an update on the library's reopening plan. Currently the library is in the midst of processing returns. The library is quarantining returned items for 7 days until the results of the REALM project are published. Ms. Amen has been busy sourcing additional bins to hold returned materials as well as making sure there is enough PPE for staff. Curbside service is beginning and remote phone service continues with an average of 300 calls per day. In the next few weeks the library is looking to restart Homebound delivery service. Ms. Hall discussed how the library will operate during phase 4, once doors are open to the public. Virtual Programming will continue. Safety for staff and patrons will still be the main focus of the library. The library will be opened to the public with limited hours and there will be special hours for vulnerable populations. Patrons will be encouraged to wear PPE and to socially distance. Stacks will be closed off from the public and the library will be limiting the amount of patrons inside the library at a time. The atmosphere will be more grab and go instead of hanging out and socializing.

## NEW BUSINESS

### **Adjusting Board Meeting Time in July & August**

The board discussed moving the meeting time earlier in the evening for the months of July and August 2020. Ms. Young made the motion to approve moving the Board Meeting time to 7:00 pm for July and August 2020 only. Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

### **Jinny Beauty Supply Co., Inc. 6B Tax Request**

The Village informed the library that the 6B request was removed by Jinny Beauty Supply and that the library board no longer needed to vote on the request.

## AGENDA BUILDING

The board discussed July's meeting agenda and agreed to keep the following items on the agenda: Continue updating on Construction Projects and Reopening Plan, approve the Illinois Public Library Annual Report, update on EDI Initiative and Library Closing based on November 3, 2020 being declared a State Holiday.

ADJOURNMENT

There being no further business to discuss, Mr. Glaubinger made the motion to adjourn this meeting. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

The meeting was adjourned at 8:18 pm.

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Mr. Carlos M. Früm, President

*Jennifer McGee*  
Ms. Jennifer McGee, Recorder

**Signature:**   
Carlos M. Früm (Jul 20, 2020 10:57 CDT)

**Email:** carlos@frum.com






# General Session Minutes 6.18.20 Signed

Final Audit Report

2020-07-20

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|-----------------|--|
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