

MINUTES OF THE VIRTUAL MEETING OF THE
BOARD OF LIBRARY TRUSTEES OF THE
VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
July 16, 2020

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:00 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, Mr. Brodie Austin, Ms. Anna Amen, Ms. Jennifer McGee

Others Present: Northbrook Public Library Staff: Ms. Laurie Prioletti, Human Resource Manager, Ms. Maggie Thomann, Fiction & Media Manager, Ms. Tracy Gossage, Fiction & Media Assistant Manager, Mr. Steven Osikowicz, Circulation, Technical Services staff: Ms. Barbara Mayer, Ms. Judy Haynes, Ms. Sara Scodius.

APPROVAL OF THE CONSENT AGENDA

Ms. Young made the motion to approve the amended agenda with the addition of the EDC report following the items contained in the consent agenda.

Ms. Crisham seconded the motion.

1. Approval of the Agenda
2. Regular Session Minutes – June 18, 2020
3. Cash Balances & Income Statement June, 2020
4. Approve Bills and Charges from June, 2020
5. Illinois Public Library Annual Report

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

As of 7:03 pm Mr. Austin reported that there were no public comments. Mr. Glaubinger was given direction to provide his EDC report.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that the EDC had a virtual meeting on July 8, 2020. He stated that the meeting mainly focused on COVID related issues and provided the following report.

Village of Northbrook

- Northbrook Court construction is moving forward. Fresh Farms will be the grocer for the development. The multifamily portion is still in question; the developers are looking into a new contractor.

- The Green Acres development is expecting to move forward with a new developer. The Village is waiting on their proposal.
- The Grainger Property is still in question on how the Village wishes to move forward with the redevelopment.
- The Village discussed how COVID-19 has adversely affected the tax base due to the decrease in sales tax and the toll taken on businesses.

Northbrook Public Library

Ms. Hall discussed the Library's reopening plan during Phase 4. She talked about the increase of online services as well as the introduction of Curbside pickup and the library's quarantine guidelines for returned items.

Northbrook School Districts

The school districts' reports focused mainly on how they have to adapt based on state's guidance. They recognize the need to be flexible due to the nature of COVID-19. Based on feedback from parent and student surveys, schools are trying to align resources to have in person activities. Schools are in the process of determining physical space based on classes for each grade to be in accordance with state guidelines. They are looking into possible teacher reassignments in order to have staff available to facilitate virtual eLearning.

STAFF REPORTS

In addition to her report, Ms. Hall mentioned that the Summer Reading Program, Dig Deeper: Read, Investigate, Discover has started and urged Board members to sign up. She also asked the board for feedback on the new Trustee Portal. Board members responded that they are receiving an error message when trying to access the portal. Mr. Austin will look into the cause of the error message and will reach out to the board members once resolved.

UNFINISHED BUSINESS

Construction Projects Update

Ms. Amen provided an update on current construction projects. The Boiler Ventilation project's hold up is being addressed with the motor and the system control. vendor. The library is waiting on a resolution. All of the interior and exterior painting for the Exterior Façade project is complete and the metal panels on the east side of the library are being repaired and repainted. The Study Room and Penthouse project is near completion. The contractors are doing final cleanup based on the punch list walk through with the architects. Ms. Hall mentioned that Wiss Janney is coordinating before and after photographs for the Exterior Façade project.

Reopening Plan Update

In addition to her memo, Ms. Hall provided an update on the library's reopening plan. The library is opening to the public on Monday, July 20th with reduced hours and special hours for vulnerable public. In order to monitor numbers and safety procedures, only the east entrance will be open to the public to access the library. The west side entrance will continue to be utilized for curbside pick-up. Safety guidelines will be posted throughout the library and on social media outlining the use of mask, social distancing and strict cleaning protocols to ensure public and staff safety. Staff have been provided talking points and Maker Services Manager, Cathleen Doyle is in the process of making a "What to Expect When You Come Back" video for the public which will be posted on the library's website. Computers, Collaboratory and study rooms will be available by appointment only, no walk-ins will be allowed. Adult fiction and nonfiction stacks will be open along with new Audio video releases. Multimedia and Youth Services will be closed off to the public but service desks will be open for staff to retrieve requested material. Ms. Hall discussed the staff safety training required to be completed prior to coming back to work in the library. She also talked about staff screening with Northshore University and the daily health screening staff are required to complete prior to coming into work at the library.

NEW BUSINESS

Equity, Diversity & Inclusion Initiative

In addition to her memo, Ms. Hall asked the board for their input regarding the library's Equity, Diversity & Inclusion Initiative. The board responded positively towards the EDI initiative and supports the library consulting with an expert on the topic. The board supports the initiative and is confident that the library will take appropriate action to incorporate EDI into the library's programming and staff training.

AGENDA BUILDING

The board discussed August's meeting agenda and agreed to keep the following items on the agenda: Continue updating on Construction Projects and Reopening Plan, review of the RFID and 1st Floor Renovation Project.

ADJOURNMENT

There being no further business to discuss, Mr. Glaubinger made the motion to adjourn this meeting. Mr. Parsi 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 7:58 pm.


Carlos M. Früm (Aug 24, 2020 13:52 CDT)

Aug 24, 2020

Mr. Carlos M. Früm, President



Ms. Jennifer McGee, Recorder






General Session Minutes 7.16.20

Final Audit Report

2020-08-24

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