

MINUTES OF THE VIRTUAL MEETING OF THE
BOARD OF LIBRARY TRUSTEES OF THE
VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
August 20, 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: Mr. Dan Pohrte and Ms. Tiffany Nash, Product Architecture, Mr. Sean Scott, Pepper Construction, Northbrook Public Library Staff: Ms. Laurie Prioletti, Human Resource Manager, Ms. Erin Seeger Circulation Manager, Mr. Steven Osikowicz, Circulation, Ms. Maggie Thomann, Fiction & Media Manager, Ms. Tracy Gossage, Fiction & Media Assistant Manager, Ms. Susan Wolf, Reference Manager, Technical Services staff: Ms. Lori Schlernitzauer, Manager, Ms. Judy Haynes, Ms. Sara Scodius.

APPROVAL OF THE CONSENT AGENDA

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

Ms. Crisham seconded the motion.

- 3.1 Approval of the Agenda
- 3.2 Regular Session Minutes – July 16, 2020
- 3.3 Cash Balances & Income Statement July 2020
- 3.4 Approve Bills and Charges from July 2020
- 3.5 Receipts & Expenditures January – July 2020 per 50 ILCS 305/1

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 7:02 pm, Mr. Austin reported that there were no public comments.

STAFF REPORTS

In addition to her report, Ms. Hall informed the Board that she will be on vacation August 30th through September 4th. She inquired if the board had any questions related to her staff report. The board did not have any questions.

UNFINISHED BUSINESS

Construction Projects Update

Ms. Amen provided an update on current construction projects. The library is currently working through issues with Mechanical Concepts on the Boiler Ventilation project with the expectation that the project will be completed prior to heating season. The Exterior Façade project is complete. WJE provided before and after pictures contained in the board packet. The Study Room and Penthouse Renovation project has been completed and the new study rooms are being used by patrons. Ms. Amen mentioned that many Contractors are very thankful for the library continuing with their construction projects despite COVID. Included in the board packet are letters of appreciation sent by contractors for the work these projects provided during the pandemic.

Reopening Plan Update including FY21 COVID-19 Budget Analysis

Along with her memo, Ms. Hall provided an update on the library's reopening plan. Ms. Hall commented that the library has been reopened to the public exactly one month to this day. Patron visits remain low. There has not been any mask or social distancing issues. Patrons are extremely grateful to have access to library materials and curbside pick-up is in huge demand. Ms. Hall stated that the library plans to keep a steady course, keeping things as they are. Ms. Bergstein commented that curbside pick-up is very seamless and asked about the process after thanking staff for their work on this service. Ms. Hall explained the process which is more time consuming compared to in person pick up in the library. Ms. Young also provided positive comments regarding curbside pick-up and the service that the library is providing to patrons. The board discussed reopening communication to patrons and how the library could enhance public awareness.

Ms. Amen reviewed the updated budget analysis outlined in the board packet. She discussed the four different scenarios presented, each illustrating the library's financial position as stable. Based on the library's stable financial position and that tax revenue continues to be received, Ms. Amen recommended that the library continue with the current budget and not make any changes. The board inquired about how COVID is affecting the budget. Ms. Amen responded that the library is maintaining a six-month reserve balance. No lines are over budget due to COVID. There is a shift in spend but no increase in expense, the library is breaking even.

RFID and Circulation Renovation Drawings Presentation & Review

Ms. Hall reviewed some of the key areas of the RFID and Circulation Renovation project provided in the board packet. She reviewed the timeline of the RFID project and completed projects included in the facility plan; many of which came in under budget. She covered the cost breakdown of the RFID and 1st Floor renovation project by section if done separately. Ms. Hall reminded the board that the 1st floor project received additional funding based on the reallocation of the 2nd floor Marketplace budget. Ms. Hall reviewed the bond process and reiterated that the bond cannot be returned until 7 years after issued with incurred penalties. Ms. Hall advocated for the project, stating that this is a challenging time, but that the library should still move forward and take advantage of lower patron visits and that the renovation allows us to move forward and to be adaptable in the future.

The board discussed the project and the positives for moving forward such as: increasing the library's adaptability, functionality, and safety for both patrons and staff. The construction would have less impact due to the lower occupancy in the building. With less staff and patrons in the building, the project environment would be safer. Additionally, the project will provide jobs and because of the current climate going to bid now, should render better pricing.

After the board's discussion, Mr. Dan Pohrte from Product Architecture and Design went through RFID project presentation included in the board packet and answered board questions. Ms. Hall ended the discussion by stating that the library plans to go out to bid in October and will present to the board this fall. The board will have the opportunity to reject the bids at that time if they so choose.

Equity, Diversity & Inclusion Initiative

Discuss the Board's ongoing commitment to foster an environment that encourages and promotes anti-racist conversations, programming, and action.

In addition to her memo, Ms. Hall asked the Board for their thoughts on the EDI initiative and if they would be willing to make a statement directing the staff to act on this topic. After discussion, the board agreed that promoting antiracism should be a priority for the library and that it is important to act in a purposeful way through training and programming. The board supports the library in hiring an EDI professional to help guide them in this effort. The board agreed that the next step to move the initiative forward is to formulate a statement regarding EDI and antiracism, that shows their commitment to the public and direction to library staff. Ms. Hall and Ms. Crisham will work together to draft a statement to be presented at September's board meeting.

NEW BUSINESS

No new business to discuss.

AGENDA BUILDING

The board discussed September's meeting agenda and agreed to keep the following items on the agenda: Continue updating on Construction Projects & Reopening Plan. Draft levy, holiday schedule, Audit presentation, Closing for Election Day, EDI Statement Draft. The board decided to keep original meeting start time of 7:30 pm moving forward with September 2020's meeting.

ADJOURNMENT

There being no further business to discuss, Ms. Young 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 8:37 pm.



Sep 21, 2020

Mr. Carlos M. Früm, President



Ms. Jennifer McGee, Recorder






General Session Minutes 8.20.20.docx

Final Audit Report

2020-09-21

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