

MINUTES OF THE VIRTUAL MEETING OF THE
BOARD OF LIBRARY TRUSTEES OF THE
VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
September 17, 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:

Staff Present: Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Amen, Ms. Jennifer McGee, Ms. Linda Vering

Others Present: Mr. Ed Tracy, Selden Fox, John Albrecht, Go Green

Northbrook Public Library Staff: Ms. Laurie Prioletti, Human Resource Manager, Ms. Brittany Hewerdine, Administration-Marketing, Ms. Anastasia Karahalios, Circulation, Ms. Tracy Gossage, Fiction & Media Assistant Manager, Technical Services staff: Ms. Lori Schlernitzauer, Manager, Ms. Judy Haynes, Ms. Sara Scodius.

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Regular Session Minutes – August 20, 2020
- 3.3 Cash Balances & Income Statement August 2020
- 3.4 Approve Bills and Charges from August 2020
- 3.5 Approve 2021 Closing Schedule

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

PUBLIC COMMENTS

As of 7:31 pm, Mr. Austin reported that there were no public comments.

As of 7:54 pm, Mr. Austin reported that there was one public comment from Mr. John Albrecht, Go Green requesting an agenda item for October’s board meeting.

Mr. Früm moved to move up Agenda item 7.1 Audit Presentation to after public comments. There were no objections from other board members.

FY2020 Audit Presentation

Mr. Ed Tracy from Selden Fox reviewed the FY2020 audit. He discussed the adjustments made to liabilities. Mr. Tracy stated that the financial statements are fairly presented. From a financial perspective, it is favorable that the library is continuing to maintain its property and equipment. He reported that the general fund has a positive bottom line with revenue slightly over budget. Mr. Tracy commented that from a financial perspective, the library is in good shape.

Mr. Glaubinger made a motion to approve the FY2020 audit as presented. Ms. Bergstein 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

STAFF REPORTS

In addition to her report, Ms. Hall mentioned that the reopening is going well and asked the board if they had any questions related to her report. The board did not have any questions. Ms. Hall then introduced Linda Vering, the library’s marketing supervisor who presented the library’s marketing efforts to keep the community up to date during the crisis.

Marketing & Communication Presentation

Ms. Vering’s presentation illustrated how the library markets and communicates with the community. She discussed the various channels of communication such as but not limited to, newsletters, social media, website and emails. Since the pandemic, more focus has been given to signs and banners as well as video messaging. Ms. Vering described how Marketing meets with the various departments to discuss upcoming programs, promotional plans and marketing execution. She explained that the library’s newsletter brings awareness to the community about upcoming programs. In addition, marketing utilizes posters, social media, target emails and the library’s website to further promote programming and information to the public. She mentioned that the library works with other Northbrook Community organizations such as the Village, Park District, and local schools to coordinate community information and marketing efforts.

UNFINISHED BUSINESS

Construction Projects Update

Ms. Amen provided an update on Boiler Ventilation project. The project is moving forward. Equipment is expected in this week and the following week a meeting with Mechanical Concepts to discuss next steps.

Equity Diversity Inclusion Statement Draft

Ms. Hall asked the board for feedback on the EDI draft statement contained in the board packet. The board discussed the statement ultimately asking what is it that the library is trying to accomplish. After discussion, the board agreed that the EDI statement needs to be reworked and more concise. The board concluded that the library should have two EDI statements, an internal statement serving more as a mission statement to staff and an external statement to the public. The board will review the two new EDI draft statements at the October board meeting.

NEW BUSINESS

Closing for Election Day

Ms. Hall reviewed the 3 possible motions outlined in her memo contained in the board packet. Ms. Hall stated that there is not very clear guidance on what libraries are supposed to do for election day and asked for the board’s direction. After discussing and taking into consideration what other public organizations such as schools and local government offices are doing, the board decided to go with the 1st motion.

Mr. Parsi made a motion to Close the library to staff and patrons and declare November 3rd, 2020 a paid holiday for staff. 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

Draft FY22 Tax Levy

Ms. Hall and Ms. Amen reviewed the two tax levy options for FY22 presented in the board packet. One with a 3% increase and one with a 0% increase. Ms. Hall asked for the board’s input. The board and Ms. Amen discussed the potential impact of changes in minimum wage, insurance and material costs as well as tax revenue. After discussing, the board requested Ms. Amen to present updated figures at October’s board meeting based on keeping the operating fund flat and the general fund at \$7.2 mil.

Cedar Lane Project Review

Ms. Hall shared Mr. Tom Poupard’s, presentation and the village board’s comments regarding the project. She stated that the Cedar Lane Project’s goals are to create a more biker and pedestrian friendly space by creating a campus feel with a bike path, reducing traffic speed on Cedar Lane and changing the traffic pattern to the library in order to stop trucks from hitting the building’s underpass. Ms. Hall reviewed the two options outlined in the presentation and the benefits of each. Option A would create a new traffic pattern for the library allowing a drop-off area near the overhang of the library, it would also provide additional parking for the library. Option B would create more of a drop-off area in front of the library and create more parking along Cedar Lane. After discussing both options, the board preferred option A. Ms. Hall stated that the Village also prefers option A.

AGENDA BUILDING

The board reviewed October’s meeting agenda and agreed to keep the following items on the agenda: Per Capita Grant Requirements, EDI Statements (internal and public), Discuss Staff Appreciation Week, FY22 Tax Levy.

ADJOURNMENT

There being no further business to discuss, Ms. Young made the motion to adjourn this meeting.

Ms. Bergstein 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 8:57 pm.


Carlos M. Früm (Oct 20, 2020 15:32 CDT)

Oct 20, 2020

Mr. Carlos M. Früm, President


Ms. Jennifer McGee, Recorder






General Session Minutes 9.17.20.docx

Final Audit Report

2020-10-20

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