

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY VIRTUAL BOARD MEETING
January 19, 2023| 7:30 pm

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Ms. Abby Young.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Maura Crisham, Ms. Stacy Oliver, Ms. Abby Young, Ms. Jami Xu

Trustees Absent: Ms. Sharon Bergstein, Mr. Jay Glaubinger, Ms. Barbara Unikel

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

Others Present: Mr. Patrick McCallister, IT Support, Northbrook Residents: Ms. Mary Reynolds, Ms. Janet Spector Bishop, Mr. Gerald Angeo

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – November 17, 2022
- 3.3 Approve Executive Session Minutes – November 17, 2022
- 3.4 Approve Cash Balances & Income Statement November and December 2022
- 3.5 Approve Bills and Charges from November and December 2022
- 3.6 Approve Updated Personnel Policies
 - 1..1 3.8 Family Bereavement Leave Act
 - 2..1 3.16 Victim’s Economic Security and Safety Act (VESSA)
- 3.7 Approve Revised Glenbrook Sanitary District (GSA) Agreement

Ms. Crisham made the motion to approve the consent agenda as presented. Ms. Oliver seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, Ms. Oliver, Ms. Xu, Ms. Young

“Nay”: None

PUBLIC COMMENTS

Gerald Angeo spoke about his consulting experience related to accessibility engagement. He addressed the possibility of the library looking at different avenues of promotion to increase public engagement and different strategies for collection management.

STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that the Northbrook Public Library was awarded a 5-star rating again this past year by Library Journal. She also noted that the library is hosting the State of the Village next Wednesday which will be recorded and shared on Library and Village social media. Ms. Hall concluded her report with a status update regarding a patron addressing material selection.

BOARD MEMBER REPORTS

Board members had nothing to report.

UNFINISHED BUSINESS

EDI Organizational Assessment Review

Based on the EDI organization assessment provided in the packet, Ms. Young initiated discussion on potential next steps. Ms. Young suggested the EDI initiative be incorporated into the new strategic plan for 2023. Ms. Hall commented that the assessment was helpful to identify avenues to explore, one of which is for the library to work with different groups on the EDI initiative. The board was in agreement with both suggestions.

NEW BUSINESS

FY24 Security Capital Project Presentation

Ms. Durov's presentation outlined the scope of the library's FY24 Security Capital Project. The project will include a RFP to hire a consultant to assist in guiding the library in integrating and replacing all 4 systems: Security Alarm, Video Surveillance, Facility Access Control, and the Public Address System. Ms. Durov reviewed the current environment and how the library intends to move towards a modernized security system. She outlined potential costs based on the facility plan and quote breakdowns. Ms. Durov stated that if the RFP is unsuccessful in finding a viable consultant to hire, the library will break the project into smaller steps and work with local vendors.

Severe Weather Procedures

Referencing the procedure provided in the board packet, Ms. Young mentioned the recent extended library closing over the Christmas holiday due to severe weather. She asked the board for input regarding concerns related to library closures for an extended period of time. After discussing the board agreed that although the closure was abrupt, staff safety is more of a concern. Ms. Xu made the suggestion of possibly keeping the library open with a skeleton staff with reduced service and more self-service. Ms. Hall commented that she hasn't seen this implemented successfully, but could look into it. Ms. Young suggested deciding closure day by day. The board agreed that a change in procedure to decide closure on a day to day or rolling basis when possible to be implemented.

Decennial Committees on Local Government Efficiency Law

In addition to the information provided in the board packet, Ms. Hall explained the new law that was introduced in June 2022. The law states that the board must form a committee by June 10, 2023 to study local efficiencies. Ms. Hall outlined the structure of the committee and its action points.

CLOSED SESSION

The board did not go into closed session.

AGENDA BUILDING

The board discussed and decided to keep the following items on February's agenda:

- First draft of the FY24 budget
- Review of our financial policies
- Palatine Library visit on March 1
- File detailed statement of all receipts and expenditures for previous 6 months
- Summer Kosuge, Youth Services Manager will be coming to talk about intellectual freedom and book challenges

ADJOURN

Ms. Young declared the meeting adjourned at 8:17 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.

Mr. Jay Glaubinger, President

Ms. Jennifer McGee, Recorder