

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING  
October 20, 2022| 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 Mr. Jay Glaubinger.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Maura Crisham, Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Barbara Unikel, Ms. Jami Xu, Ms. Abby Young

Trustees Absent: Ms. Sharon Bergstein

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

Others Present: Patrick McCallister, Contracted IT Support, Ed Tracy, Selden Fox, Merrill Medansky, Friends of the Library

APPROVAL OF THE CONSENT AGENDA

3.1 Approval of the Agenda

3.2 Approve Regular Session Minutes – September 15, 2022

3.3 Approve Executive Session Minutes – September 15, 2022

3.4 Approve Cash Balances & Income Statement September 2022

3.5 Approve Bills and Charges from September 2022 in the amount of \$693,404.97

Mr. Glaubinger asked the board if they would like to remove any items from Consent Agenda. The Board did not request any items to be removed. He then asked for a motion to approve the Consent Agenda as presented.

Ms. Unikel made the motion to approve the consent agenda as presented. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Xu, Ms. Young

“Nay”: None

FY22 AUDIT PRESENTATION

Mr. Ed Tracy, Selden Fox, presented the annual audit for the year ending April 30, 2022.

Mr. Tracy reviewed the audit documents included in the board packet. He stated that the audit went smoothly, there were no disagreements, and that the financial statements were fairly represented.

Mr. Tracy stated that the library had another financially strong year with revenue slightly over budget and expenses under budget. He explained the five adjustments outlined in the Exhibits section and talked about the separate liability account to track funds collected from Illinois Library Presents. He then answered questions from the Board.

Ms. Crisham made the motion to accept the FY22 audit as presented. Ms. Oliver seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Xu, Ms. Young

"Nay": None

#### PUBLIC COMMENTS

Ms. Merrill Medansky, President of the Friends was present and talked about upcoming Friends of the Library initiatives and events to increase membership during National Friends of the Library Week. She gave board members a handout providing an overview of how the Friends of the Library works with the library to raise funds to sponsor programs such as chair yoga and support library initiatives through donations such as the spot light display. Ms. Medansky talked about FOL interest in building a stronger relationship with the library board and working together to prioritize initiatives and distribution of funds raised by the Friends.

#### STAFF REPORTS

In addition to her written report, Ms. Hall reminded the board of their upcoming EDI training on Saturday and to respond to their Village Family dinner invite. Ms. Hall mentioned that she will be taking off a couple of days beginning of November. She talked about her and Ms. Durov's recent meeting with the Park District to look at ways the Library and the Park District can partner to better support the community. Lastly, there was a discussion about how the library is refitting the Civic Room to better accommodate livestreaming and hybrid programming based on an increase in meeting room reservations and demand for virtual and hybrid programming.

#### BOARD MEMBER REPORTS

Ms. Crisham mentioned that she had her caucus interview this past Wednesday. There were no other board reports.

#### UNFINISHED BUSINESS

##### FY24 Levy Review

Ms. Amen commented on the various levy examples provided in the packet and based on inflation, she is recommending a 5.3% levy increase. Ms. Amen mentioned that other libraries are asking for increases around 5%. After discussion, the board was supportive of the 5.3% increase. The board will vote on the levy increase in November.

### 2023 Closing Schedule

As a follow-up to last month's discussion, Ms. Hall presented an updated calendar closing schedule and provided information on what other libraries are doing. Ms. Hall made the request to amend the closing schedule to add two additional closing days, New Year's Eve and the day after Thanksgiving. She explained that the addition of the two extra closing days would enable the library to offer a more competitive benefit package. After discussion, the board was in favor of amending the closing schedule for calendar year 2023 to include the two additional closing days.

Ms. Crisham made the motion to approve the 2023 Closing Schedule as amended with the addition of closing the day after Thanksgiving and New Year's Eve. Ms. Young seconded the motion.

On a voice vote, all Trustees voted "aye."

### Steam Humidification Boiler Project Bid

Ms. Amen provided an overview of the bid responses and recommended that the library accept the lowest bid from FE Moran, who is an approved vendor of the library.

Ms. Young made the motion to accept the bid from FE Moran in the amount of \$145,500. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Xu, Ms. Young

"Nay": None

### NEW BUSINESS

#### Employee Leave Accruals Discussion

Referencing the document in the board packet and based on last month's discussion for providing staff additional time off, Ms. Hall made the recommendation to offer staff more personal time off. She mentioned that based on a recent staff survey, staff would appreciate additional personal time over more vacation time. Ms. Hall is requesting the approval to adjust relevant time off policies in order for full-time staff to receive five personal days and regular part-time and part-time to receive one week of their budgeted hours as personal time off. Ms. Hall stated that other libraries are starting to offer regular part-time and part-time staff vacation and personal time and this trend is increasing in the workforce. After discussion, the board was in favor of offering staff additional personal paid time off and will vote on the relevant updated policies in November.

#### Serving Our Public 4.0 Review

Ms. Hall provided an overview of the review provided in the board packet and reported that the library exceeds standards in almost every category. She noted the following areas that the library does need to address:

- Written succession/crisis plan for key personnel and positions through-out the library
- Facility upgrades which will be addressed in future building projects
- New policy for security camera usage

### AGENDA BUILDING

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

- Annual Per Capita Grant Application
- FY24 Levy
- Review of the Closed meeting minutes for the past 6 months
- Updated personnel policies based on some recent state law changes

### ADJOURN

Mr. Glaubinger declared the meeting adjourned at 9:33 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.

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Mr. Jay Glaubinger, President

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Ms. Jennifer McGee, Recorder