

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING  
October 21, 2021 | 7:30 pm | Interactive Classroom

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. Sharon Bergstein, Ms. Maura Crisham, Mr. Jay Glaubinger, Ms. Barbara Unikel, Ms. Abby Young, Ms. Jami Xu arrived at 7:53 pm

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

Others Present:

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – September 23, 2021
- 3.3 Approve Executive Session Minutes – September 23, 2021
- 3.4 Approve Cash Balances & Income Statement September 2021
- 3.5 Approve Bills and Charges from September 2021
- 3.6 FY2021 File Detailed Statement of Receipts & Expenditures Per 50 ILCS 305/1

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

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that she will be on vacation next week.

Reopening Update

Ms. Hall mentioned that there are no other changes happening right now. Once the vaccine is available for ages 5 to 11, the library will revisit in person children’s programming.

BOARD MEMBER REPORTS

Mr. Glaubinger provided an EDC update that centered on village bus service and property development.

## UNFINISHED BUSINESS

### FY23 Levy Draft

Supported by documentation provided in the board packet, Ms. Amen recommended a levy with a 2.5% increase as discussed at the last meeting.

Mr. Glaubinger asked for a motion to approve the FY23 Levy in the amount of \$9,112,550.

Ms. Bergstein made the motion to approve the FY23 Levy in the amount of \$9,112,550. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Ms. Unikel, Ms. Young,

"Nay": None

### Review Trustee Vacancy Applications

Discussion held in closed session at the end of the meeting.

## NEW BUSINESS

### Review of Serving Our Public 4.0 (Per Capita Grant Requirement)

In addition to the information provided in the board packet, Ms. Hall provided an overview of the Per Capita Grant Requirement and stated that overall, the library exceeds standards in almost every category. She mentioned that there are a few things that are not in place but are in the strategic plan which include: 1) a written succession plan, 2) facility upgrades that will be addressed in future building projects, and 3) a new policy for security camera usage.

### Class 6b 4065 Commercial Ave Request

Mr. Glaubinger provided an overview of the 4065 Commercial avenue property. He discussed the proposed medical business and background of the potential buyer. He mentioned that the buyer is willing to work with the Village and that the EDC is recommending approving the Class 6b request. After discussion, the board was in favor of granting the Class 6b request.

Mr. Glaubinger asked for a motion to recommend that the Village board recommend approval for the Class 6b Commercial Avenue request.

Ms. Young made the motion to a recommend that the Village board recommend approval for the Class 6b Commercial Avenue request. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye."

### IMET Disbursement Update

In addition to her memo, Ms. Amen informed the board that the library is no longer going to participate in IMET due to the fraud surrounding the investment fund. The library has collected as much money as possible and will close the library's IMET account.

## Employee Vaccine Policy

In addition to Ms. Hall's memo and the proposed Covid-19 Vaccine policy provided in the board packet, Mr. Glaubinger mentioned that other units of local government already have or are planning to implement a vaccine policy. The board discussed the implementation of the policy, the potential of boosters and future adjustments to the policy. The board was in favor of the policy with the modification of clarifying what is considered a full dose based on vaccine received.

Mr. Glaubinger asked for a motion to approve the modified Mandatory COVID-19 Vaccine Policy effective November 1, 2021.

Ms. Crisham made the motion to approve the Mandatory COVID-19 Vaccine Policy as presented effective November 1, 2021. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye."

## Annual Staff Appreciation Week

Mr. Glaubinger talked about what the board has done in the past for staff appreciation week pre-Covid. Ms. Amen mentioned that due to Covid last year, the board as a group bought items for the staff wellness room. The board discussed doing something as a group again this year. Ms. Amen reviewed 3 potential options. The board decided on an option and set Friday, November 12<sup>th</sup> as staff appreciation day.

## CLOSED SESSION

Mr. Glaubinger asked for a motion to go into Closed Session pursuant to 5 ILCS 120/2(c)3 The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

Ms. Bergstein made the motion.

Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

The board went into Closed Session at 8:11 pm.

Ms. Bergstein made the motion to close executive session and return to general session at 9:00 pm. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Mr. Glaubinger announced that the general session is reopened at 9:02 pm.

AGENDA BUILDING

Mr. Glaubinger reviewed the next meeting's agenda items. The board agreed to the following agenda items for November:

- New board member appointment & swearing in
- Per Capita Grant review
- Revisit visiting other libraries
- Continue discussing IMET and Tolling agreement if needed
- Personnel Committee Director Evaluation Recommendation

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 9:03 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

  
Ms. Jennifer McGee, Recorder