

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY VIRTUAL BOARD MEETING  
February 16, 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 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. Stacy Oliver, Ms. Abby Young, Ms. Jami Xu

Trustees Absent: Ms. Barbara Unikel

Staff Present: Ms. Kate Hall, Ms. Kelly Durov, Ms. Anna Amen, Ms. Jennifer McGee, Ms. Amanda Margis (virtually)

Others Present: Mr. Patrick McCallister, IT Support, Ms. Janet Spector Bishop, Northbrook Resident

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – January 19, 2023
- 3.3 Approve Cash Balances & Income Statement January 2023
- 3.4 Approve Bills and Charges from January 2023
- 3.5 File detailed statement of all receipts and expenditures for previous 6 months

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

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

There were no public comments.

YOUTH SERVICES MATERIALS PRESENTATION:

Ms. Margis, Youth Services Assistant Manager attended virtually to present on Youth Services Collection Development. Ms. Margis provided background on the Youth Services department and its collections. She described how the Youth Services Collection is divided into different groupings and talked about the factors that go into selecting material. She explained that the role of the library is to provide access to materials and information without restriction. The role

of librarians is to recommend choices based on readers interest and to provide information so readers can make an informed choice. Ultimately it is up to readers and their caregivers to make the decision on what material to read.

#### STAFF REPORTS

In addition to her report, Ms. Hall thanked the board for signing Ms. Unikel's card and mentioned that the library will be sending flowers to wish her well during her recovery. Ms. Hall provided an overview of the upcoming ILA Legislative Steps held via Zoom in place of prior years' Meet-Ups. She gave an update on the Civic Room Zoom Room grant proposal and anticipates the Civic Foundation will make a decision in March. Ms. Hall talked about the potential of working with DEI consultant Lily Zheng on the library's EDI initiative. She also reminded the board the need to form a nominating committee in order to prepare a slate of board officers.

#### BOARD MEMBER REPORTS

Mr. Glaubinger mentioned the recent New York times Article "A Love Letter to Libraries, Long Overdue" and encourage board members to read it.

#### UNFINISHED BUSINESS

There was no unfinished business to discuss.

#### NEW BUSINESS

Library Financial Policies Review (204 Budget & Finance, 205 Banking Procedures, 206 Authority to Spend, 207 Investment, 208 Funds)

In addition to her memo, Ms. Hall provided an overview of each of the financial polices provided in the board packet. There were no questions from the board.

#### FY24 Draft Budget

In addition to the documents found in the board packet, Ms. Hall and Ms. Amen presented a more detailed overview of the budget. Ms. Hall outlined the various considerations when developing the budget such as library initiatives along with upcoming projects. Ms. Amen followed with a detailed overview of revenue and expenses. The board discussed and agreed that no changes are necessary for the FY24 draft budget and to keep on next month's agenda for approval.

#### Palatine Library Visit on March 1, 2023

Ms. Hall provided additional details of the upcoming Trustee tour of the Palatine Library. Board members confirmed availability and logistics of the visit.

#### Strategic Plan Process

In addition to the memo included in the board packet, Ms. Hall and the board discussed the process to update the library's strategic plan along with its mission, vision, and values. The board discussed working with a consultant and potential ways to get community-wide assessment.

CLOSED SESSION

The board did not go into closed session.

AGENDA BUILDING

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

- Strategic Plan
- FY24 Draft Budget
- Annual Review of Non-resident Fee Method
- Staff Presentation on Ordering Materials
- Climate Action Plan Committee Update
- Lily Zheng EDI Consultant Proposal
- Nominating Committee
- Palatine Library Visit

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 9:00 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