

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY VIRTUAL BOARD MEETING  
February 17, 2022| 7:30 pm

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:29 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. Barbara Unikel, Ms. Abby Young, Ms. Jami Xu

Trustees Absent:

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

Others Present: Laurie Prioletti, Northbrook Library, Debbie DePalma, Northbrook Resident

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – January 20, 2022
- 3.3 Approve Cash Balances & Income Statement January 2022
- 3.4 Approve Bills and Charges from January 2022
- 3.5 File detailed statement of all receipts and expenditures for previous 6 months per 50 ILCS 305/1
- 3.6 Approve Keshet Therapeutic Day School Intergovernmental Agreement for School services
- 3.7 Approve Meeting Room Booking Policy Update

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

On a roll call vote, Trustees voted:

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

"Nay": None

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

In addition to her written report, Ms. Hall talked about the upcoming ILA Events and Trustee Workshops. She encouraged the board to respond to Ms. Vering's email regarding National Library Week. Ms. Hall also provided an update on the local Covid environment and its potential impact on library patrons and staff.

## BOARD MEMBER REPORTS

Mr. Glaubinger informed the board that the village has disbanded the EDC & ICDC committees and that a new committee with a new purpose will be formed in their place. He mentioned that the EDC provided government entities an opportunity to come together and report on what they were doing. The Village is planning to have another vehicle to accomplish this.

## UNFINISHED BUSINESS

### Visiting Other Libraries

The board discussed the Palatine Library visit and all agreed to proceed in scheduling an April visit.

## NEW BUSINESS

### FY23 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 FY23 draft budget and to keep on next month's agenda for approval.

### Work from Home Updated Policy

Ms. Hall discussed the changes to the original policy drafted in 2020 that was focused on providing staff the ability to work from home due to a leave of absence. The policy is restructured to provide more flexibility and allow staff last-minute remote work as well as more permanent remote work solutions based on the changing work environments brought on by the pandemic.

Ms. Crisham made the motion to approve the updated Work from Home policy as presented.  
Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

### Village Request to Reduce Review Time of 6B Requests

Mr. Glaubinger reviewed the 6B process and informed the board that the Village is requesting community entities to reduce review time of a 6B Request from 45 days to 20 days. He explained that this would be difficult for the library board to do since they meet once per month. He suggested that a reduction of 30 days is reasonable. After discussing, the board agreed that Mr. Glaubinger should make the recommendation to reduce the review time to 30 days to enable the library board to meet and discuss 6B requests.

### PDC Chicago LPV, Inc 4000 Commercial Ave Class 6B Request

In addition to the documents contained in the board packet, Mr. Glaubinger provided background on the existing building and why the buyer wants to do a tear down to build new construction. He talked about the exclusion requests and why the board should be consistent with 6B requests. After

discussing, the board agreed with Mr. Glaubinger's recommendation that the project be approved under normal conditions and requirements due to its size and scope.

Ms. Unikel made the motion to recommend to the Village Board that the PDC Chicago LPIV, Inc Class 6B request be approved with the inclusion of typical requirements. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

#### 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:

- Cedar Lane
- FY23 Budget
- Library Visit – doodle poll

The board discussed and agreed to meet in person for the March board meeting. They also agreed to leave the option to meet virtually if COVID numbers start to increase. Ms. Crisham mentioned that she will not be able to attend the March meeting.

#### ADJOURN

Mr. Glaubinger declared the meeting adjourned at 8:50 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