

MINUTES OF THE VIRTUAL MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF THE NORTHBROOK
Northbrook Public Library
February 18, 2021

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Mr. Carlos M. Früm.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Sharon Bergstein, Ms. Maura Crisham, Mr. Jay Glaubinger, Mr. Kayhan Parsi, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos M. Früm

Trustees Absent:

Staff Present: Ms. Kate Hall, Ms. Anna Amen, Ms. Jennifer McGee, Mr. Joe Cirignani, Mr. Phil Collins, Ms. Kelly Durov

Others Present: Ms. Debbie DePalma, Ms. Mary Reynolds, Ms. Barbara Unikel, Northbrook Residents
Northbrook Public Library Staff: Ms. Michelle Mistalski, Ms. Laurie Prioletti, Ms. Lori Schlernitzauer, Ms. Sara Scodius, Ms. Susan Wolf

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – January 21, 2021
- 3.3 Cash Balances & Income Statement January 2021
- 3.4 Approve Bills and Charges from January 2021
- 3.5 File detailed statement of all receipts and expenditures for previous 6 months per 50 ILCS 305/1

Mr. Glaubinger made the motion to approve the consent agenda. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

Ms. Hall reported that there were no public comments as of 7:31 pm.

New Phone App Presentation

Phil Collins, Instruction and Technology Librarian in the Reference Department was present to demonstrate the new NPL app for smart phones. Mr. Collins showed the board key features of the app such as self-checkout, eBooks and how to access eResource links to Overdrive, Axis 360 and Hoopla. Mr. Collins also demonstrated how to access patron Digital Library Cards, how to do an ISBN catalog search and catalog searching utilizing the In Library & Digital tabs. Mr. Collins answered questions from the board related to the app. Ms. Hall mentioned that patrons will be informed about the NPL app

through newsletters and print marketing campaign once the library reopens next week.

STAFF REPORTS

Introduction of New Assistant Director

Ms. Kelly Durov, Youth Services Manager was present to introduce herself and provide the board with more information on her background before she starts as Assistant Director on March 1st. Ms. Durov mentioned that she has been at Northbrook Public Library for 5 years serving as the Youth Services Manager. Ms. Durov commented that she has over 20 years of experience working in public libraries and has been involved with security, development of the operations manual, and staff development day while at NPL. As she begins her role as Assistant Director, she sees her immediate focus on analyzing data to make decisions, developing community partnerships, RFID project and 1st floor remodel, COVID and safety & security.

UNFINISHED BUSINESS

RFID & Circulation Renovation Update

Ms. Hall reported that Construction is going well. In finishing up the RFID tagging, the library is now in the process of tagging offboard items such as Collaboratory kits, puzzles, games.

NEW BUSINESS

Draft Budget FY22

In addition to the Draft Budget FY22 presented in the board packet, Ms. Amen reviewed the memo outlying what is included in the budget along with the budget breakdown. Ms. Amen mentioned that the levy remains flat from last year to this year as directed by the Board. She highlighted key areas for accessing budget revenue and expenditures such as: prior year's revenue and spending data; Strategic plan initiatives such as EDI, salary benchmarking analysis; facility plan and projects planned for next year; salaries and wages; along with department budget requests. Ms. Amen pointed out that the budgeted number for salaries and wages number is less than the previous year because of the hiring freeze and staff reduction. The budgeted salary number takes into effect the 2% cost of living increase for staff effective May 1st. Ms. Amen mentioned that department requests for materials have increased. The library is spending more money on eResources and in the development of the Popular Materials Collection. Staff Development numbers are lower due to staff attending programs virtually and not traveling. Ms. Amen pointed out that Software has gone up yearly and insurance will increase 5-6%. Telephone expenses are up due to data and cell reimbursement as required by state law for staff required to work from home. A final budget will be brought to the board next month for review and potential approval.

Auditor RFPs

2020 was the last year on our Auditor contract and as reported last month, Ms. Amen went out to bid and received 3 bids. Selden Fox, the library's auditor for the last 5 years, is again the lowest. Ms. Amen made the recommendation to stay with Selden Fox for another 5-year cycle before switching to a new auditor.

Mr. Parsi made the motion to approve a 5-year contract with auditor Selden Fox. Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

AGENDA BUILDING

The board discussed March’s meeting and agreed to have the following items on the agenda: Reopening Plan Update, Circulation Renovation Update, Pepper Master Agreement, Approval of FY22 Budget, Approve Non-Resident Fee, and Selection of Board Officer Nominating Committee.

ADJOURNMENT

There being no further business to discuss, Ms. Young made the motion to adjourn the meeting. Ms. Bergstein seconded the motion.


On a roll call vote, Trustees voted:

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

“Nay”: None

The meeting was adjourned at 8:03 pm.

Mr. Carlos M. Früm, President


Ms. Jennifer McGee, Recorder