

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY VIRTUAL BOARD MEETING
March 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 (arrived at 8:21 pm), Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Barbara Unikel (virtually), Ms. Abby Young, Ms. Jami Xu

Trustees Absent:

Staff Present: Ms. Kate Hall, Ms. Kelly Durov, Ms. Anna Amen, Ms. Jennifer McGee, Ms. Lori Siegel, Ms. Susan Wolf

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

APPROVAL OF ELECTRONIC VOTE

Mr. Glaubinger asked for a motion to allow Ms. Unikel to participate and vote virtually.

Ms. Young made the motion to allow Ms. Unikel to participate in the meeting electronically. Ms. Oliver seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

APPROVAL OF THE CONSENT AGENDA

- 4.1 Approval of the Agenda
- 4.2 Approve Regular Session Minutes – February 16, 2023
- 4.3 Approve Special Session Minutes – March 1, 2023
- 4.4 Approve Cash Balances & Income Statement February 2023
- 4.5 Approve Bills and Charges from February 2023 in the amount of \$677,321.71
- 4.6 Approve annual Non-Resident Fee Method

Ms. Bergstein 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, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Xu, Ms. Young

“Nay”: None

PUBLIC COMMENTS

Janet Spector Bishop thanked the library for coming out to support the Village’s Culture Fair held at the Northshore YMCA in Northbrook.

ADULT SERVICES COLLECTIONS PRESENTATION:

Ms. Wolf, Adult Services Manager and Ms. Siegel, Adult Services Librarian were present to talk about Adult Services Collection Development. Ms. Wolf provided an overview of material selection, evaluation, weeding, and promotion. She talked about the types of materials that make up the Collection and how librarians work collaboratively to select materials based on the Library Bill of Rights, understanding the community’s interest and national trends. She mentioned that multiple resources are utilized to find materials and various metrics to evaluate and select materials. Ms. Wolf explained “weeding” or the removal of materials from the collection which is mainly due to poor condition, no longer needed or wanted by the community, or due to the information being no longer accurate. She also talked about the various ways Adult Services helps patrons find materials and promotes its collection by utilizing displays, lists by genre, and services such as 5 fresh reads and personalized reader’s advisory. At the end of the presentation, Ms. Wolf and Ms. Siegel answered questions from the board.

STAFF REPORTS

In addition to her written report, Ms. Hall provided an overview of the amendment to the Illinois House bill HB2789 regarding library systems and book banning. The amendment states that in order to be eligible for State grants, a public library shall develop a written policy prohibiting the practice of banning books within the public library and adopt the Library Bill of Rights.

BOARD MEMBER REPORTS

Ms. Unikel thanked the board for the card, flowers, their thoughtfulness and consideration.

UNFINISHED BUSINESS

Palatine Library Tour

The board discussed impressions and thoughts from their tour of the Palatine Public Library. Board members were impressed with Palatine’s Maker Space and their quiet reading room.

Strategic Plan

Ms. Hall outlined what was included in the packet and explained on how the strategic plan will intersect with the library’s EDI initiative. The board discussed the strategic plan process and agreed that a community assessment is needed to identify and incorporate the community’s needs into the plan. The board also agreed that the plan should be incorporated into the organization of the library; and that working with a consultant would be beneficial to help tie

Directors' and managers' responsibilities and evaluations to the strategic plan. They also felt that the plan should be adaptable to meet evolving needs of the community and library. The board will review the RFP responses and determine who to interview.

FY24 Draft Budget

The FY24 Draft Budget was included in the packet for the board to review. Ms. Amen noted that there were no changes in the budget from what the board received last month. The board did not have any comments or questions about the budget.

Ms. Bergstein made the motion to approve the FY24 Budget for \$9,596,900 which includes Operating, IMRF, FICA, and Debt Services. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Zheng Consulting DEI Assessment & Strategy Proposal

In addition to the documents provided in the packet, Ms. Hall explained Zheng's approach as a detailed process which focuses on results by developing an outcomes-based EDI strategy. The board discussed the proposal and agreed that EDI should be incorporated into the library's strategic plan. The board agreed that further evaluation of Zheng's proposal is needed and that it would be beneficial to meet with Lily Zheng prior to making a decision.

NEW BUSINESS

Board Officer Nominating Committee

Mr. Glaubinger provided an overview of the committee and asked for volunteers. Ms. Xu, Ms. Unikel, and Ms. Oliver volunteered to be on this year's Nominating Committee.

CLOSED SESSION

The board did not go into closed session.

AGENDA BUILDING

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

- FY24 Meeting Dates
- Transfer of Funds to Debt Service & CIF
- One Book One Northbrook presentation
- EDI Committee update
- Lily Zheng Consulting DEI Assessment & Strategy Proposal
- Decennial Committees on Local Government Efficiency Act
- Executive Director Performance Review

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 8:37 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.

Mr. Jay Glaubinger, President

Ms. Jennifer McGee, Recorder