

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING

March 17, 2022| 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: Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Barbara Unikel, Ms. Jami Xu

Trustees Participating Electronically: Ms. Sharon Bergstein, Ms. Abby Young

Trustees Absent: Ms. Maura Crisham

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

Others Present: Bryan Smith, Northbrook Resident, Patrick McCallister, Contracted IT Support

After calling the meeting to order, Mr. Glaubinger asked for a motion to allow Ms. Young and Ms. Bergstein to participate electronically based on the library's Electronic Board Meeting Attendance policy.

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

On a roll call vote, Trustees voted:

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

"Nay": None

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – February 17, 2022
- 3.3 Approve Cash Balances & Income Statement February 2022
- 3.4 Approve Bills and Charges from February 2022
- 3.5 Approve Attendance Policy Update
- 3.6 Approve Use of Cell Phones and Library Phones Update
- 3.7 Approve Technology Policy Update
- 3.8 Approve Sick Leave Policy Update
- 3.9 Approve Non-Resident Fee Method
- 3.10 Approve General Leave of Absence Update

Mr. Glaubinger asked the board if they would like to remove any items from Consent Agenda. The Board did not request any items to be removed. He then asked for a motion to approve the Consent Agenda as presented.

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

"Nay": None

PUBLIC COMMENTS

Brian Smith introduced himself and stated that he was a member of the Friends of the Northbrook Public Library.

STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that the library is still waiting on guidance from the Secretary of State regarding the Statement of Economic Interest and hopes to receive something before May. She then provided the board with an overview of the process. Ms. Hall inquired about the board's availability to arrive early to April's board meeting so that a new group photo can be taken. She also mentioned two upcoming virtual ILA Trustee Workshops and encouraged interested board members to let her know in order for Ms. Amen to register them. Ms. Hall spoke about the 4 Children Choice Awards in IL and mentioned that one of the chosen books happened to be on the list of Top banned book last year. She commented that library staff will attend April's board meeting to provide more information about the award, the title, and collection procedures. Ms. Hall volunteered to get copies of the book for board members who were interested in reading it.

BOARD MEMBER REPORTS

No board member reports were given.

UNFINISHED BUSINESS

FY23 Budget

Mr. Glaubinger stated that there were no changes to the budget presented last month and asked for a motion to approve the FY23 budget.

Ms. Xu made the motion to approve the FY23 budget for \$9,112,550 which includes Operating, IMRF, FICA, and Debt Service. Ms. Bergstein 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

Palatine Library Visit

Mr. Glaubinger mentioned that a new poll has been sent out with May dates and requested those board members who haven't already completed the poll to do so.

NEW BUSINESS

Tuition Reimbursement Policy Update

Ms. Hall provided an overview of the policy's update. She stated that the updated policy will help to get and retain good staff, by providing a stronger benefits package in today's job market. As an institution of lifelong learning, the library has always made staff training and continuing education a priority. This policy expands upon the previous policy to provide tuition reimbursement for a wider range of staff.

Ms. Oliver made the motion to approve the Tuition Reimbursement Policy Update 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

Cedar Lane Project Update

Ms. Hall mentioned that the Village's Downtown Ad Hoc committee is putting the Cedar Lane project on hold until the downtown improvements have been finalized in order to have constancy between the Downtown work and Cedar Lane work. She provided an overview of the work to be done to Cedar Lane which includes looking into adding a bus/truck entrance from the village parking lot to the library's lot to assist with preventing trucks from hitting the library. Ms. Hall informed the board that the library is pausing all proposed work on landscaping, parking lot, stairs and railings until the Downtown and Cedar lane projects are finalized. The board discussed and agreed that the library needs to work with the village in order to avoid the redo of projects and that the library's projects are a part of the larger overall community process.

Appoint Board Officer Nominating Committee

Mr. Glaubinger provided an overview of the annual process of appointing board officers. He discussed the possibility of extending the term of an officer, its potential impact, and the need to amend bylaws in order to amend a term of an officer. The board discussed and did not have a strong opinion either way and left the topic as a future consideration. Mr. Glaubinger then asked for volunteers for this year's nominating committee. Ms. Young, Ms. Oliver, and Ms. Unikel 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:

- Transfer of Funds to Debt Service and CIF
- Set meeting dates for FY23
- Abe Lincoln Book Award Presentation

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 7:58 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