

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY VIRTUAL BOARD MEETING
April 20, 2023| 7:30 pm

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:32 p.m. by Mr. Jay Glaubinger.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Maura Crisham, Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Barbara Unikel, Ms. Abby Young, Ms. Jami Xu

Trustees Absent: Ms. Sharon Bergstein

Staff Present: Ms. Kate Hall, Ms. Kelly Durov, Ms. Anna Amen, Ms. Jennifer McGee, Mr. Phil Collins, Ms. Michelle Mistalski, Ms. Susan Wolf

Others Present: Mr. Patrick McCallister, IT Support, Janet Bishop Spector, Northbrook Resident, Lilly Zheng, (virtually) Zheng Consulting

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – March 16, 2023
- 3.3 Approve Cash Balances & Income Statement March 2023
- 3.4 Approve Bills and Charges from March 2023 in the amount of \$846,038.65
- 3.5 Rescind Mandatory COVID Vaccine Mandate
- 3.6 Approve FY24 Meeting Dates

Mr. Glaubinger moved to move up the Lily Zheng virtual meeting on the agenda.

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

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

There were no public comments.

ONE BOOK ONE NORTHBROOK PRESENTATION

Adult Services Supervisor, Phil Collins provided an overview of One Book One Northbrook and background on the selected book Clark and Division by Naomi Hirahara. He also talked about the events and programming planned by the committee relating to the book and Japanese American music, culture, traditions, and experiences. The One Book One Northbrook kickoff event is scheduled for Saturday, 9/30.

EDI COMMITTEE UPDATE

Co-Chairs of the EDI Committee, Michelle Mistalski (Maker Services Assistant Manager) and Susan Wolf (Adult Services Manager) provided an overview of the committee and a recap on the work and accomplishments of the committee over the past 2 years. They also talked about the committee's 2023 initiatives and structure change of creating 3 new workgroups to focus on specific areas and initiatives of EDI. Mr. Glaubinger expressed the board's appreciation of the EDI process and the committee's work to create an environment comfortable to address cultural issues.

STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that this year's ALA Annual Conference will be held at McCormick Place, June 22nd-27th and board members interested in attending can be registered by the library. She talked about the library hosting Student Government Day on April 17th and how this is a great opportunity to highlight the reasons to get involved in local government. Ms. Hall ended by mentioning that she will be off the week of April 24th.

BOARD MEMBER REPORTS

Jami Xu, Board Treasurer provided an update on April's Board Officer Nominating Committee meeting.

UNFINISHED BUSINESS

Zheng Consulting Comprehensive Assessment and Strategy Proposal

At the board's request, Lily Zheng was present virtually to discuss their background, work methodology and how they would incorporate the date from The Blackberry Collection to further the library's DEI initiative. After meeting with Lily and further discussion, the board agreed that Zheng Consulting's quantitative approach would be the right direction to take to build upon the library's DEI work.

Ms. Oliver made the motion to approve the Zheng Consulting Comprehensive DEI Assessment and Strategy Proposal as presented. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Decennial Committees on Local Government Efficiency Act

The Board discussed the Decennial Committee Act and agreed that more information is needed in order to move forward with forming a committee.

Strategic Plan RFP Review

The board discussed the proposals provided in the board packet along with Ms. Hall's proposal evaluation rubric. The board formulated the interview process and selected 3 of the 7 consultants to meet in May.

NEW BUSINESS

Transfer of Funds to Debt Service & CIF

Ms. Anna Amen provided background and reasoning regarding transferring funds to the debt service fund for uncollected property taxes and transferring funds to the capital improvement fund.

Ms. Unikel made the motion to approve the transfer of budgeted and surplus funds from the Operating Fund to the Capital Improvement Fund while keeping the fund balance in accordance with the policy during the fiscal year close process. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Ms. Crisham made the motion to approve the transfer of the Debt Service fund net loss from the Operating Fund to Debt Service to cover the uncollected property taxes. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Executive Director Performance Review

Ms. Oliver made the motion to go into Closed Session at 10:20 pm pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

The board returned to general session at 10:24 pm. There was no action taken from the closed session.

AGENDA BUILDING

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

- Swearing in of Trustees
- Election of Board Officers
- Strategic Plan Consultant Interviews (special meeting)
- Personnel Policy Updates for Professional Memberships and Tuition Reimbursement
- Executive Director Performance Review

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 10:25 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