

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY VIRTUAL BOARD MEETING
May 18, 2023| 7:30 pm

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:31 p.m. by Mr. Jay Glaubinger.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Sharon Bergstein, Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Barbara Unikel, Ms. Jami Xu (arrived at 7:38 pm)

Trustees Absent: Ms. Maura Crisham, Ms. Abby Young

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

Others Present: Mr. Patrick McCallister, IT Support, Janet Bishop Spector and Mr. Lynch, Northbrook Residents

OATH OF OFFICE, OUTGOING BOARD MEMBER RECOGNITION AND ELECTION OF OFFICERS

Mr. Glaubinger asked Ms. Amen to read the oath of office to the Newly Elected Board Members. Ms. Amen administered the oath of Office to Mr. Glaubinger, Ms. Oliver, and Ms. Spector Bishop. Mr. Glaubinger welcomed Ms. Spector Bishop to the board.

Outgoing Board Member Recognition

Mr. Glaubinger read the resolution prepared for Ms. Bergstein;

Whereas, Sharon Bergstein has given freely of her time and been a valued presence at the Northbrook Public Library as a Library Trustee since 2010, and

Whereas, Sharon served as an officer of the Board as Secretary, and

Whereas, the Northbrook Public Library has greatly benefitted from Sharon's knowledge, ability, and experience, and

Whereas, Sharon is dedicated to the mission of quality public library service and a fiscally responsible library, and

Whereas, the Board of Trustees of the Northbrook Public Library wishes to credit Sharon for her continued efforts to help the library grow in ways that benefit the community, and

Whereas, the Board acknowledges Sharon's contributions during the 2015 Auditorium, 2018

Collaboratory, 2020 Study Rooms, and numerous other construction projects, and

Whereas, Sharon participated in numerous outreach events within the community, and

Whereas, Sharon helped the library through the COVID-19 pandemic by focusing on staff and patron safety while still keeping patron needs front of mind.

Now Therefore Be It Resolved, that the Board of Trustees of the Northbrook Public Library publicly commends Sharon Bergstein for her commitment to libraries and thanks her for her years of public service as a Library Trustee.

Given at Northbrook, Illinois, this 18 day of May 2023,

Ms. Spector Bishop made the motion to approve the resolution honoring Sharon Bergstein for her years of service as presented. Ms. Unikel seconded the motion.

On a voice vote, all Trustees voted "Aye".

Mr. Glaubinger thanked Ms. Bergstein for her service as a library trustee. The board stopped meeting to say goodbyes to Ms. Bergstein at 7:35 pm and return to meeting at 7:49 pm.

Nominating Committee Slate of Offices

Mr. Glaubinger asked Ms. Xu to present the slate of officers. Ms. Xu presented the following slate of officers.

Nominating Committee Slate of Offices

President: Mr. Jay Glaubinger

Vice President: Ms. Stacy Oliver

Treasurer: Ms. Jami Xu

Secretary: Ms. Maura Crisham

Ms. Xu made the motion to approve the slate of officers as presented for fiscal year 2024. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

APPROVAL OF THE CONSENT AGENDA

- 4.1 Approval of the Agenda
- 4.2 Approve Regular and Executive Session Minutes – April 20, 2023
- 4.3 Approve Cash Balances & Income Statement April 2023
- 4.4 Approve Bills and Charges from April 2023 in the amount of \$ 792,287. 37
- 4.5 Approve Annual Tax Levy Letter to Village
- 4.6 Review of Closed Session Minutes (5 ILCS 120/2 (c)21)

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

On a roll call vote, Trustees voted:

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

"Nay": None

PUBLIC COMMENTS

Mr. Lynch was present to inquire about a FOIA request he made regarding a sales transaction by the Friends of the Library of a donated book removed from the library's collection.

STAFF REPORTS

In addition to her written report, Ms. Hall reminded the board to sign up for Summer Reading which begins June 1st. She provided an update on the Cherry Lane Underpass and informed the board that new Board pictures will be taken prior to the June board meeting.

BOARD MEMBER REPORTS

Ms. Spector Bishop commented on the library's programming and mentioned stopping in at the Y's art event which had high attendance.

UNFINISHED BUSINESS

Strategic Plan Consultant

Ms. Hall discussed the format of the upcoming strategic plan consultant interviews set for June 1st.

NEW BUSINESS

4th of July Parade

In addition to the memo included in the board packet, Ms. Hall provided an overview of this year's parade format and a summary of staff survey responses related to walking in the parade. The board discussed walking in the 4th of July parade and were in agreement not to participate this year.

Personnel Policy Updates: 03.2 Sick Leave, 05.1 Tuition Reimbursement, 05.4 Professional Memberships

Ms. Hall mentioned amending the wording in the Personnel Policy update to read part-time, regular part-time, and full time instead of all staff.

Ms. Xu made the motion to approve the Personnel Policy Updates: 03.2 Sick Leave, 05.1 Tuition Reimbursement, 05.4 Professional Memberships as amended and presented. Ms. Oliver seconded the motion.

On a roll voice vote, Trustees voted "Aye"

Library Security | Executive Director Performance Review (closed session at 8:16 pm)

Ms. Unikel made the motion to go into Closed Session pursuant to 5 ILCS 120/2(c)8: Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; and 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. Spector Bishop seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Ms. Spector Bishop made the motion to re-open general session at 10:02 pm. Ms. Oliver seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

AGENDA BUILDING

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

- Strategic Plan Consultant Interviews (special meeting)
- Salary Benchmarking Results Discussion

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 10:04 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