

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
May 19, 2022| 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. Maura Crisham, Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Barbara Unikel, Ms. Jami Xu, Ms. Abby Young

Trustees Absent: Ms. Sharon Bergstein

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

Others Present: Patrick McCallister, Contracted IT Support, Jack Cook of Cook & Kocher Insurance

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – April 21, 2022
- 3.3 Approve Cash Balances & Income Statement April 2022
- 3.4 Approve Bills and Charges from April 2022
- 3.5 Approve Annual Tax Levy Letter to Village
- 3.6 Review of Closed Session Minutes (5 ILCS 120/2 (c)21)
- 3.7 Approve 2022 Window Glass Repair and Replacement Recommended Bid

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. Unikel made the motion to approve the consent agenda as presented. 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

Nominating Committee Present Slate of Officers

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

Nominating Committee Slate of Offices

President: Jay Glaubinger

Vice President: Abby Young

Secretary: Maura Crisham

Treasurer: Jami Xu

Ms. Crisham made the motion to approve the slate of officers 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

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

In addition to her written report, Ms. Hall directed the board to look inside their blue folders for the reusable sandwich bag from Earth Day and the Summer Reading program magnet designed by Brittany Hewerdine, the library's graphic designer. Ms. Hall mentioned that the library will be in the 4th of July Parade. Board members interested in walking should wear their reading t-shirts and bring interested guests and pets along. She then talked about the recent Annual Staff Development Day in which two employees have reached milestone anniversaries. Jill Franklin, Reference librarian who has an active role on the Village's CAP committee celebrated 10 years. Aaron Ashmann, Fiction & Media Assistant who helps with the auditorium, programming, and service desk celebrated 25 years. Ms. Hall finished her report by reviewing significant Fiscal year end statistics such as having over 1 million check outs, significant increase in study room usage, decreasing numbers in computer use and cardholder rate. She discussed what was behind the numbers and the reasons behind significant shifts.

Summer Reading Program

Ms. Amanda Margis, Youth Services Assistant Manager was present to talk about this year's Summer Reading Program which takes place June 1st through August 14th. This year's theme is "Read Beyond the Beaten Path", a nature theme in which participants read and collect paw prints to earn prizes. Ms. Margis showed the board a promotional video and materials developed by the library's graphic designer, Brittany Hewerdine. Age groups are the same as in previous years and prizes earned are donated by local vendors such as Dairy Queen, The Book Bin, and the Northbrook Civic Foundation. Adults track the number of books read and are encouraged to do outside activities such as gardening or hiking. Teens track minutes read and are encouraged to read material outside of their comfort zone. Youth track days of reading and the Baby group parents receive a list of early literacy activities. This Summer's Reading Kick-off is on Sunday, June 5th from 1-4:00 pm. There will be games, crafts, and live music from the Chicago Baraat band.

Cyber Security Insurance

Mr. Jack Cook of Cook & Kocher Insurance was present to talk about the development of Cyber Liability insurance based on intranet expansion. Mr. Cook explained that in the early days - in the 90's, cyber liability claims were inexpensive because they were mainly 3rd party claims from customers or patrons. In the 2000's, as the internet developed, an increase of 1st party or people that had computer systems, made up the cyber claims that increased the cost of insurance. Cyber Claims increased dramatically during 2020-21 when employees were working from home and no firewalls or protection was in place. Mr. Cook explained the various avenues of cyber fraud such as: Social Engineering, Ransom, Malware, and Phishing. He mentioned that along with cyber insurance, the library has a breach coach available to ensure that proper controls are in place. Mr. Cook stated that today, most insurance companies require a Two Factor or Multi-Factor Authentication to be in place to be insured. MFA helps to deter claims and it's estimated that 90% of claims will be eliminated with MFA. He then outlined the various costs related to a Cyber Security Claim and the library's current insurance. Cyber Insurance is reviewed annually and having MFA in place will broaden carrier choices.

BOARD MEMBER REPORTS

No board member reports were given.

UNFINISHED BUSINESS

Executive Director Annual Review

Mr. Glaubinger read the following motion to go into closed session:

MOTION to go into Closed Session 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. and 5 ILCS 120/2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Ms. Young made the motion to go into Close Session. 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

Ms. Crisham made the motion to close executive session and return to general session. 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

Mr. Glaubinger announced that the general session is reopened at 9:39 pm.

Ms. Young made the motion to increase the Executive Director's salary by 5% to \$151,410.
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

NEW BUSINESS

There was no new business on the agenda.

AGENDA BUILDING

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

- Update FOIA Policy
- Donation Box Policy
- IPLAR
- OSG presentation on cyber security
- July 4th Parade

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 9:40 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