

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
July 21, 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. Barbara Unikel, Ms. Jami Xu, Ms. Abby Young

Trustees Absent: Ms. Sharon Bergstein, Ms. Maura Crisham, Ms. Stacy Oliver

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

Others Present: Patrick McCallister, Contracted IT Support

APPROVAL OF THE CONSENT AGENDA

- 4.1 Approval of the Agenda
- 4.2 Approve Regular Session Minutes – June 16, 2022
- 4.3 Approve Executive Session Minutes – June 16, 2022
- 4.4 Approve Cash Balances & Income Statement June 2022
- 4.5 Approve Bills and Charges from June 2022 in the amount of \$598,223.65
- 4.6 Approve Updated Study Room Policy

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. Young seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Mr. Glaubinger, 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 mentioned that the Village celebrated the library's 70th birthday with a Resolution recognizing and thanking the Northbrook Public Library for everything they do.

Ms. Hall informed the board that in an effort to pull back, she is stepping away from 2 professional library committees Directors University and ILA's Advocacy Committee. She also mentioned that she will be on vacation the week of August 22nd. Ms. Hall touched on July 4th's tragic event in Highland Park and talked about its impact on staff and surrounding committees. She discussed how the library is assisting staff and Highland Park by providing additional resources for grief and trauma events. The board inquired about the possibility of the Village rescheduling some of the canceled events from that day, Ms. Hall will look into. The board discussed the library's safety measures for large public events and requested talking points for last minute library closings. Ms. Hall ended her report by stating that hiring is still a priority for the library and that Jennifer McGee is starting full-time on August 1st as Executive and Human Resources Assistant to assist with staffing.

BOARD MEMBER REPORTS

Ms. Unikel mentioned that she attended the library's Wednesday evening movie and commented that the movie introduction was very professional and that the auditorium and atmosphere made it a very pleasant experience.

UNFINISHED BUSINESS

EDI Organizational Assessment

Ms. Hall provided an update on the library's EDI initiative and an overview of the selected affinity groups. The board being one of the affinity groups, will meet with the EDI consultant at the end of August to answer a series of questions. After the consultant meets with all of the affinity groups, the next steps will be to analyze responses, and come back to discuss results.

NEW BUSINESS

Library Card Accessibility Report

Ms. Hovanec, the library's Circulation Manager introduced herself and discussed the process of meeting with service desk staff individually to have open dialog about ideas on how to do things differently in order for Staff to have more meaningful interactions with patrons. The memo included in the board packet outlines one identified opportunity, expanding accessibility of library cards.

Salary Benchmarking Compensation Philosophy Discussion

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

MOTION to go into Closed Session pursuant to 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 Closed Session. Ms. Unikel Seconded the motion

On a roll call vote, Trustees voted:

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

"Nay": None

Ms. Young made the motion to close executive session and return to general session. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Mr. Glaubinger announced that the general session was reopened at 9:50 pm.

AGENDA BUILDING

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

- Review recommended policy changes based on the library accessibility report
- Review and approve Steam Boiler RFP
- Continue discussion on Compensation Philosophy
- File detailed statement of all receipts and expenditures for previous months in accordance with 50 ILCS 305/1

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 9:50 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