

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING  
August 18, 2022| 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. Sharon Bergstein, Ms. Maura Crisham, Mr. Jay Glaubinger, Ms. Barbara Unikel, Ms. Jami Xu, Ms. Abby Young

Trustees Absent: Ms. Stacy Oliver

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

Others Present: Patrick McCallister, Contracted IT Support

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – July 21, 2022
- 3.3 Approve Executive Session Minutes – July 21, 2022
- 3.4 Approve Cash Balances & Income Statement July 2022
- 3.5 Approve Bills and Charges from July 2022 in the amount of \$650,236.02
- 3.6 File detailed statement of all receipts and expenditures for January – June 2022 per 50 ILCS 305/1
- 3.7 Approve updated Circulation Policies: 301 Library Cards, 302 Borrowing, 303 Fines & Fees
- 3.8 Adopt Cards for Kids Library Card Resolution

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. Crisham 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, Ms. Crisham, 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 she will be on vacation the week of August 22<sup>nd</sup>. She reminded the board that September is Library Card Sign-Up Month and mentioned that the library has some fun events planned for the month. Ms. Hall also spoke about the increased emotional impact and stress library staff have been experiencing based on repercussions of the pandemic and recent community events.

## BOARD MEMBER REPORTS

There were no board member reports.

## UNFINISHED BUSINESS

### EDI Organizational Assessment

Ms. Hall reminded the board of their EDI affinity group Zoom meeting on August 31<sup>st</sup> at 6:00 pm. She mentioned that the community listening sessions will take place directly after the board's meeting and encouraged the board to share information via social media to increase community participation. Ms. Hall informed the board that the consultants will have assessment results available within 6-8 weeks after the Staff listening sessions taking place between Aug 30 – Sept 8<sup>th</sup>.

### Salary Benchmarking Compensation Philosophy (closed session)

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. Bergstein made the motion to go into Closed Session. Ms. Young Seconded the motion

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Crisham, 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. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Mr. Glaubinger announced that the general session was reopened at 8:24 pm.

## NEW BUSINESS

### Steam Boiler RFP

Ms. Amen provided background on the upcoming steam boiler project and explained why its replacement is moved ahead in the facility plan. Based on projected costs, Ms. Amen recommended that the steam boiler be replaced with a non-condensing boiler instead of a condensing boiler. After discussion, the board instructed Ms. Amen to move forward with the RFP. Bid results are expected to be presented at October's 2022 board meeting.

## AGENDA BUILDING

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

- Compensation Philosophy follow-up (closed session)
- Possible IGA with schools about student library cards
- Audit Presentation
- Holiday Schedule for 2023
- Draft Tax levy/Facility Plan Updates
- Staff Appreciation
- Visit Another Library

## ADJOURN

Mr. Glaubinger declared the meeting adjourned at 8:25 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.

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Mr. Jay Glaubinger, President

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Ms. Jennifer McGee, Recorder