

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
September 15, 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: Ms. Sharon Bergstein, Ms. Maura Crisham, Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Barbara Unikel, Ms. Jami Xu, Ms. Abby Young

Trustees Absent:

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

Others Present: Patrick McCallister, Contracted IT Support, Brian Smith, Friends of the Library

APPROVAL OF THE CONSENT AGENDA

3.1 Approval of the Agenda

3.1 Approve Regular Session Minutes – August 18, 2022

3.3 Approve Executive Session Minutes – August 18, 2022

3.4 Approve Special Session Minutes – August 31, 2022

3.5 Approve Cash Balances & Income Statement August 2022

3.6 Approve Bills and Charges from August 2022 in the amount of \$690,009.62

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. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

Brian Smith from the Friends of the Library was present at the meeting. He mentioned that the FOL will be sponsoring several events in October as part of National Friends of the Library Week such as chair yoga, an afterhours event, and a movie showing; more information to come.

STAFF REPORTS

In addition to her written report, Ms. Hall reminded the board of ILA's annual conference taking place in October and Saturday's official unveiling of the ham radio in the Collaboratory which has been on hold since 2020. She talked about the success of Northbrook Repairs which had a repair rate of over 60%. She mentioned that the last Northbrook Repairs was in 2019. Both the 2019 and 2022 events were well attended and the library will look to do more events in the future. Ms. Hall ended her report with an update on the board's EDI training occurring in October.

BOARD MEMBER REPORTS

Mr. Glaubinger mentioned that Trustees, whose terms are ending, should have received an email from the Caucus. The board discussed the caucus timeline related to the trustee election process.

Mr. Glaubinger asked for a motion to move New Business up on the agenda before Unfinished Business. Ms. Bergstein moved to move New Business up on the agenda. Ms. Xu seconded the motion.

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

NEW BUSINESS

Cedar Lane Project Update

Ms. Hall provided an update on the Village's revised plans for the Cedar Lane Project. She mentioned that the project has been scaled down and is only incorporating the following from the original plan; repaving of Cedar, installing a 4 way stop and crosswalks at Cherry and Cedar, and making the corners handicapped accessible. Mr. Glaubinger provided a recap of past issues and potential options presented including an unloading/drop-off/pick-up area. After discussion, the board decided to pause making any plans to modify the existing parking as had previously been discussed to eliminate the issue of trucks hitting the building.

Facility Plan Updates

Ms. Amen and Ms. Hall presented the current status of the library's facility plan and provided the board with project updates and costs. Ms. Amen reviewed completed and upcoming projects, their costs, and outlined FY23 and future FY24-26 projects. Ms. Hall talked about several factors affecting cost increases such as supply chain restraints, construction cost increase, and worker shortage. Ms. Hall provided the board with some ideas for future considerations related to construction projects. The board requested a list outlining project relevance due to the large number of projects included in the facility plan; many with high projected costs.

Draft FY23/24 Tax Levy

Ms. Hall and Ms. Amen presented a draft of the FY24 levy and an overview comparison to past levies. Ms. Amen outlined levy options and recommended a 5% levy increase. The board discussed a levy increase in light of benchmarking, rising costs of materials, programming, building maintenance and library initiatives (CAP, EDI). Further discussion will take place at the October meeting.

Closing Schedule 2022-2023

Ms. Hall requested a revision to the closing schedule based on increased staff stress and burn-out outlined in her memo included in the board packet. Her presentation walked the board through her proposal, the positives and potential negatives of closing the library for additional days during winter break. She also spoke about potential ways of gauging the success of the closing. After discussion, the board agreed that they would like to show appreciation of staff but closing the library for additional days during winter break is not a viable option. The board would like to explore other ways to support staff and help deal with stress and mental health. The board will revisit the 2023 closing schedule at October's board meeting.

Staff Appreciation Week

Mr. Glaubinger talked about the annual recognition of staff by the board and reviewed what the board has done in recent years. Ms. Durov shared responses from a staff preference survey related to ideas on different ways staff would prefer the library to show appreciation. After discussion, the board decided to go back to the pre-Covid appreciation format of a weeklong event in which each trustee picks a day to bring in treats for staff. Staff appreciation will take place the week of November 6th-12th.

Fall Library Visit

Ms. Hall mentioned the postponed library visit from 2021 and recommended that the board try visiting the Palatine Library in October or November. After discussion, the board decided to postpone the visit until January or February 2023 due to existing commitments this fall.

UNFINISHED BUSINESS

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

On a roll call vote, Trustees voted:

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

"Nay": None

The board went into closed session at 9:40 pm.

Ms. Bergstein 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. Bergstein, Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Unikel, Ms. Xu, Ms. Young

"Nay": None

Mr. Glaubinger announced that the general session was reopened at 9:48 pm.

Ms. Young made the motion to approve the Compensation Philosophy and Compensation Strategy which will be used in the salary benchmarking process this fiscal year. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

AGENDA BUILDING

The board reviewed items for the October agenda:

- Annual Audit Presentation
- Updated FY24 levy
- A review of Serving Our Public for the annual Per Capita Grant
- 2023 Closing Schedule

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