

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING  
September 23, 2021 | 7:30 pm | Interactive Classroom

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. Barbara Unikel, Ms. Jami Xu, Ms. Abby Young

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

Others Present: Mr. Ed Tracy, Selden Fox, Ms. Debbie DePalma, Northbrook Resident

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – August 19, 2021
- 3.3 Approve Cash Balances & Income Statement August 2021
- 3.4 Approve Bills and Charges from August 2021
- 3.5 Approve 2022 Closing Schedule
- 3.6 Approve Updated Library cards policy
- 3.7 Approve Updated Community Displays and Exhibits policy

Ms. Bergstein made the motion to approve the consent agenda as presented. Ms. Crisham 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

ANNUAL AUDIT PRESENTATION

Mr. Ed Tracy, of Selden Fox, presented the annual audit for the year ending April 30, 2021.

Mr. Tracy provided an overview of the audit process and the evaluation of internal controls and procedures. He stated that the that the financial statements are fairly presented. Mr. Tracy stated that overall the audit went smoothly. It was a strong year for the library financially; all major categories in the general fund came in underbudget. He then answered questions from the Board.

Ms. Unikel made the motion to approve the annual audit as presented. Ms. Xu 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 the upcoming fall programs and encourage board members to register for any programs of interest.

### Reopening Update

In addition to her memo, Ms. Hall talked about the current status of the vaccine mandate and asked the board for their thoughts on the mandate. Discussion centered on how the mandate would affect staff, patrons, and programming and what other libraries and village entities are doing.

## BOARD MEMBER REPORTS

There were no board member reports.

## UNFINISHED BUSINESS

### Climate Action Plan

Ms. Hall reviewed the initiatives of the CAP plan as it relates to the library and talked about the library's newly formed Climate Action Committee. The committee is broken into 2 subcommittees, Operations headed by Ms. Durov and Public Awareness and Marketing headed by Ms. Franklin. Both Ms. Durov and Ms. Franklin will serve on the Village's Sustainability Commission. Ms. Hall answered questions from the board and inquired if any board members were interested in serving on the Village's Sustainability Commission along with library staff. Ms. Crisham stated that she would be interested in the future. Ms. Hall will follow-up with her down the road.

Ms. Crisham made the motion to adopt the Village of Northbrook Climate Action Plan as presented. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye."

### Fiction & Media Construction Project

Ms. Hall presented an update on the F&M Construction project. After reviewing the overview of the Masterplan, Ms. Hall recommended that that the F&M Construction project be paused and moving forward to combine separate floor projects into one larger project. Ms. Amen mentioned that combing projects would benefit the floor's overall design process and lower costs. Current construction and labor pricing remain high and supplies are difficult to obtain. Ms. Hall and Ms. Amen answered the board's questions. Construction impact on programming and possible solutions to minimize impact were also discussed. The board was supportive of Ms. Hall's recommendations.

## Illinois Libraries Present Joint Programming Intergovernmental Agreement

In addition to the IGA documents contained in the board packet, Ms. Hall informed the board that the State Library is giving ILP a grant that will cover all startup costs. Ms. Hall reviewed the process of the IGA and how ILP is structured and answered questions. Ms. Hall also talked about the various ILP committees and their roles.

Ms. Crisham made the motion to approve the Illinois Libraries Present Intergovernmental Agreement as presented. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye."

## NEW BUSINESS

### FY23 Levy Draft

Ms. Hall and Ms. Amen presented a draft of the FY23 levy and an overview comparison to past levies. Ms. Amen outlined levy options and recommended a 2.5% levy increase. The board agreed that a 2.5% levy increase is in line with past increases. The final levy will be presented at the October meeting.

### New Board Member Appointment

Mr. Glaubinger asked for a motion to go into Closed Session pursuant to 5 ILCS 120/2(c)3 The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

Ms. Bergstein made the motion.

Ms. Crisham 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

The board went into Closed Session at 8:56 pm.

Ms. Bergstein made the motion to close executive session and return to general session at 9:25 pm. 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

Mr. Glaubinger announced that the general session is reopened at 9:27 pm.

## AGENDA BUILDING

Mr. Glaubinger reviewed the next meeting's agenda items. The board agreed to the following agenda items for October:

- Trustee Appointment
- Draft Levy
- Annual Staff Appreciation Week

ADJOURN

Mr. Glaubinger declared the meeting adjourned at 9:28 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

*Jennifer McGee*  
MS. Jennifer McGee, Recorder