

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING
March 21, 2024 | 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. Maura Crisham, Mr. Jay Glaubinger, Ms. Janet Spector Bishop, Ms. Barbara Unikel, Ms. Jami Xu

Trustees Participating Electronically: Ms. Stacy Oliver

Trustees Absent: Mr. Nimesh Patel

Staff Present: Ms. Anna Amen, Ms. Jennifer McGee, Ms. Kim Hegelund

Others Present: IT Support: Mr. Patrick McCallister,

Virtually Present: Ms. Amanda Standerfer, Fast Forward Libraries; Library Staff: Ms. Kate Hall, Mr. Aaron Ashmann, Mr. Lev Kalmens, Ms. Sara Scodius

Mr. Glaubinger asked for a motion to allow Ms. Oliver to participate electronically based on the library's **Electronic Board Meeting Attendance** policy.

Ms. Spector Bishop made the motion to allow Ms. Oliver to participate in the board meeting electronically. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Crisham, Mr. Glaubinger, Ms. Spector Bishop, Ms. Unikel, Ms. Xu

"Nay": None

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – February 15, 2024
- 3.3 Approve Cash Balances & Income Statement February 2024
- 3.4 Approve Bills and Charges from February 2024 in the amount of \$926,808.79
- 3.5 Approve Annual Non-Resident Fee Method
- 3.6 Approve General Policies Updates: 04.402 Room Rental, 03.304 Public Code of Behavior, and 03.303 Fines & Fees

Ms. Xu made the motion to approve the amended consent agenda. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Spector Bishop, Ms. Unikel, Ms. Xu

“Nay”: None

Mr. Glaubinger asked for a motion to move agenda item 7.1 Review Draft Strategic Plan to before Staff Reports and to move agenda item 7.3 Executive Director Evaluation to end of meeting after new business.

Ms. Crisham made the motion to approve the change in order of 7.1 and 7.3 agenda items. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Spector Bishop, Ms. Unikel, Ms. Xu

“Nay”: None

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

Ms. Hall talked about upcoming special events highlighted in her report. She mentioned that Northbrook Voices has been restarted; a co-sponsored project by the Northbrook Library and the Northbrook Historical Society. Ms. Hall urged board members interested in speaking about their experience living in Northbrook to reach out to Lev Kalmens, Adult Services Assistant Manager who is the library’s project lead.

Non-Resident Fee Calculations

Ms. Hegelund, Circulation Manager was present to talk about how the library calculates the non-resident fee. She provided non-resident card holder statistics and answered questions from the board.

BOARD MEMBER REPORTS

Ms. Spector Bishop mentioned attending the Chinese New Year of the Dragon Celebration and commented that it was a very full and fun event.

UNFINISHED BUSINESS

Review Strategic Plan (moved to before Staff Reports)

Ms. Amanda Standerfer from Fast Forward Libraries and Northbrook Library staff: Mr. Lev Kalmens, Adult Services Assistant Manager, Ms. Sara Scodius, Technical Services Cataloging Librarian and co-chair of the EDI Committee, and Mr. Aaron Ashmann, Events Production Assistant attended virtually to present the draft strategic plan provided in the board packet. Ms. Standerfer reviewed the process to develop the strategic plan. Mr. Kalmens, Ms. Scodius, and Mr. Ashmann spoke about each of the 3 strategic directions and their goals. Ms. Standerfer and the board discussed the mission and vision

statement options outlined in the presentation. The board requested that Ms. Standerfer and the planning committee come back in April to present revised strategic directions, mission and vision statements based on their suggestions and feedback.

Approve Annual FY25 Budget

The FY25 Draft Budget was included in the packet for the board to review. Ms. Amen noted that there were no changes in the budget from what the board received last month. The board did not have any comments or questions about the budget.

Ms. Xu made the motion to approve the FY25 Budget for \$9,855,230 which includes Operating, IMRF, FICA, and Debt Services. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Spector Bishop, Ms. Unikel, Ms. Xu

“Nay”: None

Executive Director Evaluation (closed session) moved to end of meeting after New Business
The board discussed the Executive Director’s evaluation during closed session.

CLOSED SESSION

Ms. Crisham made the motion to go into Closed Session at 8:40 pm 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. Ms. Spector Bishop seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, Mr. Glaubinger, Ms. Oliver, Ms. Spector Bishop, Ms. Unikel, Ms. Xu

“Nay”: None

The board returned to general session at 9:50 pm. There was no action taken from the closed session.

NEW BUSINESS

Appoint Board Officer Nominating Committee

Mr. Glaubinger reviewed the process of the Nominating committee and asked for 3 volunteers to serve on the committee. Ms. Crisham, Ms. Unikel, and Mr. Glaubinger volunteered to be on this year’s nominating committee. The committee will meet in April and May to slate and appoint officers for FY25.

Civic Foundation Request for Monument

Mr. Glaubinger referred to the Northbrook Civic Foundation’s letter included in packet and provided an overview of their request to partner with library to recognize Northbrook Day’s 100-year

celebration. The board was receptive to assisting on the initiative and asked Ms. Hall to reach out to the Civic Foundation to get more specific information to determine the impact on the library.

The board returned to general session at 9:50 pm.

AGENDA BUILDING

The board discussed and decided to put the following items on the April agenda:

- FY24 Board Meeting Schedule
- Transfer of Funds to Debt Service & CIF
- Executive Director Review
- Start review of Master Plan
- Strategic Plan Adoption

ADJOURN

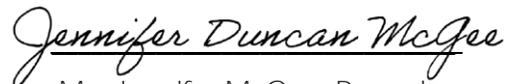
Mr. Glaubinger declared the meeting adjourned at 9:51 pm.

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.



Jay Glaubinger (Apr 19, 2024 21:05 CDT)

Mr. Jay Glaubinger, President



Ms. Jennifer McGee, Recorder