

MINUTES OF THE NORTHBROOK PUBLIC LIBRARY BOARD MEETING  
October 19, 2023 | 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. Maura Crisham, Mr. Jay Glaubinger, Ms. Stacy Oliver, Ms. Janet Spector Bishop, Ms. Barbara Unikel, Ms. Jami Xu

Trustees Absent:

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

Others Present: Mr. Nimesh Patel, Northbrook Resident; Mr. Andrew Miller, Selden Fox; Mr. Patrick McCallister, IT Support

APPROVAL OF THE CONSENT AGENDA

- 3.1 Approval of the Agenda
- 3.2 Approve Regular and Executive Session Minutes – September 21, 2023
- 3.3 Approve Special Session Minutes – October 4, 2023 and October 9, 2023
- 3.4 Approve Cash Balances & Income Statement September 2023
- 3.5 Approve Bills and Charges from September 2023 in the amount of \$768,621.91
- 3.6 File account of all monies received and expended during preceding fiscal year (FY23) per 65 ILCS 6/3.1-35-65

Ms. Crisham made the motion to approve the 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

PUBLIC COMMENTS

There were no public comments.

FY23 AUDIT PRESENTATION

Mr. Andrew Miller of Selden Fox introduced himself and thanked library staff for all of their hard work assisting with the audit. Mr. Miller reviewed the FY23 audit report provided in the packet and answered Board questions.

## STAFF REPORTS

In addition to her written report, Ms. Hall talked about the author visit for One Book One Northbrook book selection Clark and Division. Ms. Durov shared events planned by the Friend's new engagement committee for the Friends of the Library week which coincides with One Book, that the Friends is co-sponsoring. Ms. Hall informed the board that there is a suspect in custody related to the library swatting attacks. She mentioned that she will be attending ILA annual conference next week and that ILP will be receiving an award.

## BOARD MEMBER REPORTS

Ms. Oliver and Ms. Spector Bishop mentioned that they attended the One Book, One Northbrook author discussion of Clark and Division. Both had positive comments stating that the program was very interesting and how well the event was run by staff.

## UNFINISHED BUSINESS

### Trustee Vacancy Appointment

Mr. Glaubinger reviewed the board process of filling a trustee vacancy. After interviewing selected applicants, the board decided on appointing Mr. Nimesh Patel to fill the vacant seat. As individual votes were passed, Mr. Patel was welcomed to the board.

Ms. Oliver made the motion to appoint Mr. Nimesh Patel to the open trustee seat. 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

### FY25 Tax Levy

In addition to the levy documentation provided, Ms. Amen reviewed the reasoning behind the 3% levy increase recommendation.

Ms. Xu made the motion to approve the FY25 Tax Levy in the amount of \$9,885,230. 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

### Staff Questions for Board

Mr. Glaubinger mentioned that future staff questions will be sent out to the board to respond. Board response to questions will be discussed at future board meeting. He then reviewed the 2 staff questions provided in the packet.

### Strategic Plan Update

Ms. Hall provided a strategic plan update mentioning that the community wide survey is launched and has 1,300 responses so far. She urged the board to share the survey within their social networks. She discussed the various ways the library is encouraging community participation. Ms. Hall outlined the future phases of the project leading up to the Strategic Plan being presented at the March 2024 board meeting.

### Lily Zheng Report Discussion

Ms. Glaubinger provided an overview of the Lily Zheng meeting that occurred earlier in October in which recommendations were reviewed based on the staff survey. Lily Zheng will participate in a future meeting to discuss the results of the staff capacity survey and incorporating EDI recommendations into the strategic plan. Ms. Hall provided a recap of the Lily Zhen project. She discussed important survey takeaways and necessary actions or next steps needed based on survey results. The board discussed survey results and actions to improve and clarify the board/staff relationship and communication.

### NEW BUSINESS

#### Per Capita Grant Annual Requirements Review

Ms. Hall reviewed the per capita grant standards and checklist included in packet. She stated that the library is meeting most standards and that the areas in which the library was incompliant were noted. Ms. Hall noted next steps in 2 noncompliant areas were to work on the security camera policy and to develop a Succession plan.

#### Staff Appreciation Week

Mr. Glaubinger reviewed what the board has done in the past. The Board discussed ideas and decided to do something special for staff twice a year; in mid-November and on Staff Development Day in May.

### AGENDA BUILDING

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

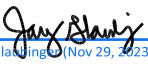
- Trustee Swearing In
- Library of Things Collection Development Policy
- Per Capita Grant Application
- HVAC Chiller Update
- Elevator Modernization

The Board discussed doing a group photo and decided on doing the photo at the strategic plan board retreat in January 2024.

### ADJOURN

Mr. Glaubinger declared the meeting adjourned at 8:43 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.Glubinger@ (Nov 29, 2023 16:04 CST)

Mr. Jay Glubinger, President

  
Ms. Jennifer McGee, Recorder

