

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
February 16, 2017**

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Mr. Carlos Früm.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Robyn Franklin.

Trustees Present: Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos Früm

Trustees Absent: Ms. Sharon Bergstein

Staff Present: Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Amen, Mr. Michael Hominick, Ms. Robyn Franklin

Others Present: Mr. Lee Goodman – Northbrook Resident

APPROVAL OF THE FOLLOWING AGENDA

Mr. Früm requested moving up the discussion of the Meeting Room Policy to after the Patron Comments. Mr. Glaubinger then moved to approve the agenda as amended. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted “aye.”

APPROVAL OF JANUARY 19, 2017 GENERAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the General Session Meeting of January 19, 2017 be approved. Ms. Imrem seconded the motion. On a voice vote all Trustees voted “aye”.

PUBLIC COMMENTS

Mr. Michael Hominick, Reader Services Librarian, gave a presentation on the new circulating board games collection. He mentioned that the kick-off event was held on January 8th. There was a wide variety of participants that came to the library to play some of the games in the collection. He introduced several of the games that are available to patrons. Mr. Hominick also mentioned that there will be an Open Gaming event on May 4th from 7:00p.m. - 9:00p.m. that will highlight Ticket to Ride.

MONTHLY TREASURER’S REPORT

Review Monthly Financial Statements

Ms. Imrem drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of January, 2017 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$5,615,444.30		
Restricted	295,271.10		
IMRF	151,203.04		
FICA	155,109.41		
Total General Fund	<u>\$6,217,027.85</u>		
Total Capital Improvement		<u>\$1,608,984.31</u>	
Total Debt Service			<u>\$9,369.39</u>

Checking – NBT	\$1,356,971.51	\$ 4,597.33	\$10.00
ProPay	37,044.20		
PayPal	686.69		
Money Market – GSB	224,242.57		
Checking/ Money Market – MB	4,525,486.44	2,176.12	
Investments		1,541,358.26	5,227.03
US Bancorp	624.55	484.76	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
Total	<u>\$6,217,027.85</u>	<u>\$1,608,984.31</u>	<u>\$9,369.39</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,541,358.26	6/24/17	.25%
<u>Debt Service</u>			
NB&T – 16829	5,227.03	7/13/17	.20%

Approve Bills and Charges from January, 2017

Ms. Imrem drew attention to the following Bills and Charges for January, 2017 and the additional bills listed below:

Operating Funds	
Library Claims List	\$ 98,915.48
Librarian's Claims List	16,931.00
Payroll	136,118.56
FICA/IMRF	24,532.44
ACH to IPBC	49,257.38
Total Operating Funds	<u>\$ 325,754.86</u>
Capital Improvement Fund	
Claims List	<u>\$ 36,308.46</u>
Construction Fund	
Debt Service Fund	
Grand Total Library	<u>\$ 362,063.32</u>

Additional Bills

Operating Fund – Library Account

23058	Anna Amen	825.67
23059	Baker & Taylor	32,422.54
23060	Baker & Taylor Entertainment	6,321.01
23061	ClientFirst Consulting Group, LLC	20,663.75
23062	First Bankcard	1,743.06
23063	GovConnection Inc.	856.26
23064	Library Furniture International, Inc.	8,111.00
23065	Vis-O-Graphic, Inc.	4,291.60
23066	Xerox Corporation	1,107.49
23069	CenterPoint Energy Services, Inc.	4,873.03
23070	Millennia Consulting LLC	3,600.00

CIF Fund

1631	Calor Design Group, Ltd.	1,950.00
1632	Mechanical Concepts of Illinois, Inc.	58,526.33

Ms. Imrem made a motion to approve the January Bills and Charges and additional bills. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm

“Nay”: None

FOUNDATION

Ms. Amen reported that no bricks or chairs have been sold this month.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that on January 25th there was a joint meeting with the Industrial and Commercial Development Commission (ICDC) and the Economic Development Committee (EDC). He discussed that once a year the North Shore Visitors Association and the Northbrook Chamber of Commerce meet to present what they do and how they help the businesses in the area. The Commissions then vote to determine if they will still support the organizations, which they do on a regular basis. The Village also discussed the Northbrook Court mall and the concerns regarding how vacancies in the mall would impact the Village. General Properties, the owners of Northbrook Court, addressed these concerns and discussed how they have used updated approaches at their other locations to keep their malls vibrant. This would involve changing the mix of tenants and adding more activities and experiences. In addition, all of the governing bodies in Northbrook discussed what has been happening in the Village since the last meeting.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall reported that there is currently a vacancy on the RAILS board that is in the process of being filled. She also discussed that the Illinois Talking Book Outreach Center (ITBOC) is being moved to Springfield and will be run entirely through the Illinois State Library. This consolidation will happen in the fall. Ms. Hall also discussed that RAILS has listed its Coal Valley location for sale after previously trying to sell it. It has been reassessed and is now listed at \$425,000. Also, the RAILS board approved capital improvements and ADA updates to the Burr Ridge facility in the amount of \$769,000.

STAFF REPORTS

Ms. Hall mentioned that she, Mr. Austin and Mr. Früm will be attending the Legislative Breakfast on Monday, February 20th. She also reminded the Board to RSVP to the Staff and Volunteer party on March 4th. Ms. Hall invited board members to attend the retirement party for Ruth Hafner, Readers Services Manager on February 28th.

Ms. Hall and Ms. Amen reported that 57 rolling chairs were purchased at \$284 each to replace worn chairs throughout the library. Some of the discarded chairs were in good enough condition and were donated to the Highwood Public Library.

Ms. Hall stated that the chiller project is proceeding as planned and the library would be closed the morning of February 27th to facilitate the installation of the new cooling towers.

Mr. Austin mentioned that a Kindness Rally was scheduled for Sunday, March 12th from 2:30p.m. – 5:00p.m. at Greenbriar School. The rally was initiated by a patron who wanted to put together a community building event. Ms. Hall stated that the purpose of the rally is to emphasize that everyone is welcome in Northbrook.

Ms. Hall explained that at the last CCS Governing Board meeting it was decided to switch the ILS system from the current cataloging system to a new system. This will be a major project that will take approximately a year to complete. This will affect the staff interface and the patron catalog.

In happy news, Kelly Durov, Youth Services Manager, and Emily Glimco, Marketing and Communications Specialist, are both expecting babies this summer!

UNFINISHED BUSINESS

Strategic Plan Update

Ms. Hall reported that we have hired Wendy Siegel, from Millennia Consulting, to work with staff and board members to develop a strategic plan that will set the direction for the library. Ms. Hall mentioned that a committee composed of two board members and select staff members would form a committee to do initial brainstorming and information gathering. This would be followed with a staff and board retreat to further refine the goals and vision based on the information gathered. Ms. Xu remarked that a survey would be helpful and that we need to ensure we are looking at good data to make our decisions. Mr. Frum remarked that the board represents the community and is aware of what the needs are, but was sure that the committee would gather additional information for the staff and board retreat. The board requested that the finalized plan be presented no later than the July board meeting.

Employee Handbook Update

Ms. Hall explained that the state has updated the sick leave policy to include stepchildren and domestic partners. It is her recommendation that we update the sick leave, FMLA, VESSA, and Family Military leave policies, to include: employee's parent, spouse, child, brother, sister, grandparent, or grandchild, mother/father in-law and daughter/son in-law, domestic partner, step-relatives and relatives by adoption. Mr. Glaubinger made a motion to update the policies with the proposed changes. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye."

Meeting Room Policy Discussion

As a follow-up to last month's meeting room policy discussion, Ms. Hall stated that the attorney had been consulted regarding accepting donations and soliciting names and contact information in the meeting rooms. She said that there is nothing barring us from changing the wording in the policy to accommodate the request that was made at last month's meeting to remove the prohibition of donations inside the meetings rooms. Mr. Lonoff made a motion to update the wording in the Meeting Room Policy to state "Library meeting rooms may not be used for the sale of any products or services. Admissions or fees of any kind may not be charged".

On a roll call vote, Trustees voted:

"Aye": Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm

"Nay": None

NEW BUSINESS

None

ADJOURNMENT

There being no further business to discuss, Ms. Imrem moved to adjourn this meeting. Mr. Lonoff seconded the motion. The meeting was adjourned at 8:53 p.m.

Carlos Früm, President

Robyn Franklin, Recorder