

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
May 21, 2015**

**CALL REGULAR MEETING TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:45 p.m. by Mr. Lonoff.

**BOARD OF TRUSTEES ROLL CALL**

The roll was called by Ms. Anna Amen.

**Trustees Present:** Ms. Sharon Bergstein, Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Daphna Neirick

**Trustees Absent:** Ms. Vera Mayer

**Staff Present:** Mr. Andy Kim, Ms. Anna Amen

**Guests Present:** Mr. Riley Simpson, Northbrook Tower

**APPROVAL OF THE FOLLOWING AGENDA**

Ms. Imrem moved that the agenda be approved as presented. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted "aye."

**OATH OF OFFICE AND ELECTION OF OFFICERS**

**Newly Elected Board Members – Oath of Office**

Ms. Bergstein, Mr. Glaubinger, Ms. Imrem and Mr. Lonoff recited the oath of office and were sworn in as Library Trustees.

**Nominating Committee – Slate of Officers**

Mr. Lonoff presented the slate:

President	Mr. Früm
Vice President	Mr. Glaubinger
Treasurer	Ms. Imrem
Secretary	Ms. Bergstein

Mr. Lonoff asked for comments or changes to the slate presented – there were none. Mr. Lonoff motioned to elect the slate as presented. Ms. Imrem seconded the motion. On roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Ms. Neirick, Mr. Lonoff  
"Nay": None

**APPROVAL OF APRIL 16, MINUTES**

**General Session**

Mr. Glaubinger asked that punctuation marks be added to **NEW BUSINESS – New Circulation Rules**. Trustees agreed with this change. Ms. Neirick moved that the minutes of the Regular Meeting of April 16, 2015 be approved with noted changes. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye".

**Executive Session**

Mr. Glaubinger asked that the word session be added to the last paragraph before the roll call. Trustees agreed with this change. Ms. Bergstein moved that the minutes of the Executive Session of April 16, 2015 be approved with noted changes. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye".

**PUBLIC COMMENTS**

None

**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 April 30, 2015 was as follows:

	<b>Operating</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
General Fund	\$7,249,539.37		
Restricted	328,754.11		
IMRF	112,145.32		
FICA	189,505.37		
Total General Fund	<u>\$7,879,944.17</u>		
Total Capital Improvement		<u>\$1,835,330.47</u>	
Total Debt Service			<u>\$129,678.95</u>
Checking – NBT	\$2,730,361.00	\$20,203.22	\$31.35
ProPay	5,334.33		
Money Market – GSB	223,653.59		
Checking/ Money Market – MB		893,264.33	
Investments		800,866.13	120,966.25
Illinois Funds	4,770,269.06	482.75	
IMET	149,531.19	120,514.04	8,681.35
Petty Cash	795.00		
Total	<u>\$7,879,944.17</u>	<u>\$1,835,330.47</u>	<u>\$129,678.95</u>
<b><u>Investment #</u></b>	<b><u>Amount</u></b>	<b><u>Maturity</u></b>	<b><u>Rate</u></b>
<b><u>Capital Improvements</u></b>			
NB&T – 16808	800,866.13	6/24/15	.25%
<b><u>Debt Service</u></b>			
NB&T – 16829	120,966.25	7/13/15	.20%

**Approve Bills and Charges from April, 2015**

Ms. Imrem drew attention to the following Bills and Charges for April, 2015 and the additional bills listed below:

Operating Funds	
Library Claims List	\$ 136,470.31
Librarian's Claims List	15,402.48
Payroll	437,797.23
Fica/IMRF	54,111.30
ACH to IPBC	49,139.08
Total Operating Funds	<u>\$ 692,920.40</u>
Capital Improvement Fund	
Claims List	
Construction Fund	
Claims List	<u>\$ 522,427.20</u>
Debt Service	
Grand Total Library	<u>\$ 1,215,347.60</u>

## Additional Bills

### Operating Fund – Library Account

22206	American Trainco	990.00
22207	AND Staffing	1,845.21
22208	ATT	1,062.75
22209	Blackbaud	2,100.00
22210	Centerpoint Energy	2,963.32
22211	Colley Elevator	4,074.00
22212	Dehne Lawn & Leisure	1,079.00
22213	First Bank Card	1,645.66
22214	Managerment Association	1,185.00
22215	Mojo Print Booth	6,579.28
22216	Reserve Account	2,000.00
22217	Tentes Piano Service	875.00
22218	3M	2,766.44

### Construction Fund

1053	ECO Clean	3,847.00
1054	Pepper Construction	99,299.00

Ms. Imrem made a motion to approve the April Bills and Charges and additional bills as listed. Mr. Früm seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Neirick, Mr. Lonoff

“Nay”: None

## **FOUNDATION**

Ms. Amen reported that she has met with Image Specialties and is finalizing the plate type and font type for the name plates. She is also working with Celina Preston and Emily Glimco on the promotional material. The name plate will be sold for \$500 and can include 3 lines of text with 20 characters per line. Ms. Amen will start the campaign with Staff and Trustees and plans to install those plates prior to the Grand Opening.

## **ECONOMIC DEVELOPMENT COMMITTEE REPORT(EDC)**

### **INDUSTRIAL AND COMMERCIAL DEVELOPMENT COMMISSION (ICDC)**

Nothing to report.

## **SPECIAL EVENTS COMMITTEE REPORT**

Nothing to report.

## **REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)**

Nothing to report.

## **STAFF REPORTS**

In addition to the written report Mr. Kim made the following comments

- Painting - Joe Skittino reported that the building was painted 11 years ago.
  - Trustees asked that quotes be received to repaint the building.
- A direct line to the Business Office has been created to reach the Administrative staff – 847.272.7081.
- Ms. Hall has been reelected to the RAILS Board.

## **UNFINISHED BUSINESS**

### **Building Construction Update**

Ms. Amen reported that the punch list items are being worked on to complete the project and provided an update on a few of the items:

- Fabric wrapped panels were installed last week
- Screen masking was fixed earlier this week

- 35MM Lenses are being worked on
- Backflow prevention devices have been installed
- Signage has been ordered
- Auditorium chairs have been adjusted and blank name plates installed

It was agreed that before the meeting adjourned, we would move to the auditorium to see glimpse of a movie.

### **Dewberry Contract Modification**

Ms. Amen reported that the Library has not received any information from Dewberry regarding the modification.

### **Grand Opening**

Mr. Kim reported that plans for the Grand Opening are progressing nicely but wanted to confirm

- Who will be attending from the Trustees
  - Trustees responded
    - Ms. Bergstein – Yes
    - Mr. Früm – No
    - Mr. Glaubinger – Yes
    - Ms. Imrem – Yes
    - Mr. Lonoff – Yes
    - Ms. Neirick - Yes
- Who will be attending the Ribbon Cutting at 10 am on Saturday June 13<sup>th</sup>
  - Trustees responded
    - Ms. Bergstein – No
    - Mr. Glaubinger – Yes
    - Ms. Imrem – will let us know
    - Mr. Lonoff – Yes
    - Ms. Neirick - No
- Who should participate in the ribbon cutting
  - Trustees responded
    - Trustees
    - Ms. Hall
    - Ms. Amen
    - Ms. Hall will contact Mr. Chadwick Raymond to see if he plans to attend
    - Ms. Hall will determine if Dewberry and Pepper can participate

Mr. Kim presented a draft of the meeting room guide and post card invitations. Mr. Kim asked if prior Trustees that had been involved in the project be listed in the guide. Trustees discussed and agreed that only current Trustees should be included.

### **Circulation Limits Recommendation**

The Trustees discussed the staff memos, patron comments and surrounding library information that was presented in the packet. Mr. Früm suggested increasing the book checkout limit from 30 to 100. Ms. Neirick commented that she doesn't want to limit people's access to information. After more discussion, Mr. Früm motioned to increase the book checkout limit from 30 to 100 and provide the Executive Director with the authority to override the limit on an individual basis. Mr. Glaubinger seconded the motion. . On roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Ms. Neirick, Mr. Lonoff  
 “Nay”: None

### **NEW BUSINESS**

#### **2015 Tax Levy Letter to Village of Northbrook**

Mr. Lonoff motioned to approve the 2015 Tax Levy Letter to the Village of Northbrook. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

#### **Movie in Auditorium**

Mr. Kim asked the Trustees to move to the auditorium to watch a movie with the Christie Digital Projector. The Board was pleased with what they saw on the screen and in the auditorium.

**Review Determine Need/Agenda/Date for Additional Meeting(s)**

No additional meetings are needed at this time.

**ADJOURNMENT**

There being no further business to discuss, Ms. Neirick moved to adjourn this meeting. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:55 p.m.

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Marc Lonoff, President

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Anna M. Amen, Recorder