

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
July 16, 2015**

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:34 p.m. by Mr. Früm.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Anna Amen.

Trustees Present: Mr. Carlos Früm, Mr. Jay Glaubinger, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: Ms. Sharon Bergstein, Ms. Miriam Imrem, Ms. Daphna Neirick

Staff Present: Ms. Kate Hall, Mr. Andy Kim, Ms. Anna Amen

Guests Present:

APPROVAL OF THE FOLLOWING AGENDA

Ms. Hall asked that the Board consider going into executive session regarding an employment matter. She stated that no action can be taken since this was not on the agenda. Mr. Früm moved that the agenda be approved as amended. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye.”

APPROVAL OF JUNE 18, 2015 MINUTES

Mr. Lonoff moved that the minutes of the Regular Meeting of June 18, 2015 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye”, Ms. Mayer abstained.

PUBLIC COMMENTS

None

MONTHLY TREASURER’S REPORT

Review Monthly Financial Statements

Mr. Glaubinger drew attention to the financial report as exhibited in the Board packet.

The financial status of the library funds as of June 30, 2015 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$6,291,050.76		
Restricted	327,627.01		
IMRF	57,324.65		
FICA	150,290.08		
Total General Fund	<u>\$6,826,292.50</u>		
Total Capital Improvement		<u>\$1,432,326.87</u>	
Total Debt Service			<u>\$9,529.36</u>
Checking – NBT	\$2,749,565.97	\$10,819.22	\$50.62
ProPay	6,881.25		
Money Market – GSB	223,707.36		
Checking/ Money Market – MB		555,349.00	
Investments		801,200.77	5,065.23
Illinois Funds	3,769,323.32	482.76	
IMET	76,019.60	64,475.12	4,413.51
Petty Cash	795.00		
Total	<u>\$6,826,292.50</u>	<u>\$1,432,326.87</u>	<u>\$9,529.36</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	801,200.77	6/24/16	.25%
<u>Debt Service</u>			
NB&T – 16829	5,065.23	7/13/15	.20%

Approve Bills and Charges from June, 2015

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

Operating Funds	
Library Claims List	\$ 136,652.51
Librarian's Claims List	15,510.70
Payroll	409,394.69
Fica/IMRF	70,219.50
ACH to IPBC	49,139.08
Total Operating Funds	<u>\$ 680,916.48</u>
Capital Improvement Fund	
Claims List	<u>\$ 9,384.00</u>
Construction Fund	
Claims List	<u>\$ 234,886.77</u>
Debt Service Fund	
Grand Total Library	<u>\$ 925,187.25</u>

Additional Bills

Operating Fund – Library Account	
22297 AND Staffing	1,717.55
22298 ATT	1,062.75
22299 Chicago Backflow	1,040.00
22300 Client First	4,305.00
22301 Eco Clean	3,927.00
22302 First Bank Card	4,735.26
22303 LIMRICC	1,172.42
22304 McClure Inserra	6,000.00
22305 North American	1,324.77
22306 School Outfitters	1,754.32
22307 Sunset	5,216.27
22308 XEROX	1,344.41
Construction Fund	
1057 Widmer	5,982.10

Mr. Glaubinger made a motion to approve the June Bills and Charges and additional bills as listed. Mr. Lonoff seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Mr. Glaubinger, Mr. Lonoff, Ms. Mayer, Mr. Früm

“Nay”: None

FOUNDATION

Ms. Amen reported that additional auditorium chairs have been sold and a brick was sold since the last meeting. She also mentioned that the annual filings have been completed and submitted to the appropriate agencies.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)
INDUSTRIAL AND COMMERCIAL DEVELOPMENT COMMISSION (ICDC)

Mr. Glaubinger reported that he and Director Hall attended an EDC Meeting on July 8, 2016. The Meeting primarily consisted of an update on current development activity in the Village. It appears that most projects are in final approval of the construction phase.

SPECIAL EVENTS COMMITTEE REPORT

Nothing to report.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall did not have a report but stated that everyone is waiting to hear about the budget.

STAFF REPORTS

In addition to her written report Ms. Hall made the following comments

- Community room bookings have started and seem to be going well and patrons are accepting the changes gracefully.
- On Tuesday July 14th the Library hosted the first TEDx Talk – the topic was *Our relationship with Social Media*. 45 patrons attended program which consisted of a screening and discussion. The next TEDx Talk will be *Can we Delay or End Aging*. The Library will host one TEDx talk a month for the next year.
- ILA Conference will be October 22 through October 24th – The Trustee Day is October 24th - More information will be available in August.
- The Library will be participating in the Northbrook Chamber of Commerce Business Expo on July 22nd.
- The Library will be participating in Northbrook Days on August 8th and 9th – we will sponsor a children's program and sell wrist bands.
- Ms. Hall asked if the Trustees had any feedback for Senator Morrison regarding the property tax freeze. The Trustees have chosen not to respond and allow ILA to respond on their behalf.
- Ms. Hall asked if the Trustees had any comments regarding the transformation to the Board Packet.
 - Mr. Glaubinger responded and found the section explaining the agenda very helpful and asked that comments be made for all new business items.

UNFINISHED BUSINESS

Building Construction Update

Ms. Hall reported that we have passed the final inspection.

Dewberry Contract Modification

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

Auditorium Chair Sponsorship

Ms. Hall presented the research about chair selection and recommended that four sections be created and allow the donor to select the section not the specific chair. The Board agreed with the recommendation.

NEW BUSINESS

Community Survey

Mr. Früm stated that the last community survey was completed in 2008 and wanted to discuss if a new one should be completed now that the construction project has been completed. He believes that the results could give us ideas for the future and let us know what the community wants. Ms. Hall agreed that a community survey provides valuable information but it is also important to know what the goal is. She would like to use the community survey as part of the strategic plan process. Mr. Glaubinger stated that during the interview process, the Board discussed waiting a year to provide Ms. Hall with time to understand the community and then create a strategic plan. It was decided to table this discussion to a future meeting.

Audit Secretary's Report

Ms. Hall explained that Mr. Früm needs to appoint two trustees to audit the minutes per 75 ILCS 30-65 for the period May 2014 through April 2015. Ms. Bergstein and Ms. Neirick have been appointed to this task.

Review of Closed Session Minutes 5ILCS120/2.06d

Ms. Mayer moved that the minutes from the executive session not be made public. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye”.

Wheelchair Lift & Auditorium Signage

Wheelchair Lift

Ms. Hall asked the Trustees for some guidance on how to honor the purchase of the wheelchair lift from The Friends of the Northbrook Public Library. It was decided to ask the The Friends for wording.

Auditorium Signage

Mr. Früm received a complaint from a patron that exit signage was not adequate in the auditorium. Mr. Kim commented and said that patrons are accustomed to the old auditorium and need time to acclimate themselves to the new space. He also stated that at the beginning a program the Library Staff Member provides a brief talk regarding the exits in the new space. The Board believes that providing this explanation of the space is adequate and time is needed for patrons to get acclimated to the new space.

Illinois Public Library Annual Report (IPLAR)

Ms. Hall stated that the IPLAR was filed on June 30, 2015. Mr. Glaubinger made a motion to accept the IPLAR as presented. Mr. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

Use of Tablets for Board Meetings

Ms. Hall explained that Mr. Früm asked her to look into how other Northbrook local governments use tablets at Board Meetings. Ms. Hall presented her findings from the local governments. A suggestion was made to project the board packet on the LCD monitor during the meeting. The Trustees discussed and determined that tablets were not needed at this time.

Executive Session

At 8:40 p.m., Mr. Früm made a motion to close the general session and open executive session pursuant to 5 ILCS 120/2: 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. Mr. Lonoff seconded the motion. On roll call vote, Trustees voted:

“Aye”: Mr. Glaubinger, Mr. Lonoff, Ms. Mayer, Mr. Früm

“Nay”: None

At 8:53 p.m. Mr. Früm made a motion to close the executive session and re-open the general session. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

“Aye”: Mr. Glaubinger, Mr. Lonoff, Ms. Mayer, Mr. Früm

“Nay”: None

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. Mayer moved to adjourn this meeting. Mr. Lonoff seconded the motion. The meeting was adjourned at 8:54 p.m.

Carlos Früm, President

Anna M. Amen, Recorder