

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
August 20, 2015**

**CALL REGULAR MEETING TO ORDER**

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

**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. Vera Mayer, Ms. Daphna Neirick

**Trustees Absent:** none

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

**Guests Present:** Mr. Paul Inserra, McClure Inserra & Company

**APPROVAL OF THE FOLLOWING AGENDA**

Mr. Lonoff moved that the agenda be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye.”

**APPROVAL OF JULY 16, 2015 MINUTES**

Ms. Mayer moved that the minutes of the Regular Meeting of July 16, 2015 be approved. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted “aye.” except Ms. Bergstein, Ms. Imrem, Ms. Neirick who abstained.

Mr. Lonoff moved that the minutes of Executive Session of July 16, 2015 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye.” except Ms. Bergstein, Ms. Imrem, Ms. Neirick who abstained.

**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 July 31, 2015 was as follows:

|                             | <b>Operating</b>      | <b>Capital<br/>Improvements</b> | <b>Debt Service</b> |
|-----------------------------|-----------------------|---------------------------------|---------------------|
| General Fund                | \$6,603,021.19        |                                 |                     |
| Restricted                  | 325,093.62            |                                 |                     |
| IMRF                        | 94,433.02             |                                 |                     |
| FICA                        | 169,126.70            |                                 |                     |
| Total General Fund          | <u>\$7,191,674.53</u> |                                 |                     |
| Total Capital Improvement   |                       | <u>\$1,737,39.47</u>            |                     |
| Total Debt Service          |                       |                                 | <u>\$26,604.62</u>  |
| Checking – NBT              | \$2,592,311.25        | \$21,619.15                     | \$153.23            |
| ProPay                      | 7,902.80              |                                 |                     |
| Money Market – GSB          | 223,737.24            |                                 |                     |
| Checking/ Money Market – MB |                       | 549,403.82                      |                     |
| Investments                 |                       | 1,101,410.61                    | 22,037.88           |
| Illinois Funds              | 4,290,908.64          | 482.77                          |                     |
| IMET                        | 76,019.60             | 64,475.12                       | 4,413.51            |
| Petty Cash                  | 795.00                |                                 |                     |
| Total                       | <u>\$7,191,674.53</u> | <u>\$1,737,391.47</u>           | <u>\$26,604.62</u>  |

| <b>Investment #</b>                | <b>Amount</b> | <b>Maturity</b> | <b>Rate</b> |
|------------------------------------|---------------|-----------------|-------------|
| <b><u>Capital Improvements</u></b> |               |                 |             |
| NB&T – 16808                       | 1,101,410.61  | 6/24/16         | .25%        |
| <b><u>Debt Service</u></b>         |               |                 |             |
| NB&T – 16829                       | 22,037.88     | 7/13/16         | .20%        |

### **Approve Bills and Charges from July, 2015**

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

#### Operating Funds

|                          |                      |
|--------------------------|----------------------|
| Library Claims List      | \$ 107,932.82        |
| Librarian's Claims List  | 15,936.99            |
| Payroll                  | 261,853.85           |
| FICA/IMRF                | 45,767.40            |
| ACH to IPBC              | 49,833.60            |
| Transfer to CIF          | 310,799.93           |
| Transfer to DS           | 17,102.61            |
| Total Operating Funds    | <u>\$ 809,227.20</u> |
| Capital Improvement Fund |                      |
| Construction Fund        |                      |
| Claims List              | <u>\$ 5,982.10</u>   |
| Debt Service Fund        |                      |
| Grand Total Library      | <u>\$ 815,209.30</u> |

#### Additional Bills

##### Operating Fund – Library Account

|                          |            |
|--------------------------|------------|
| 22332 Advanced Disposal  | 533.74     |
| 22333 AND Staffing       | 1,717.55   |
| 22334 AT&T               | 1,062.75   |
| 22335 Eco Clean          | 3,927.00   |
| 22336 Eco Promotions     | 936.60     |
| 22337 RAILS              | 3,820.75   |
| 22338 Simplex            | 4,449.75   |
| 22339 XEROX              | 1 610.92   |
| Capital Improvement Fund |            |
| 1606 FE Moran            | 1,377.98   |
| 1607 Shadeology          | 1,790.00   |
| Construction Fund        |            |
| 1058 Pepper Construction | 246,506.00 |

Ms. Imrem made a motion to approve the July Bills and Charges and additional bills as listed. Ms. Bergstein seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

### **Presentation of Draft Audit by Paul Inserra**

Mr. Inserra presented the draft auditor’s report which will be finalized in September for the fiscal year ending on April 30, 2015. He reviewed components of the report: the Independent Auditor’s Report; Management’s Discussion and Analysis, the Basic Financial Statements; the Footnote, the Required Supplementary Information, the Additional Information and the SAS114 Letter. Mr. Inserra commented that a clean audit report was issued and there were no issues with management. Mr. Inserra informed the board that due to GASB changes for the April 2016 financial statements the unfunded IMRF liability will be shown as a liability. The Board thanked him for his report.

## **FOUNDATION**

Ms. Amen reported that a meeting was held on August 13, 2015 to discuss the solicitation of new members. To date the Foundation has sold 23 chairs.

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

Ms. Hall reported that a special EDC meeting was held on August 5, 2015 to discuss the 6b request by Bell Flavors and Fragrances for new construction at 3200 Arnold Lane. After the committee's discussion, the EDC recommended that the taxing bodies vote to accept the 6b request.

## **SPECIAL EVENTS COMMITTEE REPORT**

Ms. Mayer asked for a meeting to take place on September 17, 2015 at 6:30.

## **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

- Food for Fines will start September 1<sup>st</sup>
- She will be on vacation next week and will return September 1<sup>st</sup>
- ILA Conference will be October 22 through October 24<sup>th</sup> – The Trustee Day is October 24<sup>th</sup> – Please let her know if you would like to attend
- The employment matter discussed during the Executive Session on July 16, 2015 has been resolved
- Ms. Franklin will be attending future board meetings to record the minutes.
- Ms. Amen reported on signage that signage from the first floor will be repositioned in the building
  - Existing Signage from the first floor will be repositioned in the building
    - The 1999 construction sign and the plaque honoring Alan Auerbach will be moved to the 3<sup>rd</sup> floor
    - The Civic Foundation sign will be placed on the first floor near the west entrance
  - New Signage will be designed and hung on the first floor
    - A mockup of the 2015 renovation sign was presented which included the names of the Trustees, the Executive Directors, the Architect and the Construction Manager – she asked if both Chadwick Raymond and Kate Hall should be noted on the plaque – the Trustees agreed with this recommendation
    - The Friends of the Northbrook Public Library submitted their request for a plaque to be hung by the lift. The plaque honors Chadwick Raymond's years of service to the Library Mr. Früm recommended that Chadwick Raymond be notified that his name would be included on the plaques.

## **UNFINISHED BUSINESS**

### **Building Construction Update**

Ms. Hall reported that there are a few remaining items to be completed from the punch list.

### **Dewberry Contract Modification**

Ms. Hall reported that a meeting took place between Library staff and Dewberry and additional information was requested from Dewberry and will be presented next month.

## **NEW BUSINESS**

### **Bell Flavors and Fragrances Class 6b Request**

Per the documentation provided by the Village and based on the EDC discussion, Ms. Hall recommended that the board recommend to the Village Board that the 6b request be approved. Ms. Bergstein made a motion to recommend to the Village Board that the Bell Flavors and Fragrances 6b Request be approved and that the Library Board supports the proposal. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye".

### **Art Show Special Event Closing of Library**

Ms. Hall asked that the Library be closed at 5:00 pm to set up for the Art Show on October 9<sup>th</sup>. Ms. Neirick made a motion to close the library at 5:00 pm to set up for the Art Show. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

### **Art Show Purchase Prize**

Ms. Hall presented the three pieces that were selected by the jurors and shared the theme of the Flights of Fancy Art Show. Trustees discussed the pieces and selected purchase prize, the second place prize and the third place prize.

Ms. Bergstein made a motion to approve the selected purchase prize, the second place prize and the third place prize Ms. Neirick seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

### **Compliance with FY2016 Per Capita Grant Application**

Ms. Hall commented that the application deadline was changed from October 15, 2015 to January 15, 2016. The following areas need to be addressed by the Trustees for compliance with the FY 2016 Per Capita Grant Application:

- ***Review of Serving our Public 3.0, Chapter 5 Technology***  
The Trustees discussed the checklist at the end of the chapter. It was noted that a few of the items needed to be addressed and Ms. Hall discussed the plan to address these items. The plan presented appeared reasonable to the Trustees. Mr. Früm suggested asking the local technology community to discuss the future of technology and how it affects the Library.
- ***Review and Discussion of Education Program and Training Opportunities for Patrons***  
Ms. Hall discussed the new programming offered in the newly renovated spaces in the library and the additional programs that staff is offering throughout the Library. She reported that based upon survey responses, the community is reacting positively to the new programs.
- ***Review and Discussion of Completed EDGE Assessment***  
Mr. Kim stated that the EDGE Assessment was completed in September 2014. It provides a gauge of where the Library is currently. The assessment showed opportunities for the Library to improve in technology, community partnerships, English as a Second Language, short and long term technology and strategic planning, empowering staff with training. We will address items within the next few years.
- ***Discuss how the Budget Supports Programming and how the Library Fosters Resource Sharing***  
Ms. Amen discussed how the budget process allows managers and staff to provide their ideas for the next fiscal year. Based upon this information and guidance from the Trustees the Budget is created. For FY2016 the programming budget was doubled to engage community members to use the Library and enjoy the newly renovated space. Ms. Hall discussed resource sharing with CCS libraries as well as libraries from all over state and country and the new lending policies for AV items.

### **ADJOURNMENT**

There being no further business to discuss, Ms. Bergstein moved to adjourn this meeting. Ms. Neirick seconded the motion. The meeting was adjourned at 9:01 p.m.

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Carlos Früm, President

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Anna M. Amen, Recorder