

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
October 15, 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. Robyn Franklin.

Trustees Present: Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

Trustees Absent: Ms. Sharon Bergstein

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

Guests Present: None

APPROVAL OF THE FOLLOWING AGENDA

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

Mr. Früm presented a donation from the Northbrook Book Review Club which thanked the Library for the services offered to them and the community.

Mr. Glaubinger requested that the audit be an agenda item for the next meeting.

APPROVAL OF SEPTEMBER 17, 2015 GENERAL SESSION MINUTES

Mr. Früm requested that the minutes be revised from "We have discussed our disappointment with Pepper regarding the service level we have received from MG Mechanical to resolve these issues." to "We have discussed with Pepper our disappointment regarding the service level we have received from MG Mechanical to resolve these issues." Ms. Mayer moved that the minutes of the Regular Meeting of September 17, 2015 be approved as amended. Mr. Lonoff seconded the motion. On a voice vote all trustees voted "aye" except Ms. Neirick who abstained.

APPROVAL OF SEPTEMBER 17, 2015 EXECUTIVE SESSION MINUTES

Mr. Lonoff moved that the minutes of the Executive Session of September 17, 2015 be approved. Ms. Mayer seconded the motion. On a voice vote all trustees voted "aye" except Ms. Neirick who abstained.

APPROVAL OF OCTOBER 1, 2015 SPECIAL MEETING SESSION MINUTES

Mr. Lonoff moved that the minutes of the Special Meeting of October 1, 2015 be approved. Ms. Imrem seconded the motion. On a voice vote all trustees voted "aye" except 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 September 30, 2015 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$7,463,632.73		
Restricted	314,803.63		
IMRF	172,396.54		
FICA	208,610.91		
Total General Fund	<u>\$8,159,443.81</u>		
Total Capital Improvement		<u>\$1,481,802.96</u>	
Total Debt Service			<u>\$511,829.39</u>
Checking – NBT	\$2,274,915.36	\$13,304.17	\$310.17
ProPay	9,665.11		
Money Market – GSB	223,794.25		
Checking/ Money Market – MB		301,662.49	
Investments		1,101,878.38	507,105.71
Illinois Funds	5,574,254.49	482.80	
IMET	76,019.60	64,475.12	4,413.51
Petty Cash	795.00		
Total	<u>\$8,159,443.81</u>	<u>\$1,481,802.96</u>	<u>\$511,829.39</u>
<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,101,878.38	6/24/16	.25%
<u>Debt Service</u>			
NB&T – 16829	507,105.71	7/13/16	.20%

Approve Bills and Charges from September, 2015

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

Operating Funds	
Library Claims List	\$ 109,090.01
Librarian's Claims List	20,099.45
Payroll	263,538.27
FICA/IMRF	46,250.46
ACH to IPBC	49,833.60
Total Operating Funds	<u>\$ 488,811.79</u>
Capital Improvement Fund	
Claims List	<u>5,147.00</u>
Construction Fund	
Claims List	<u></u>
Debt Service Fund	
Grand Total Library	<u>\$ 493,958.79</u>

Additional Bills

Operating Fund – Library Account

22392	Action Communication	1,330.15
22393	AND Staffing	2,471.88
22394	Klein, Thorpe, Jenkins LTD.	902.20
22395	Management Association of Illinois	795.00
22396	Niche Academy	1,290.00
22397	Olga Rudiak	750.00
22398	Sterling Services, Inc.	2,736.90
22399	Universal Film Exchanges LLC	700.00
22400	Xerox Corporation	1,131.16
22401	First Bankcard	787.31

Ms. Mayer made a motion to approve the September Bills and Charges and additional bills as listed. Mr. Lonoff seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

Ms. Hall stated that Mr. Früm had asked for additional information on the Income Statement. Mr. Früm requested that the statement show additional columns for last year’s actuals by adding “PY YTD” and “PY Month” columns to the statement.

FOUNDATION

Ms. Amen reported that since the end of September the Foundation has sold two chairs and two bricks. Ms. Amen also reported that, as requested by the Board, the November/December newsletter will show a thermometer reflecting the number of chairs sold. Ms. Amen also noted that the Foundation plans to meet in November.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that he and Ms. Hall attended the Economic Development Committee meeting on October 14th. The Committee discussed the many residential properties being developed that are currently in the planning stages. He also mentioned that there was no commercial development of any significance to discuss. Mr. Glaubinger brought up the continued concern of all of the taxing bodies with regards to the situation in Springfield. In addition, he also stated that the Committee discussed whether or not they should issue a statement regarding a possible tax freeze. The consensus was to not issue any statement. They also discussed if the EDC was serving a useful purpose and fulfilling a mission. The Committee requested that the representatives ask their board what the EDC can do to help the taxing bodies and the community.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Amen reported that she heard from Thom Morris and he will be back in November. Since we will be having Thom’s retirement party in November, Ms. Amen asked the Board if they could move Staff Appreciation week to December. Ms. Mayer called for a Special Events Committee meeting to be held before the next Board meeting. It will be at 6:30pm on November 19th. Ms. Hall provided the Special Events Committee with information from a staff survey regarding the holiday party.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall reported that delivery will be outsourced starting October 25th from the Wheeling Service Center. She also noted that RAILS continues to wait to hear from the state as to what is happening with the budget, but notes that it remains in a strong fiscal position with 28 months of operating expenses in reserve. In addition, Ms. Hall related that the vacant RAILS board seat was filled with the appointment of Judith Crocker, a Quincy Public Library trustee.

STAFF REPORTS

In addition to her written report Ms. Hall also noted that she will be on vacation from November 2nd-12th and that the Board can contact Mr. Kim for any assistance during that time.

UNFINISHED BUSINESS

Building Construction Update

Ms. Hall reported that additional training on the HVAC system was done but we are still waiting for parts from MG Mechanical to repair the rooftop units.

Dewberry Contract Modification

Ms. Hall reported that she spoke to Kathie Henn on October 14th and she had received a response from Dewberry but Ms. Henn was unable to meet until October 16th to discuss their response. This item will be discussed at the November board meeting.

FY17 Tax Levy

The final draft of the FY17 tax levy was presented with the changes requested from the board at the last meeting.

Mr. Lonoff moved that the FY17 tax levy be approved. Ms. Mayer seconded the motion. On a voice vote all trustees voted "aye".

NEW BUSINESS

Board By-Laws Revision

Ms. Hall introduced a revised version of the by-laws for approval. She noted that a correction needs to be made in regards to the date of the board meetings. The meetings are held on the 3rd Thursday of the month, rather than the 2nd Thursday of the month. The board discussed various areas of the by-laws: requirement to be a trustee, how the library is funded, and the duties of the Secretary and Treasurer. The Board asked that the attorney review the by-laws and make recommendations or changes. Further discussion will take place at the November board meeting.

LIMRICC Intergovernmental Agreement & By-Laws

Ms. Hall presented by-laws that have been revised by LIMRICC. The revisions relate to the health insurance portion of the cooperative. Ms. Amen explained that LIMRICC provides a pooled environment for insurance. Ms. Hall explained that the library only uses them for unemployment insurance, but since we are a member of LIMRICC the board needs to approve the changes to the intergovernmental agreement and by-laws. Mr. Lonoff moved to approve the LIMRICC Intergovernmental Agreement and By-laws as presented. Ms. Mayer seconded the motion. On a voice vote all trustees voted "aye".

Program Attendance Survey

Ms. Hall provided information as to who attends our programs so that we can see where our tax dollars are being spent. Mr. Früm expressed concern that Northbrook residents were being turned away from library programs because of non-residents participation but Ms. Hall reported that we have not turned anyone away from a program in the Auditorium since re-opening. The possibility of offering priority registration or VIP entrance to programs for Northbrook residents was discussed. The board determined that no changes to the procedure were necessary at this time.

ADJOURNMENT

There being no further business to discuss, Ms. Imrem moved to adjourn this meeting. Ms. Neirick seconded the motion. The meeting was adjourned at 8:32 p.m.

Carlos Früm, President

Robyn Franklin, Recorder