

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
November 19, 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, Ms. Sharon Bergstein, 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: None

APPROVAL OF THE FOLLOWING AGENDA

Ms. Hall requested that the order of items 13.1 and 13.2 be switched. The Board had no objections.

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

APPROVAL OF OCTOBER 15, 2015 GENERAL SESSION MINUTES

Ms. Mayer moved that the minutes of the Regular Meeting of October 15, 2015 be approved. Mr. Lonoff 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.

Mr. Lonoff commented that the information listed under “Prior Year-to-Date” looks like it is showing the numbers for the Prior Year Budget. Ms. Amen will investigate.

The financial status of the library funds as of October 31, 2015 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$7,022,723.25		
Restricted	315,393.19		
IMRF	136,243.71		
FICA	208,610.91		
Total General Fund	<u>\$7,682,971.06</u>		
Total Capital Improvement		<u>\$1,475,867.15</u>	
Total Debt Service			<u>\$511,933.59</u>

Checking – NBT	\$2,116,099.82	\$8,804.17	\$310.17
ProPay	10,708.19		
Money Market – GSB	223,821.84		
Checking/ Money Market – MB		299,999.27	
Investments		1,102,104.79	507,209.91
Illinois Funds	5,255,526.61	483.80	
IMET	76,019.60	64,475.12	4,413.51
Petty Cash	795.00		
Total	<u>\$7,682,971.06</u>	<u>\$1,475,867.15</u>	<u>\$511,933.59</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,102,104.79	6/24/16	.25%
<u>Debt Service</u>			
NB&T – 16829	507,209.91	7/13/16	.20%

Approve Bills and Charges from October, 2015

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

Operating Funds	
Library Claims List	\$ 106,392.77
Librarian's Claims List	20,529.49
Payroll	271,895.26
FICA/IMRF	48,197.74
ACH to IPBC	49,833.60
Total Operating Funds	<u>\$ 496,848.86</u>
Capital Improvement Fund	
Claims List	<u>4,500.00</u>
Construction Fund	
Claims List	<u>1,673.00</u>
Debt Service Fund	
Grand Total Library	<u>\$ 503,021.86</u>

Additional Bills

Operating Fund – Library Account

22429	AND Staffing	2,448.67
22430	AT&T	1,063.31
22431	CenterPoint Energy Services, Inc.	3,622.82
22432	Eco Clean Maintenance, Inc.	3,927.00
22433	FEMA Flood Payments	4,016.00
22434	First Bankcard	6,677.73
22435	General Binding Corp.	647.92
22436	Mindcentric	2,616.00
22437	Northbrook Public Library Foundation	2,000.00
22438	Promos 911, Inc.	997.29
22439	Snow Systems, Inc.	1,640.00
22440	Three M Business Products	3,887.66
22441	Xerox Corporation	1,205.59

Construction Fund

1063	Klein, Thorpe, Jenkins LTD.	820.00
1064	Pepper Construction	133,292.00

Ms. Imrem made a motion to approve the October Bills and Charges and additional bills. 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

FOUNDATION

Ms. Amen reported that one brick and one chair have been sold this month.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that there was no meeting this month.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer announced that Staff Appreciation Week will be December 16th –December 22nd. Ms. Mayer, Ms. Imrem and Ms. Bergstein will be coordinating the event. A donation from the other board members was requested. Ms. Mayer also announced that the staff holiday party will be on Friday, February 26th and more details will follow.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall had nothing new to report.

STAFF REPORTS

In addition to her written report, Ms. Hall also noted that the Library was included in two articles in Library Journal. The Library received the 4 Star rating from Library Journal based on our construction data and our renovation was included in the Architectural issue. She also stated that she received an email from David Schoon and he said that there was a Class 6B request that that might require a Special Meeting in early December. Ms. Hall was waiting to hear back from Mr. Schoon to see if the request could wait until the regular December board meeting.

UNFINISHED BUSINESS

Building Construction Update

Ms. Hall reported that the last few items with MG Mechanical and De Graf are being finalized. She also mentioned that Pepper has been diligent in contacting them to get the issues resolved.

Dewberry Contract Modification

Ms. Hall referred to a letter from Kathie Henn that laid out three possible options. After some discussion, a motion was made by Mr. Lonoff to pay a portion of the amount requested. The Board agreed to \$13,583.96 which is 50% of the amount requested less the porthole amount and obtain a signed release and waiver from Dewberry. Ms. Mayer 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

Board By-Laws Revision

Ms. Hall discussed Kathie Henn’s review of the By-Laws revision. Ms. Hall noted that Ms. Henn made a few other changes. Board members requested additional changes regarding the formation of committees. Ms. Hall will update the By-Laws and present them to the Board in December with a vote to come in January.

NEW BUSINESS

Gifts and Donation Policy Review

Ms. Hall presented an updated Gifts and Donation policy for review. She noted that the new policy gives more information and guidance as to what the Library can do with gifts and donations. After some discussion, the Board made some changes to the policy presented. A motion was made by Ms. Neirick to approve the policy as modified. Mr. Lonoff 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

Art Donation Request

Ms. Hall showed an image of a piece of art that Mr. Goldman, a patron, would like to donate to the Library. Mr. Lonoff made a motion to accept the piece. Ms. Bergstein seconded the motion. On a voice vote all trustees voted “aye”.

Discuss/Approve Selection of Auditor

Ms. Amen presented a list of auditors to the board. Mr. Früm requested that the list be expanded to include local firms that specialize in governmental accounting. Ms. Amen will send an RFP and present information to the Board in January.

ADJOURNMENT

There being no further business to discuss, Ms. Bergstein moved to adjourn this meeting. Mr. Lonoff seconded the motion. The meeting was adjourned at 8:10 p.m.

Carlos Früm, President

Robyn Franklin, Recorder