

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
January 19, 2017**

**CALL REGULAR MEETING TO ORDER**

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

**BOARD OF TRUSTEES ROLL CALL**

The roll was called by Ms. Robyn Franklin.

**Trustees Present:** Ms. Sharon Bergstein, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos Früm

**Trustees Absent:** None

**Staff Present:** Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Amen, Ms. Robyn Franklin

**Others Present:** Mr. Jack Altschuler, Mr. Lee Goodman, Ms. Nancy Goodman, Ms. Sharon Sanders, Ms. Susan Cohen, Mr. Irv Leavitt – *Northbrook Star*

**APPROVAL OF THE FOLLOWING AGENDA**

Mr. Lonoff requested to move Public Comments to after the Approval of the November 17, 2016 General Session Minutes. Mr. Lonoff then moved to approve the agenda as amended. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye.”

**APPROVAL OF NOVEMBER 17, 2016 GENERAL SESSION MINUTES**

Ms. Bergstein moved that the minutes of the General Session Meeting of November 17, 2016 be approved. Mr. Lonoff seconded the motion. On a voice vote all Trustees voted “aye”.

**PUBLIC COMMENTS**

**Meeting Room Policy**

Several members of the public were in attendance to discuss the sections of the Meeting Room Policy that “prohibits partisan political meetings or rallies and religious rallies that promote a specific religion”.

Ms. Susan Cohen, a Northbrook resident, stated that she tried to reserve a meeting room to hold a MoveOn.org gathering and was shocked that her request was not approved. She, along with other’s present, met with Ms. Hall to discuss their displeasure with the current policy. Ms. Hall suggested that the group come to the board meeting to make their feelings known to the Board. Ms. Cohen passed around signed petitions from the community (many Northbrook residents) who also feel that the current policy should be changed.

Ms. Sharon Sanders, a Northbrook Resident, mentioned that she had previously held meetings at the library when she was with the 10<sup>th</sup> Dems and feels that this current policy does not allow free speech. Ms. Sanders also met with Ms. Hall and agreed to make changes to the title and description of her event to follow policy but is concerned about losing the right to free speech. Ms. Sanders said that she feels that all viewpoints should be allowed in the library. Ms. Sanders also mentioned that she would like to be able to use the auditorium as she was able to before the remodeling.

Mr. Jack Altschuler, a Northbrook resident, stated that he also feels that free speech is being prohibited by the library’s meeting room policy. He wanted to know why the restrictions in the policy were put into place. Mr. Altschuler also asserted that the Meeting room policy is not in accordance with the American Library Association “Library Bill of Rights” that the library includes in its Policy Manual. Mr. Früm and Mr. Lonoff agreed that the current meeting room policy is not in accordance with the Library Bill of Rights.

Ms. Nancy Goodman, a Northbrook resident, also mentioned that this is a freedom of speech issue. Ms. Goodman said that all issues should be allowed to be talked about freely. She expressed that the policy should also allow people to collect names and addresses, use room with no disclaimer, and hand out literature to those in attendance.

Mr. Lee Goodman, a Northbrook resident, mentioned that the library needs to make three changes to the policy. He is requesting the deletion of the limitation on partisan political activities, the deletion of the limitation on religious activities of any sort and the deletion of restriction on petitioning or handing out literature.

After trustees discussed the policy, Mr. Lonoff made a motion to remove the wording from the Meeting Room Policy that “prohibits political partisan meetings and rallies” and “religious rallies that promote a specific religion”. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

Mr. Goodman requested clarification regarding the policy of prohibiting the acceptance of donations within the meeting rooms without permission of the Executive Director, as well as the circulation of petitions within the meeting rooms. He believed that these restrictions should also be removed from the policy.

Mr. Glaubinger stated that it is premature to change those sections at this time until the attorney can be consulted. Mr. Früm recommended that this additional change be tabled until next month. Mr. Früm invited Mr. Goodman and the others to attend the February board meeting.

## **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 December, 2016 was as follows:

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	<b>Operating</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
General Fund	\$5,870,398.43		
Restricted	299,055.19		
IMRF	179,454.01		
FICA	176,134.94		
Total General Fund	<u>\$6,525,042.57</u>		
Total Capital Improvement		<u>\$1,644,969.80</u>	
Total Debt Service			<u>\$9,368.50</u>
Checking – NBT	\$849,725.96	\$ 15,905.79	\$10.00
ProPay	34,910.13		
PayPal	686.69		
Money Market – GSB	224,214.06		
Checking/ Money Market – MB	5,184,931.86	2,176.12	
Investments		1,566,035.55	5,226.14
US Bancorp	158,601.98	484.50	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
Total	<u>\$6,525,042.57</u>	<u>\$1,644,969.80</u>	<u>\$9,368.50</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<b><u>Capital Improvements</u></b>			
NB&T – 16808	1,566,035.55	6/24/17	.25%
<b><u>Debt Service</u></b>			
NB&T – 16829	5,226.14	7/13/17	.20%

### Approve Bills and Charges from December, 2016

Ms. Imrem drew attention to the following Bills and Charges for December, 2016 and the additional bills listed below:

Operating Funds	
Library Claims List	\$ 139,343.97
Librarian's Claims List	14,982.68
Payroll	431,373.15
FICA/IMRF	50,150.40
ACH to IPBC	49,257.38
Total Operating Funds	<u>\$ 685,107.58</u>
Capital Improvement Fund	
Claims List	<u>\$ 1,537.13</u>
Construction Fund	
Debt Service Fund	
Grand Total Library	<u>\$ 686,644.71</u>

### Additional Bills

#### Operating Fund – Library Account

23005	CallOne	1,337.89
23006	CenterPoint Energy Services, Inc.	4,687.71
23007	ClientFirst Consulting Group, LLC	16,711.25
23008	Favaro & Gorman LTD	4,400.00
23009	First Bankcard	1,432.14
23010	Library Furniture International, Inc.	8,112.00
23011	Northbrook Public Library Foundation	700.00
23012	Olga Rudiak	600.00
23013	Snow Systems, Inc.	1,920.00
23014	Michael Steurer	3,840.00
23015	Xerox Corporation	1,121.26

#### CIF Fund

1627	Calor Design Group, Ltd.	2,600.00
1628	ClientFirst Consulting Group, LLC	3,655.61
1629	Mechanical Concepts of Illinois, Inc.	29,350.35

The financial status of the library funds as of November, 2016 was as follows:

	<b>Operating</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
General Fund	\$7,323,271.83		
Restricted	306,356.66		
IMRF	239,392.65		
FICA	218,455.01		
<b>Total General Fund</b>	<b>\$8,087,476.15</b>		
<b>Total Capital Improvement</b>		<b>\$1,676,850.46</b>	
<b>Total Debt Service</b>			<b>\$352,472.45</b>
Checking – NBT	\$1,297,216.77	\$ (11,549.16)	\$440.32
ProPay	31,823.74		
PayPal	44.35		
Money Market – GSB	224,158.02		
Checking/ Money Market – MB	6,303,785.83	2,176.12	
Investments		1,625,371.66	347,899.77
US Bancorp	158,475.55	484.00	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
<b>Total</b>	<b>\$8,087,476.15</b>	<b>\$1,676,850.46</b>	<b>\$352,472.45</b>
<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>Capital Improvements</u></b>			
NB&T – 16808	1,625,371.66	6/24/17	.25%
<b><u>Debt Service</u></b>			
NB&T – 16829	347,899.77	7/13/17	.20%

**Approve Bills and Charges from November, 2016**

Ms. Imrem drew attention to the following Bills and Charges for November, 2016 and the additional bills listed below:

Operating Funds	
Library Claims List	\$ 131,125.69
Librarian's Claims List	22,447.39
Payroll	264,629.85
FICA/IMRF	49,537.38
ACH to IPBC	49,257.38
<b>Total Operating Funds</b>	<b>\$ 516,997.69</b>
Capital Improvement Fund	
Claims List	\$ 74,927.61
Construction Fund	
Debt Service Fund	
<b>Grand Total Library</b>	<b>\$ 591,925.30</b>

Ms. Imrem made a motion to approve the November and December Bills and Charges and additional bills. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

### **FOUNDATION**

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

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

Mr. Glaubinger reported that the next meeting will be next week.

### **SPECIAL EVENTS COMMITTEE REPORT**

Since the Special Events Committee’s primary purpose was to plan and organize the staff holiday party. Ms. Hall questioned whether the committee was still needed. Mr. Früm said that the committee should be kept, but should no longer appear on the agenda.

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

Ms. Hall mentioned that Mr. Austin would be speaking about a new project at RAILS. Mr. Austin mentioned that he has submitted an application to RAILS because they are putting together a guide to best practices for library websites. As part of this they will select eight libraries to be part of an extensive evaluation of their websites and RAILS would give recommendations and feedback to those libraries. This information would then go into their guide. Mr. Austin said that he would keep the board informed on whether or not our library is chosen.

### **STAFF REPORTS**

In addition to her written report, Ms. Hall mentioned that she is still taking some time off to care for her mother who is recovering from surgery. She also reported that Reader Services Librarian, Ms. Tracy Gossage has been accepted to attend TEDFest in New York. This means that we are able to increase our attendance for the TEDx event in May from 100 people to the full capacity of the auditorium. Ms. Hall mentioned that the library is partnering with the Community Relations Commission for the Celebration of Cultures in April. The library will be showing different foreign language films in the auditorium during the Wednesday film series and participating with the commission on their Celebration of Cultures fest at the YMCA in April. Ms. Hall reported that Finals Café was a success and 845 students came to the library and had snacks while studying for finals. She also mentioned that Youth Services Librarian, Sarah Rustman, will be coordinating an accessibility hour in March. This will involve opening an hour early and dimming the lights for any adults or children with sensory issues who don’t normally feel comfortable coming to the library during regular hours. Library staff is hoping to have these accessibility hours quarterly.

### **UNFINISHED BUSINESS**

#### **FY18 Tax Levy Update**

Ms. Hall updated the board about an error on the levy calculation, which showed a slightly higher amount on the levy presented to the board. It was brought to our attention by the Village and the error was corrected.

### **NEW BUSINESS**

#### **FY2017 Per Capita Grant Application**

Ms. Hall discussed that part of the FY2017 Per Capital Grant Application is the review of Chapter 6 “Access,” of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014 (75ILCS 10/8. 1,1)*. Ms. Hall mentioned that while we currently do all of the items on the checklist there are a few areas that we can still improve. The first is lending regulations facilitate maximum use of materials which would look at ways to simplify loan periods, renewals and overdue fines to move toward patron centered services. Another item is clear signage, which Mr. Austin is currently working on by conducting patron interviews and tracking studies within the departments. Finally, access for patrons

unable to travel to the library is being coordinated by Reader Services Librarian, Christophe Andersen, who is developing a more formalized process for homebound services.

Ms. Bergstein made a motion to approve the Per Capita Grant Application as presented, after the review of Chapter 6 “Access,” of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014 (75ILCS 10/8. 1,1)*. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye.”

### **Public Code of Behavior Policy**

Ms. Hall asked Mr. Austin to speak about the need to update the Public Code of Behavior Policy in the light of several instances of inflammatory graffiti being found in the restrooms of the library. Mr. Austin discussed that at the end of November graffiti was found in one of the men’s restrooms. After that there were a few more instances of offensive graffiti being found in restrooms in the library. Mr. Austin noted that he has been working with the Northbrook Police Department regarding these incidents. Ms. Hall discussed that she wanted to be proactive and take a clear stance that the library is a place for all residents in the community. Mr. Glaubinger made a motion to approve the Public code of Behavior Policy changes, with the revisions in Section 4 that were discussed, as allowed by law. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

### **Staff Development Day 2017 Closing**

Ms. Hall requested that the library be closed on May 19, 2017 for Staff Development Day. Mr. Lonoff Made a motion to approve closing on May 19, 2017 for the annual Staff Development Day. Ms. Young seconded the motion. On a voice vote all Trustees voted “aye”.

### **File Detailed Statement of receipts and Expenditures per 50 ILCS 305/1**

Ms. Amen stated that that this is a list compiled from the monthly Treasurer’s Reports that has to be filed with the County annually. Ms. Bergstein made a motion to approve the detailed and itemized statement of receipts and expenditures and file with the appropriate bodies. Ms. Young seconded the motion. On a voice vote all Trustees voted “aye”.

### **Sick Leave Policy Update**

Ms. Hall discussed that the sick leave policy law has changed to include additional family members. Ms. Xu asked about including domestic partners. Ms. Hall mentioned that while that was not a part of the new law, possibly due to an oversight, she would be looking at additional sections of the Employee Handbook to include the changes and be consistent across the board and bringing it to the board next month. Ms. Imrem made a motion to approve the sick leave policy as presented. Ms. Young seconded the motion. On a voice vote all trustees voted “aye”.

### **FY17 Budget Amendment for Chiller Replacement Project**

Ms. Hall explained that the board had approved the budget before the need for a new chiller was discovered. She discussed that the board already approved moving the remaining funds from last year into the Capital Improvement Fund to cover the cost and has also approved the bid from the RFP results. Although the board approved the bid and the Chiller Replacement Project, Ms. Hall stated that the board still needed to amend the original budget.

Ms. Bergstein made a motion to approve the budget as amended to account for the Chiller Replacement Project expenditures. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

**ADJOURNMENT**

There being no further business to discuss, Ms. Young moved to adjourn this meeting. Mr. Lonoff seconded the motion. The meeting was adjourned at 8:41 p.m.

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Carlos Früm, President

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Robyn Franklin, Recorder