

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
July 20, 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, Mr. Marc Lonoff, Mr. Carlos Früm

**Trustees Absent:** Ms. Miriam Imrem, Ms. Jami Xu, Ms. Abby Young

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

**Others Present:** None

**APPROVAL OF THE FOLLOWING AGENDA**

Mr. Glaubinger moved to approve the agenda. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye."

**APPROVAL OF MINUTES**

Mr. Lonoff moved that the minutes of the General Session Meeting of June 15, 2017 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye", with the exception of Ms. Bergstein who abstained.

**PUBLIC COMMENTS**

Ms. Hall introduced Ms. Maggie Thomann, Fiction & Media Manager. Ms. Thomann noted that she has been at the library for about 6 months. Ms. Thomann gave the Board some background information about herself and talked about the changes that have been made on the 3<sup>rd</sup> floor. She talked about the merger of the Reader Services and MultiMedia departments and mentioned that there was a grand opening event at the beginning of July. She expressed that there is a renewed focus on superior customer service for patrons from a staff with a wealth of subject expertise. She also mentioned that feedback from patrons regarding the changes on the 3<sup>rd</sup> floor have been overwhelmingly positive.

**MONTHLY TREASURER'S REPORT**

**Review Monthly Financial Statements**

Ms. Hall drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of June, 2017 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$5,921,076.63		
Restricted	228,720.70		
IMRF	231,908.64		
FICA	182,335.87		
Total General Fund	<u>\$6,564,041.84</u>		
Total Capital Improvement		<u>\$1,423,054.32</u>	
Total Debt Service			<u>\$359,150.69</u>
Checking – NBT	\$1,016,527.36	\$ 7,563.63	\$726.08
ProPay	46,986.49		
PayPal	787.47		
Money Market – GSB	224,381.76		
Checking/ Money Market – MB	5,202,314.04	1,601.27	
Investments		1,352,655.10	354,266.28
US Bancorp	626.32	486.25	
IMET	71,625.40	60,748.07	4,158.33
Petty Cash	795.00		
Total	<u>\$6,564,041.84</u>	<u>\$1,423,054.32</u>	<u>\$359,150.69</u>
<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<u><b>Capital Improvements</b></u>			
NB&T – 16808	1,352,655.10	6/24/17	.25%
<u><b>Debt Service</b></u>			
NB&T – 16829	354,266.28	7/13/17	.20%

#### Approve Bills and Charges from June, 2017

Ms. Hall drew attention to the following Bills and Charges for June, 2017 and the additional bills listed below:

Operating Funds	
Library Claims List	\$ 122,068.44
Librarian's Claims List	16,463.54
Payroll	148,837.13
FICA/IMRF	39,956.15
ACH to IPBC	49,257.38
Capital Improvement Fund Transfer	375,000.00
Debt Service Transfer	37,736.26
Total Operating Funds	<u>\$789,318.90</u>
Capital Improvement Fund	
Construction Fund	
Debt Service Fund	
<b>Grand Total Library</b>	<u><u>\$ 789,318.90</u></u>

## Additional Bills

### Operating Fund – Library Account

23257	Steinway Piano Gallery	1,490.00
23299	Best Quality Cleaning	4,680.00
23300	CenterPoint Energy Services, Inc.	1,104.07
23301	ClientFirst Consulting Group, LLC	11,340.00
23302	Dornfeld Piano Tuning	840.00
23303	First Bankcard	950.29
23304	Impact Networking LLC	812.71
23305	Proforma North Shore Marketing	1,203.32
23306	Reserve Account	15,000.00
23307	Xerox Corporation	1,124.62

### CIF Fund

1641	Product Architecture + Design	2,049.22
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Mr. Glaubinger made a motion to approve the June Bills and Charges and additional bills. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Mr. Lonoff, Mr. Früm

"Nay": None

## FOUNDATION

Ms. Amen reported that one chair was sold this month.

## ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that Mr. David Schoon, Economic Development Coordinator, who has been running the EDC meetings, has left the Village to become the Community Development Director in Winnetka. Mr. Tom Poupard has taken over until a replacement is hired. Mr. Glaubinger mentioned that development of the 1000 Skokie Blvd. site (future Lifetime Fitness) is taking longer than expected because debris, including a car, has been found under the site. Mr. Glaubinger also discussed the construction projects at Timber's Edge, Shermer Road townhouses, the former Dominick's/Caputo's space, as well as the upcoming hearing regarding the development of an assisted living facility at Techny and Shermer. Mr. Glaubinger mentioned that there is a large amount of industrial vacancy in the Village. There is not much interest in these locations because they are aging buildings and developers don't want to spend the money necessary to update the facilities. Ms. Hall mentioned that the schools do not currently have a spending bill because of the evidence based learning model that is being proposed. Finally, Mr. Glaubinger noted that there is a shift in the tax base mix between industrial/commercial and residential. In the past the base has been more heavily commercial, recently it has switched to residential.

## STAFF REPORTS

In addition to her written report, Ms. Hall reported on the following: the library fared well with all of the storms and flooding in July. The library only had a few small leaks that are being repaired. Ms. Hall discussed staff reflections from the ALA conference and mentioned some vendors that were notable and relevant to our library. She also announced that since Ms. Amen has been supervising the

Maintenance department since March 2016 her title has been updated to Finance and Operations Manager.

### **UNFINISHED BUSINESS**

#### **Makerspace Plans Update**

Ms. Hall reported that staff met with Product Architecture + Design to work on finalizing the makerspace plans. Ms. Hall discussed the tentative timeline of the makerspace project, noting that bid documents will go out in September and will be brought to the Board in October, construction will begin in January and the makerspace will open May 1<sup>st</sup>. She noted that plan is to hold a grand opening over the summer when the library is the busiest.

#### **Strategic Plan Update**

Ms. Hall noted that the Strategic Planning Committee will be meeting later in the week, and she will have more to report next month.

### **NEW BUSINESS**

#### **Staff Development Day 2018**

Ms. Hall requested that Staff Development Day be held April 27, 2018. Mr. Glaubinger made a motion to approve closing the library on Friday, April 27, 2018 for the annual Staff Development Day. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye."

#### **Illinois Public Library Annual Report**

Ms. Hall referred Board members to the IPLAR included in the Board packets and asked if there were any questions. Mr. Früm asked that statistics from the annual report be used on library promotional materials. Ms. Hall agreed to follow up with the Marketing department.

### **ADJOURNMENT**

There being no further business to discuss, Ms. Bergstein moved to adjourn this meeting. Mr. Glaubinger seconded the motion. The meeting was adjourned at 8:27 p.m.

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Carlos Früm, President

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Robyn Franklin, Recorder