

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
September 28, 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, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos Früm

**Trustees Absent:** Ms. Miriam Imrem

**Staff Present:** Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Amen, Ms. Kelly Durov, Mr. Ethan Fardoux, Ms. Amanda Margis, Ms. Laurie Prioletti, Ms. Lori Schleritznauer, Ms. Maggie Thomann, Ms. Susan Wolf, Ms. Robyn Franklin

**Others Present:** Mr. Ed Tracy – Selden Fox, Ms. Tiffany Nash and Mr. Dan Pohrte – Product Architecture + Design

**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 August 17, 2017 be approved. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye".

**PUBLIC COMMENTS**

There were no public comments.

**MONTHLY TREASURER'S REPORT**

**Audit**

Mr. Ed Tracy, of Selden Fox, presented the annual audit for the year ending April 30, 2017. Mr. Tracy stated that the independent auditors report is an unmodified opinion which is the highest form of assurance that they can give that the financial statements are fairly presented. He noted that total assets are at \$30,000,000 and total liabilities are at \$10,000,000. He also noted that that there were no adjustments to the books and records and that they are in very good shape. Mr. Tracy then explained the audit in greater detail to the Board and answered questions.

Ms. Bergstein made a motion to accept the audit as presented. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

## Review Monthly Financial Statements

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

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	Operating	Capital Improvements	Debt Service
General Fund	\$8,087,943.34		
Restricted	276,953.06		
IMRF	408,116.49		
FICA	237,212.90		
Total General Fund	<u>\$9,010,225.79</u>		
Total Capital Improvement		<u>\$1,408,209.82</u>	
Total Debt Service			<u>\$359,297.16</u>
Checking – NBT	\$973,010.29	\$ (7,846.80)	\$726.12
ProPay	4,752.35		
PayPal	785.47		
Money Market – GSB	224,438.01		
Checking/ Money Market – MB	7,734,191.81	1,601.27	
Investments		1,353,220.31	354,412.71
US Bancorp	627.46	486.97	
IMET	71,625.40	60,748.07	4,158.33
Petty Cash	795.00		
Total	<u>\$9,010,225.79</u>	<u>\$1,408,209.82</u>	<u>\$359,297.16</u>
<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<u><b>Capital Improvements</b></u>			
NB&T – 16808	1,353,220.31	6/24/18	.25%
<u><b>Debt Service</b></u>			
NB&T – 16829	354,412.71	7/13/18	.20%

## Approve Bills and Charges from August, 2017

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

Operating Funds	
Library Claims List	\$ 171,154.41
Librarian's Claims List	12,763.34
Payroll	288,252.17
FICA/IMRF	49,118.64
ACH to IPBC	48,678.77
Total Operating Funds	<u>\$ 569,967.33</u>
Capital Improvement Fund	
Claims List	\$ 11,275.61
Construction Fund	
Debt Service Fund	
Grand Total Library	<u>\$ 581,242.94</u>

Ms. Young made a motion to approve the August Bills and Charges. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

## **FOUNDATION**

Ms. Amen noted that no chairs or bricks were sold this month. She also mentioned that she had spoken to Ms. Vera Mayer, and Ms. Mayer will be contacting prospective Foundation members in the near future.

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

There was no meeting this month.

## **STAFF REPORTS**

In addition to her written report, Ms. Hall mentioned that ILA is taking place on October 10<sup>th</sup>-12<sup>th</sup> in Tinley Park. If any Board members would like to attend Trustee Day or other days they can contact Ms. Amen. Ms. Hall noted that we are starting to shift items in Reference to get ready for the makerspace. Ms. Hall asked Mr. Austin to give an overview of the new SenSource visitor counters installed near each entrance. Mr. Austin discussed that we are now able to use an online portal to view the data and generate various reports that we can use to populate our monthly statistics. It will also give us better insight into our usage numbers that will help us make better decisions in everything from staffing to placement of services and programming.

## **UNFINISHED BUSINESS**

### **Makerspace Update**

Ms. Hall discussed that we are currently in the process of getting bid documents out. Bid documents will be presented to the Board at the November meeting. Construction is slated to start in January and be completed by the end of February. Board members were asked to vote on the makerspace name and turn in ballots to be added to the tally that we have from the rest of the voting.

### **Strategic Plan Update**

Ms. Hall mentioned that managers are currently working on an action plan and the committee will meet again to complete the plan. The Strategic Plan will be presented to the Board at the January Board meeting.

## **NEW BUSINESS**

### **Building Master Plan**

Before the presentation of the Master Plan, there was a pause in the meeting for Board members to tour the building. Ms. Hall pointed out areas in the building that would be highlighted in the Master Plan presentation.

When the meeting resumed, Ms. Tiffany Nash and Mr. Dan Pohrte from Product Architecture + Design discussed the proposed Master Plan for the library. They presented an overall plan for the library in the next 10 years. Projects are grouped into "clumps" that can be completed all at once or in pieces. The plan includes projects on all three floors of the library. Some of the projects that were highlighted include: creating a Makerspace, redesigning Youth Services layout, creating a Maintenance Department office and workshop, relocating Magazines & Newspapers, reconfiguring the layout of Fiction & Media, redesigning Technical Services layout and determining the layout for Circulation.

Ms. Nash, Mr. Pohrte and Ms. Hall answered questions and provided clarification on the plan and costs involved for Trustees. Trustees will consider options and priorities and will revisit the proposed plan at the next Board meeting.

#### **Draft FY19 Tax Levy**

Ms. Amen noted that the draft levy was presented differently than previous years because she was looking for the Board's guidance as to the overall percentage. She presented three options in the packet and supplemented with two additional options at the meeting. She noted that there were a few things to consider. One is property tax freezes another is the fact that debt services is decreasing this year from \$1,000,000 to \$500,000. Board members requested that next month Ms. Amen present the expense breakdown at 4.23% and 3%.

#### **2018 Holiday Schedule**

Mr. Glaubinger made a motion to approve the holiday schedule for 2018 as presented. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye."

#### **Security in the Library Report**

Ms. Hall stated that a patron contacted the Board to discuss security in the library. The Board requested that Ms. Hall give an update on how the staff is trained to deal with security issues. Ms. Hall noted that the Police Department has worked with the staff in the past and is currently planning additional training for staff members. Ms. Hall also noted that Librarians in Charge have been reviewing safety procedures at quarterly meetings and that the emergency policy manual is being updated and will be reviewed with staff.

#### **ADJOURNMENT**

There being no further business to discuss, Ms. Young moved to adjourn this meeting. Ms. Xu seconded the motion. The meeting was adjourned at 9:38 p.m.

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Carlos Früm, President

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Robyn Franklin, Recorder