

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
March 16, 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. Kelly Durov, Ms. Sarah Rustman, Ms. Robyn Franklin

Others Present: None

APPROVAL OF THE FOLLOWING AGENDA

Mr. Lonoff moved to approve the agenda. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye.”

APPROVAL OF FEBRUARY 16, 2017 GENERAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the General Session Meeting of February 16, 2017 be approved. Ms. Young seconded the motion. On a voice vote all Trustees voted “aye”.

PUBLIC COMMENTS

Ms. Hall introduced Ms. Sarah Rustman, School and Special Services Librarian. Ms. Rustman discussed the creation of Discovery Skills Kits which were launched in February. Currently there are 10 kits available to patrons. They are specifically designed for patrons with special needs and are intended to enforce learning skills. They include activities, books and instructions. Ms. Rustman discussed that the goal is to eventually expand the kits to older kids and high school students.

NEW BUSINESS

Discussion of Toy Lending Libraries

At the request of the board, Ms. Hall introduced Ms. Kelly Durov, Youth Services Manager, to discuss toy lending and the current philosophy of toy lending in the library. Ms. Durov discussed that the toys in the library generally serve a learning purpose and are aimed at specific groups of children. They are also focused on STEM concepts. The library also circulates puzzles for a variety of age groups. The library is in the process of acquiring STEM kits for elementary and junior high age students that will be launching next fall. Ms. Durov also discussed the Toy Lending Association of the United States. She is working with them to see if our current collection will be sufficient to include us in their association. She mentioned the Lekotek Center, which is a nonprofit organization that provides services to children with special needs through the utilization of toys and play. Other local library collections were also discussed. Board members were satisfied that we are currently doing enough for the community with regards to toy lending. The possibility of a “toy swap” event – similar to the “craft swap” event held in January was discussed. Ms. Durov will look into this as a possible future program.

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 February, 2017 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$5,739,166.63		
Restricted	305,260.69		
IMRF	169,661.01		
FICA	160,795.41		
Total General Fund	<u>\$6,374,883.74</u>		
Total Capital Improvement		<u>\$1,548,836.36</u>	
Total Debt Service			<u>\$9,370.28</u>
Checking – NBT	\$1,670,245.41	\$44,121.00	\$10.00
ProPay	38,059.52		
PayPal	612.04		
Money Market – GSB	224,271.14		
Checking/ Money Market – MB	4,369,098.91	2,176.12	
Investments		1,441,686.39	5,227.92
US Bancorp	624.83	485.01	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
Total	<u>\$6,374,883.74</u>	<u>\$1,548,836.36</u>	<u>\$9,370.28</u>
<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,441,686.39	6/24/17	.25%
<u>Debt Service</u>			
NB&T – 16829	5,227.92	7/13/17	.20%

Approve Bills and Charges from February, 2017

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

Operating Funds	
Library Claims List	\$ 159,345.78
Librarian's Claims List	15,185.76
Payroll	429,150.85
FICA/IMRF	72,710.52
ACH to IPBC	49,257.38
Total Operating Funds	<u>\$ 725,650.29</u>
Capital Improvement Fund	
Claims List	<u>\$ 60,476.33</u>
Construction Fund	
Debt Service Fund	
Grand Total Library	<u>\$ 786,126.62</u>

Additional Bills

Operating Fund – Library Account

23101	American Electric	1,985.00
23102	CallOne	2,037.86
23103	Ceiling Guys	2,989.72
23104	Chubb & Son	47,160.00
23105	ClientFirst Consulting Group, LLC	7,910.00
23106	Paul Crowe	1,500.00
23107	Kelly Durov	1,295.46
23108	First Bankcard	6,308.56
23109	Kloepfer Construction Inc.	2,400.00
23110	Susan Merdinger	1,000.00
23111	Promos 911, Inc.	1,535.00
23112	Olga Rudiak	750.00
23113	SurePeople	25,500.00
23114	Terrasounds School of Music & Arts	640.00
23115	Travelers CL Remittance Center	25,316.00
23116	Utica National Insurance Group	1,735.00
23117	Village of Northbrook Water Dept.	1,223.20

CIF Fund

1633	ClientFirst Consulting Group, LLC	700.00
1634	Mechanical Concepts of Illinois, Inc.	232,760.92

Ms. Imrem made a motion to approve the February Bills and Charges and additional bills. Mr. Glaubinger 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 two bricks were sold this month. She also mentioned that our former engraving company can no longer engrave the bricks for us. As a result, we are now using a local company called Impressions in Stone.

Mr. Früm discussed the purpose and structure of the Foundation with the new board members. He asked Ms. Bergstein to contact the Friends to work on building a stronger relationship between the Friends and the Foundation boards. Mr. Früm also asked Ms. Bergstein to join the Foundation board.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

There was no meeting this month.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall’s RAILS reports will now be included as part of her Director’s report.

STAFF REPORTS

Ms. Hall mentioned that there would be an “accessibility hour” for patrons with special needs and their families on Sunday March 19th from 12:00-1:00. The library will be quiet and there will be dim lights and therapy dogs available.

Ms. Hall also reminded board members to take the strategic planning survey if they haven't already done so. She gave an update on how the first ticketed event went for the movie on Saturday, March 11th. She noted that both showings of the movie were full and that there will be an encore performance of the movie "Hidden Figures" on April 4th. Other ticketed events are scheduled and library staff will be streamlining the procedure after reviewing patron feedback. Mr. Austin gave an update on the Rally for Kindness that was held on March 12th. He mentioned that there were approximately 100 participants and there will be a follow-up program on May 7th. Mr. Austin also showed the newly designed library cards which include a key fob to the board members and noted that they will be delivered by the end of the month.

Ms. Hall noted that Mr. Austin and Ms. Amen will be on vacation the week of March 27th.

UNFINISHED BUSINESS

Strategic Plan Update

Mr. Glaubinger discussed the meeting of the Strategic Planning Committee that was held on Saturday, March 11th with Ms. Wendy Siegel of Millennia Consulting. The initial steps of formulating a strategic plan were discussed. Ms. Hall stated that the next step will be to have a full-day retreat that will include the full board, as well as several staff members.

NEW BUSINESS

Annual Review of Non-Resident Fee Method

Ms. Hall recommended that the library continue using the tax bill method to calculate non-resident fees. Mr. Lonoff made a motion to approve the use of the tax bill method to calculate non-resident fees for the coming fiscal year. 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

FY18 Draft Budget

Ms. Amen drew the board's attention to the draft budget. There was some discussion and Ms. Amen and Ms. Hall clarified some items. Ms. Amen reported that the final draft would be presented at the April meeting.

FY18 Board Meeting Schedule

Ms. Hall presented the FY18 board meeting schedule. She noted that the September board meeting has been moved to the 4th Thursday, due to Rosh Hashanah. Ms. Hall suggested cancelling the December meeting since the past two December meetings had to be cancelled due to lack of a quorum. The board decided to schedule a December meeting, but to keep the new September meeting date. Ms. Bergstein made a motion to approve the FY18 board meeting schedule as amended to include a December meeting. Mr. Lonoff seconded the motion. On a voice vote all Trustees voted "aye".

ADJOURNMENT

There being no further business to discuss, Mr. Lonoff moved to adjourn this meeting. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:54 p.m.

Carlos Früm, President

Robyn Franklin, Recorder