

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

**Trustees Absent:** None

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

**Others Present:** Mr. Adam Karchmar – Northbrook Resident

**APPROVAL OF THE FOLLOWING AGENDA**

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

**APPROVAL OF MARCH 16, 2017 GENERAL SESSION MINUTES**

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

**PUBLIC COMMENTS**

Mr. Adam Karchmar, a Northbrook resident, expressed his concern over the current meeting room policy. He stated that there should be some flexibility in using the meeting rooms last minute if they are not in use rather than strictly adhering to the policy that states that the rooms must be reserved with seven days or more advance notice. Mr. Früm explained the reasoning behind the current policy. The board listened to Mr. Karchmar’s concerns and will consider his request. Ms. Hall will follow up with Mr. Karchmar.

Ms. Robyn Franklin presented statistics for meeting room usage and also gave the board an overview of the procedures that are followed by staff when outside groups reserve a meeting room. In the past year the meeting rooms have been used by outside groups 224 times and are estimated to have had just under 7,000 attendees. The rooms have been used 1,027 times for library programs in the past year with just under 43,000 attendees. Ms. Franklin also gave the board an overview of the procedures that staff follow when a patron submits a request to reserve a room. Ms. Franklin went through the steps that are followed by all staff involved from the time the request is submitted through the approval of the request to the staff’s set-up and check-in orientation with the patron at the time of the reservation.

**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 March, 2017 was as follows:

The financial status of the library funds as of March, 2017 was as follows:

	<b>Operating</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
General Fund	\$8,189,789.15		
Restricted	300,077.24		
IMRF	321,258.07		
FICA	242,290.04		
Total General Fund	<u>\$9,053,414.50</u>		
Total Capital Improvement		<u>\$1,315,648.68</u>	
Total Debt Service			<u>\$9,371.08</u>
Checking – NBT	\$1,358,152.62	\$50,660.08	\$10.00
ProPay	40,522.19		
PayPal	495.08		
Money Market – GSB	224,296.95		
Checking/ Money Market – MB	7,357,350.61	2,176.12	
Investments		1,201,959.32	5,228.72
US Bancorp	625.16	485.32	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
Total	<u>\$9,053,414.50</u>	<u>\$1,315,648.68</u>	<u>\$9,371.08</u>
<b><u>Investment #</u></b>	<b><u>Amount</u></b>	<b><u>Maturity</u></b>	<b><u>Rate</u></b>
<b><u>Capital Improvements</u></b>			
NB&T – 16808	1,201,959.32	6/24/17	.25%
<b><u>Debt Service</u></b>			
NB&T – 16829	5,228.72	7/13/17	.20%

### Approve Bills and Charges from March, 2017

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

Operating Funds	
Library Claims List	\$ 265,813.44
Librarian's Claims List	14,472.39
Payroll	103,786.20
FICA/IMRF	53,500.97
ACH to IPBC	49,257.38
Total Operating Funds	<u>\$ 486,830.38</u>
Capital Improvement Fund	
Claims List	<u>\$ 233,460.92</u>
Construction Fund	
Debt Service Fund	
Grand Total Library	<u>\$ 720,291.30</u>

## Additional Bills

### Operating Fund – Library Account

23150	Xpress Video Productions, Inc.	2,000.00
23151	AT&T	887.58
23152	Best Quality Cleaning	4,680.00
23153	CallOne	705.53
23154	CenterPoint Energy Services, Inc.	3,303.58
23155	ClientFirst Consulting Group, LLC	4,992.50
23156	Dornfeld Piano Tuning	1,130.00
23157	First Bankcard	5,960.30
23158	Full Aperture Systems	1,162.00
23159	Glenbrook North High School	747.00
23161	Impact Networking LLC	2,791.75
23162	Intelligent Lighting Creations	4,000.00
23163	Library Furniture International, Inc.	14,112.94
23164	Limricc Unemployment Comp. Group	2,413.30
23165	Susan Merdinger	800.00
23166	Pace Systems INC	2,530.00
23167	Today's Business Solutions, Inc.	906.16
23168	Travelers CL Remittance Center	9,902.00
23169	Warehouse Direct	9,626.93
23170	Xerox Corporation	1,251.23

### CIF Fund

1635	Mechanical Concepts of Illinois, Inc.	214,502.40
1636	Calor Design Group, Ltd.	4,550.00

Mr. Glaubinger had a question regarding the amount of money under “cash at hand”. Ms. Hall explained that the goal is to have an amount equal to one year of operating expenses.

Mr. Glaubinger made a motion to approve the March 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, Ms. Xu, Ms. Young, Mr. Früm

“Nay”: None

## **FOUNDATION**

Ms. Hall reported that a meeting has been scheduled for May 9<sup>th</sup>.

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

Mr. Glaubinger reported that there was a meeting last week. There was discussion regarding the presentation by Northbrook Court at the last meeting. He discussed new ordinances in Cook County regarding sick leave policy and minimum wage. Northbrook is considering opting out of the new policies. There are some changes to the 6B requirements, making it more cumbersome to acquire. District 30's referendum was approved. District 27 had 3 incumbents re-elected to the school board. Ms. Hall discussed strategic planning and the art show. Mr. Glaubinger discussed several projects in progress in the Village.

## **STAFF REPORTS**

In addition to her written report, Ms. Hall congratulated the three board members that were re-elected (Mr. Früm, Ms. Xu and Ms. Young). They will be sworn in next month after the official results are received from the county. She also reported that the library is working with the Community Relations Commission on the Celebration of Cultures, which includes our foreign film series. Ms. Hall reported that there are 40 Northbrook artists whose pieces were selected to display at the library as part of the Northbrook Arts Commission's spring art show. The library is also working with Representative Brad Schneider's office to hold a naturalization ceremony at the library on May 9<sup>th</sup>. Ms. Hall reported that the library has been officially listed as a toy lending library with the Toy Lending Association of the United States. She also mentioned that CCS voted to approve the migration to Polaris which will impact both staff and patrons. Mr. Austin discussed the upcoming Engaged Citizenship Unconference that will be held at the library on May 7<sup>th</sup>. He mentioned that he is finalizing speakers for the event. Mr. Austin also discussed that the library will be facilitating the dialogue and conversations but will not be sponsoring any specific groups.

## **UNFINISHED BUSINESS**

### **Strategic Plan Update**

Ms. Hall mentioned that the strategic planning retreat will be held on Friday, May 12<sup>th</sup> at the library and asked board member to RSVP if they have not already done so.

### **Chiller Project Update**

Ms. Hall reported that the chiller project is complete with the exception of a few punch list items. It was completed on time and on budget and should be closed out as soon as the work with Siemens on the HVAC controls is completed.

## **NEW BUSINESS**

### **Sunday Library Hours**

Mr. Austin discussed the survey that was done to determine if patrons were interested in extending the hours of the library on Sundays. There were nearly 1,000 responses to the survey collected online and in the building. The responses indicated that while current patrons would be happy to have the hours extended, they would not be using the extended time in different ways. There was also no indication that extending hours would invite patrons that do not currently use the Library to come in. There were also some comments regarding the way patrons prefer to use the library on Sundays. Many patrons want to come in, pick up materials and leave, rather than attend programs. They expressed that due to the current schedule of programming on Sundays it is difficult to find parking. Library staff will look into possibly changing Sunday programming to accommodate weekend patrons as part of the strategic planning process. Mr. Austin recommended keeping the hours as they are at the current time and re-evaluating at a later date. In addition, alternative ways of providing service to patrons after regular hours are being investigated.

### **FY18 Final Draft Budget**

Ms. Hall presented the final draft budget. Board members asked several clarifying questions that were answered by Ms. Hall. Mr. Lonoff made a motion to approve the budget as presented for FY18. Ms. Young 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

### **Federal Funding for Libraries**

Ms. Hall discussed that due to the state budget crisis and the fact that there is a potential property tax freeze bill, federal funding to libraries is a serious issue. While this will not have an immediate impact on us, it will impact the library in terms of system services, as well as having longer term impacts similar to what has been seen with social service agencies closing and more people coming to the library. We will also see other libraries and organizations lose funding and the public will expect more from the library, which may force us to make difficult decisions. Ms. Hall encouraged board members to contact legislators and encourage support for libraries.

### **Transfer of Funds to Debt Service & CIF**

Ms. Hall requested that we transfer the excess funds from operating to CIF and that we transfer \$75,000 to debt service to fund that account. Final numbers will be calculated after the April 30<sup>th</sup> close of the fiscal year, but it is anticipated to be between \$250,000 and \$300,000. This will be used on IT projects and the makerspace in the next year. Ms. Bergstein made a motion to approve the transfer of operating funds based on fiscal year end to CIF and transfer \$75,000 to debt service after fiscal year end. Mr. Glaubinger 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

### **Executive Director Annual Review**

Executive Session At 9:01pm, Mr. Glaubinger made a motion to close the general session and open Executive Session pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Ms. Young 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

At 9:12pm Ms. Bergstein made a motion to close the executive session and re-open the general session. Ms. Xu 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

Ms. Bergstein made a motion to give Executive Director, Kate Hall, a 2.5% salary increase. Ms. Young 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

The board also asked about the staff evaluation revision project on Ms. Hall’s project list. Ms. Hall reported that the updated evaluation forms for staff annual reviews are underway and will be presented to staff at their review this year and then go into effect next year. She will bring this to the board meeting in a couple of months to share more information with the board.

### **ADJOURNMENT**

There being no further business to discuss, Mr. Früm, adjourned the meeting at 9:24 p.m.

---

Carlos Früm, President

---

Robyn Franklin, Recorder