

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
November 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: Mr. Jay Glaubinger, Mr. Marc Lonoff, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos Früm

Trustees Absent: Ms. Sharon Bergstein Ms. Miriam Imrem

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

Others Present: Mr. Tim Lumpp – Pepper Construction

APPROVAL OF THE FOLLOWING AGENDA

Mr. Lonoff moved to approve the agenda. Mr. Glaubinger 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 October 19, 2017 be approved.

Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye."

Mr. Lonoff moved that the minutes of the Special Session Meeting of November 9, 2017 be approved.

Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye."

UNFINISHED BUSINESS

Makerspace Update & Presentation of Bids

Mr. Tim Lumpp from Pepper Construction presented nine bid packages, with an overall project cost of \$426,741.36. He answered questions from Board members regarding the project and costs. He confirmed a mid-January start date. After the discussion, Mr. Lonoff made a motion to approve the bids as presented for the makerspace. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

PUBLIC COMMENTS

Ms. Emily Glimco, Marketing & Communications Specialist, gave a presentation to the Board outlining the library's branding efforts. She discussed the various components to the branding guidelines, as well as the reasoning behind the need for clearly defined practices.

MONTHLY TREASURER'S REPORT

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 October, 2017 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$7,238,628.64		
Restricted	275,010.71		
IMRF	353,454.78		
FICA	196,417.52		
Total General Fund	<u>\$8,063,511.65</u>		
Total Capital Improvement		<u>\$1,356,441.53</u>	
Total Debt Service			<u>\$359,445.25</u>
Checking – NBT	\$907,862.87	\$ (175.43)	\$726.12
ProPay	7,837.26		
PayPal	837.69		
Money Market – GSB	224,494.27		
Checking/ Money Market – MB	6,849,430.54	1,601.27	
Investments		1,293,779.93	354,560.80
US Bancorp	628.62	487.69	
IMET	71,625.40	60,748.07	4,158.33
Petty Cash	795.00		
Total	<u>\$8,063,511.65</u>	<u>\$1,356,441.53</u>	<u>\$359,445.25</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	1,293,779.93	6/25/18	.25%
<u>Debt Service</u>			
NB&T – 16829	354,560.80	7/13/18	.25%

Approve Bills and Charges from October, 2017

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

Operating Funds	
Library Claims List	\$ 157,974.44
Librarian's Claims List	16,860.91
Payroll	277,821.26
FICA/IMRF	50,554.42
ACH to IPBC	48,687.55
Total Operating Funds	<u>\$ 551,898.58</u>
Capital Improvement Fund	
Claims List	\$ 47,959.41
Construction Fund	

Debt Service Fund

Grand Total Library

\$ 599,857.99

Mr. Lonoff made a motion to approve the October Bills and Charges. Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

FOUNDATION

Ms. Amen reported that one chair was purchased in October.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

There was no meeting this month.

STAFF REPORTS

Ms. Hall thanked Mr. Früm for attending the Volunteer Appreciation event that was held on November 16th. She also mentioned that staff members enjoyed the treats that Board members provided during the week of November 6th. Ms. Hall mentioned that the TEDxNorthbrook Library speaker application is now open. The deadline to apply to speak at the spring live event is December 15th. She asked Board members to pass along the information to anyone that they think would be interested in applying. Ms. Hall also asked if any Board members were interested in attending the Public Library Association conference in Philadelphia from March 20-24, 2018. Additionally, she mentioned that the new PC reservation software launched and is running smoothly. Finally, Ms. Hall noted that she would be on vacation the week of December 18th.

NEW BUSINESS

File Detailed Statement of Receipts & Expenditures Per 501 ILCS 305/1

Mr. Lonoff made a motion to approve the detailed statement of Receipts and Expenditures as presented. Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Glenbrook Sanitary District Intergovernmental Agreement

Board members discussed the agreement that was proposed by Mr. Ken Lopez, Director of the Glenbrook Sanitary District. Trustees declined to sign the intergovernmental agreement. Ms. Hall will notify Mr. Lopez that the Glenbrook Sanitary District has the right to continue using the meeting room space in accordance with library policy.

Semi-Annual Review of Closed Meeting Minutes

Mr. Lonoff made a motion to keep all closed session meeting minutes closed. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye."

December Board Meeting

Ms. Hall noted that since we have not had a quorum at the December Board meeting for the past two years and there is nothing pressing on the agenda that requires a meeting, she is recommending that

the December Board meeting be cancelled. Ms. Young made a motion to cancel the December 21, 2017 Board meeting. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye."

Non-Resident Fee Calculation for New Developments

Ms. Hall explained that while our policy is to use the tax bill method for calculating non-resident fees, there have been some questions regarding how to handle new developments in unincorporated areas that do not yet have tax bills. After speaking to the Illinois State Library and our attorney it is recommended that we treat these homes the same way we treat new construction in the Village boundaries. After a discussion Mr. Lonoff made a motion to approve the modification to the non-resident fee calculation for new developments to allow new developments in the unincorporated areas to be charged the equivalent of the developer impact fee specific to Northbrook Public Library until such time as they receive a tax bill for their property. Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

FY18 Per Capita Grant Application

Board members reviewed a chapter in *Serving Our Public* pertaining to security. Board members also discussed the library safety video that was viewed at the November 9th Special Meeting and discussed that the library currently meets all safety standards presented. Ms. Xu made a motion to approve the FY19 Per Capita Grant as presented. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye."

ADJOURNMENT

There being no further business to discuss, Ms. Young moved to adjourn this meeting. Mr. Glaubinger seconded the motion. The meeting was adjourned at 8:42 p.m.

Carlos Früm, President

Robyn Franklin, Recorder