

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
May 18 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: 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. Robyn Franklin

Others Present: Ms. Roxy Poluchowicz, Computer View Inc.

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."

ELECTION OF OFFICERS – NOMINATING COMMITTEE

Newly Elected Board Members – Oath of Office

Mr. Glaubinger administered the oath of office to Mr. Früm, Ms. Xu and Ms. Young and were sworn in as Library Trustees.

Nominating Committee – Slate of Officers

Ms. Xu presented the slate of officers:

President	Mr. Früm
Vice President	Mr. Glaubinger
Treasurer	Ms. Imrem
Secretary	Ms. Young

Ms. Xu made a motion to approve the slate as presented. Mr. Lonoff seconded the motion. On a roll call vote, Trustees voted:

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

"Nay": None

APPROVAL OF APRIL 20, 2017 GENERAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the General Session Meeting of April 20, 2017 be approved. Ms. Young seconded the motion. On a roll call vote, Trustees voted:

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

"Nay": None

APPROVAL OF APRIL 20, 2017 EXECUTIVE SESSION MINUTES

Mr. Lonoff moved that the minutes of the General Session Meeting of April 20, 2017 be approved. Ms. Young 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. Roxy Poluchowicz from Computer View Inc. introduced herself and offered to answer any questions that the Board may have regarding their IT outsourcing proposal.

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 April, 2017 was as follows:

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

	Operating	Capital Improvements	Debt Service
General Fund	\$7,477,112.57		
Restricted	299,966.11		
IMRF	292,259.31		
FICA	220,717.27		
Total General Fund	<u>\$8,290,055.26</u>		
Total Capital Improvement		<u>\$1,092,134.33</u>	
Total Debt Service			<u>\$9,371.97</u>
Checking – NBT	\$1,081,920.97	\$2,473.46	\$10.00
ProPay	42,736.53		
PayPal	519.05		
Money Market – GSB	224,325.52		
Checking/ Money Market – MB	6,867,955.79	1,601.27	
Investments		1,027,206.14	5,229.61
US Bancorp	625.51	485.62	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
Total	<u>\$8,290,055.26</u>	<u>\$1,092,134.33</u>	<u>\$9,371.97</u>
<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,027,206.14	6/24/17	.25%
<u>Debt Service</u>			
NB&T – 16829	5,229.61	7/13/17	.20%

Approve Bills and Charges from April, 2017

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

Operating Funds	
Library Claims List	\$ 221,562.38
Librarian's Claims List	19,119.45
Payroll	466,051.80
FICA/IMRF	80,071.10
ACH to IPBC	49,257.38
Total Operating Funds	<hr/> \$ 836,062.11 <hr/>
Capital Improvement Fund	
Claims List	<hr/> \$ 223,186.62 <hr/>
Construction Fund	
Claims List	<hr/> \$ 574.85 <hr/>
Debt Service Fund	
Grand Total Library	<hr/> \$ 1,059,823.58 <hr/>

Additional Bills

Operating Fund – Library Account

23206	Anna Amen	1,198.74
23207	Best Quality Cleaning	4,680.00
23208	Demco, Inc.	1,020.00
23209	First Bankcard	6,187.87
23210	Jim Gill	1,150.00
23211	Kathryn Hall	943.00
23212	Elisabeth Lindsay-Ryan	750.00
23213	Millenia Consulting LLC	3,679.00
23214	Promos 911, Inc.	4,281.92
23215	Olga Rudiak	1,000.00
23216	Olga Rudiak	600.00
23217	SenSource	3,655.75
23218	Xerox Corporation	1,257.32
23219	Xpress Video Productions, Inc.	6,000.00
23220	ClientFirst Consulting Group, LLC	14,483.75

CIF Fund

1638	Product Architecture + Design	3,049.22
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Ms. Hall and Ms. Amen answered questions from the board. Mr. Lonoff made a motion to approve the April Bills and Charges and additional bills. 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

FOUNDATION

Ms. Amen reported that no bricks or chairs were sold this month. Ms. Amen mentioned that the committee met and Ms. Mayer said that she is reaching out to other people to see if they want to join the board. Ms. Amen also said that they would be scheduling another meeting 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 she will be acting as a mentor and presenting at Director's University in Springfield, IL from June 5th-8th. Director's University replaces the Small Public Library Management Institute that the state library used to put on for new directors that has been disbanded due to a lack of funding. Ms. Hall encouraged the board to visit the third floor of the library and see how it looks now that the public service desks have been merged into one desk at the top of the stairs. Ms. Hall also noted that several members of the staff participated in Student Government Day. Ms. Hall discussed that she attended Library Legislative Day in Washington, DC, where her group met with Brad Schneider, Jan Shakowsky and staff from Dick Durbin's and Tammy Duckworth's offices. The purpose of the meetings was to inform the elected representatives how to help them support libraries. Ms. Hall discussed that Representative Brad Schneider's office held a naturalization ceremony at the library with 80 people naturalized. In addition, Ms. Hall mentioned that she will be meeting with a representative from Northbrook Court to discuss the possibility of having some sort of partnership down the road.

UNFINISHED BUSINESS

Strategic Plan Update

Ms. Hall drew the board members' attention to the notes provided by Wendy Siegel, From Millenia Consulting that were compiled from the Strategic Planning Retreat that was held at the library on May 12th. Ms. Hall mentioned that the next steps will be for Ms. Siegel to work on a draft of the plan and meet with the Strategic Planning Committee.

NEW BUSINESS

2017 Tax Levy Letter to Village

Mr. Glaubinger made a motion to approve the 2017 Tax Levy letter to the Village of Northbrook. Mr. Lonoff seconded the motion. On a voice vote all Trustees voted "aye".

Update Freedom of Information Act Policy

Mr. Lonoff made a motion to approve the updated policy as amended to include the new trustees. Ms. Xu seconded the motion. On a voice vote all Trustees voted "aye".

Review & Discussion of ALA Annual Conference Programs

Ms. Amen reported that Mr. Glaubinger, Ms. Bergstein, Mr. Lonoff and Ms. Young will be attending the ALA conference this June. Ms. Hall and the board members discussed the sessions offered and which ones they believe will be the most useful to attend.

Current & Future Building Projects Review

Ms. Hall gave the board an overview of the discussions that managers have been having regarding the creation of a master building plan with the assistance of Product Architecture + Design. She discussed that the goal is a 10 year plan that will be accomplished in bits and pieces and will be completed over time. This would include improving the layout of Technical Services, adding seating to Youth Services, creating a makerspace, as well as other improvements to the layout and functionality of the library. Once plans are more in place,

Makerspace Plans Update

Ms. Hall discussed that the cost of creating a physical space for the makerspace will be \$350,000-\$400,000. This estimate is based upon the cost of other makerspaces that have been created by Product Architecture + Design, with whom we have been working on the master plan. Ms. Hall discussed that a makerspace is

in high demand and all of our current makerspace programs are well attended. The area designated for the makerspace is in the current newspapers/periodicals location. Ms. Amen stated that we will be able to transfer excess funds from this fiscal year to cover the cost. Board members requested additional data and want to consider the discussed plans in more depth. They will also be visiting other libraries that currently have a makerspace on May 25th.

IT Outsourcing

Ms. Hall discussed the issues with our current IT vendor. She referred to the memo that was included in the board packet. Ms. Hall stated that we have been dissatisfied with the service provided by ClientFirst. While the person that is on-site has been extremely helpful and competent, the provider has not met our expectations as far as clarity in billing, project planning, support and Gmail migration. We have tried to work with them, but ultimately, would like to discontinue their service. She also discussed that there are many infrastructure projects that we would like to undertake but we do not have confidence that ClientFirst would be able to undertake these projects. The board asked questions and requested additional information and clarification before any decisions can be made.

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 9:06 p.m.

Carlos Früm, President

Robyn Franklin, Recorder