

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
January 18, 2018**

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. Lori Schleritznauer, Ms. Sara Scodius, Ms. Robyn Franklin

Others Present: Mr. Patrick McCallister - OSG, Ms. Allison Norton - OSG, Mr. Nathan Preston - OSG, Mr. Michael Ruter - OSG, Mr. Darrell Tilber - OSG, Mr. Kurt Youngmann – Northbrook resident

APPROVAL OF THE FOLLOWING AGENDA

Mr. Früm requested to amend the agenda to move section 11.2 Integrated Library System Migration & Recommended Policy to after Public Comments. Ms. Bergstein moved to approve the agenda with the change. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye."

APPROVAL OF MINUTES

Ms. Xu moved that the minutes of the General Session Meeting of November 16, 2017 be approved. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye."

PUBLIC COMMENTS

Mr. Kurt Youngmann, a Northbrook resident, addressed the Board regarding the upcoming program entitled "Gut Health." He expressed his concern that the program provided information that was considered a "fringe modality" and asked the Board to provide a disclaimer to attendees stating that the library does not endorse the presenter or his healthcare practices.

Mr. Patrick McCallister, Ms. Allison Norton, Mr. Nathan Preston, Mr. Michael Ruter and Mr. Darrell Tilber from OSG, the library's IT firm, introduced themselves and discussed the projects that they have accomplished since they started in August 2017. They went over the staff satisfaction survey that was conducted last month, which showed very favorable results. They discussed upcoming projects and talked about the recabling project that needs to take place in order for other projects to move forward (including the phone system and security cameras). Board members discussed internet speed in the library and asked OSG to conduct stress tests to determine the maximum capacity and speed of the internet.

NEW BUSINESS

Integrated Library System Migration & Recommended Policy

Ms. Hall directed the Board to the memo included in the board packet detailing some recommended changes to our circulation policy to improve patron service as part of the migration to our new ILS.

Those changes would include:

- All new materials would only be holdable to Northbrook residents for the first three months an item on the shelf.
- All materials will be renewable up to three times.
- All items that leave the building will have a twenty-one day loan period with the exception of new and Lucky Day feature films which would be a seven day check out.
- All items may be checked out by anyone with a library card in good standing and registered in our system.
- Remove item limits.
- Overdue fines would be \$.10 per day.
- The maximum fine per each item would be \$2.00 instead of \$10.00.
- Eliminate the \$5.00 processing fee on lost or damaged items.

Board members discussed the suggested changes and decided to keep the current \$1.00 per day overdue fee for DVDs and Blu-Rays. Mr. Glaubinger made a motion to approve the circulation policy changes as amended to go into effect after the migration to our new integrated library system. 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

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 December, 2017 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$5,928,948.12		
Restricted	277,109.09		
IMRF	293,840.96		
FICA	154,191.63		
Total Operating	<u>\$6,654,089.80</u>		
Capital Improvement		<u>\$1,351,063.87</u>	
Debt Service			<u>\$9,341.27</u>
Checking – NBT	\$782,784.84	\$ 3,908.97	\$10.00
ProPay	11,413.10		
PayPal	1,528.61		
Money Market – GSB	224,550.55		
Checking/ Money Market – MB	5,560,762.46	1,601.27	
Investments		1,284,317.03	5,172.94

US Bancorp	629.84	488.53	
IMET	71,625.40	60,748.07	4,158.33
Petty Cash	795.00		
Total	<u>\$6,654,089.80</u>	<u>\$1,351,063.87</u>	<u>\$9,341.27</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,284,317.03	6/25/18	.25%
<u>Debt Service</u>			
NB&T – 16829	5,172.94	7/13/18	.25%

Approve Bills and Charges from December, 2017

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

Operating Funds	
Library Claims List	\$ 166,757.07
Librarian's Claims List	9,097.49
Payroll	114,798.32
FICA/IMRF	50,795.07
ACH to IPBC	48,687.55
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Total Operating Funds	<u>\$ 390,135.50</u>
Capital Improvement Fund	
Claims List	
Construction Fund	
Debt Service Fund	
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Grand Total Library	<u><u>\$ 390,135.50</u></u>

Additional Bills

Operating Fund – Library Account

24516	CallOne	1,468.51
24517	Discovery Benefits, Inc.	2,561.30
24518	First Bankcard	2,405.83
24519	Olga Rudiak	600.00

CIF Fund

1654	Midwest Environmental Services	4,200.00
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The financial status of the library funds as of November, 2017 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$6,234,880.54		
Restricted	277,264.81		
IMRF	322,178.30		
FICA	174,821.31		
Total Operating	<u>\$7,009,144.96</u>		
Capital Improvement		<u>\$1,350,799.90</u>	
Debt Service			<u>\$9,304.41</u>
Checking – NBT	\$999,191.47	\$ 3,908.97	\$10.00
ProPay	9,436.83		
PayPal	1,408.88		
Money Market – GSB	224,522.87		
Checking/ Money Market – MB	5,701,535.31	1,601.27	
Investments		1,284,053.54	5,136.08
US Bancorp	629.20	488.05	
IMET	71,625.40	60,748.07	4,158.33
Petty Cash	795.00		
Total	<u>\$7,009,144.96</u>	<u>\$1,350,799.90</u>	<u>\$9,304.41</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	1,284,053.54	6/25/18	.25%
<u>Debt Service</u>			
NB&T – 16829	5,136.08	7/13/18	.25%

Approve Bills and Charges from November, 2017

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

Operating Funds	
Library Claims List	\$ 165,795.18
Librarian's Claims List	16,214.70
Payroll	290,129.31
FICA/IMRF	54,839.55
ACH to IPBC	48,687.55
Transfer to Debt Service	<u>521,027.77</u>
Total Operating Funds	<u>\$ 1,096,694.06</u>
Capital Improvement Fund	
Claims List	<u>\$ 5,915.60</u>
Total Operating Fund	<u>\$ 5,915.60</u>
Construction Fund	
Debt Service Fund	
2012 A Debt Payment	24,348.89

2012 B Debt Payment	711,370.00
2013 B Debt Payment	135,525.00
Total Debt Service Fund	<u>\$ 871,243.89</u>
Grand Total Library	<u><u>\$ 1,973,853.55</u></u>

Mr. Lonoff made a motion to approve the November and December Bills and Charges. 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

FOUNDATION

Ms. Amen reported that one chair was purchased in November and one brick was purchased in December.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

The annual joint IDC/EDC meeting will be held at the end of January.

STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that board members should be receiving their Statement of Economic Interest Form that will need to be filled out for the county by May 1st. She also reminded the Board that PLA will be held in Philadelphia March 21-24 and if any members are interested to attend they should notify her or Ms. Amen. Ms. Hall reminded Board members to sign up for Winter Reading, which can be done in person or online. Finally, Ms. Hall mentioned that the Legislative Breakfast will be held on February 19th and asked Board members to let her know if they would like to attend.

UNFINISHED BUSINESS

Makerspace Update

In addition to her written update that was included in the packet, Ms. Hall noted that demolition is almost finished. One issue that came up is that a cinderblock was found behind a wall and had to be removed. Ms. Hall shared a color board that was created to show the color scheme of the space. She invited Board members to tour the space after the meeting. Ms. Hall mentioned that there will be a “soft” open in May and a grand opening in July.

Strategic Plan Presentation & Review

The Board discussed the strategic plan that was presented in the packet. Mr. Glaubinger made a motion to approve the strategic plan with the deletion of the wording in section 5A “Improve recruitment, nomination”. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted “aye.”

Ms. Hall discussed continuing the Strategic Planning Committee with quarterly meetings and updating the Board twice per year. Ms. Young and Mr. Glaubinger would remain on the committee.

NEW BUSINESS

Sexual Harassment Policy & Resolution

The Board discussed the proposed Sexual Harassment Policy & Resolution that was included in the packet. Ms. Bergstein made a motion to pass the resolution adopting an updated Non-Discrimination and Anti-Harassment policy prohibiting sexual harassment for Northbrook Public Library with the addition of the wording "or patrons" in the first paragraph of the policy. Mr. Lonoff 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. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:50 p.m.

Carlos Früm, President

Robyn Franklin, Recorder