

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
February 15, 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:** 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. Mary Kay Perrenot, Ms. Susan Wolf, Ms. Robyn Franklin

**APPROVAL OF THE FOLLOWING AGENDA**

Mr. Lonoff moved that the agenda be approved. Ms. Xu 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 January 18, 2018 be approved. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye."

**PUBLIC COMMENTS**

Ms. Mary Kay Perrenot, Database Librarian in the Reference Department, presented information regarding how our database usage statistics are collected, as well as cost per use of our database subscriptions. She discussed how she negotiates prices with vendors and selects database subscriptions. Ms. Perrenot noted that the most popular adult databases are ReferenceUSA, Overdrive, Consumer Reports, investment databases and genealogy databases. Popular children's databases are Bookflix and TumbleBooks. Ms. Perrenot answered questions regarding statistics and databases for Board members.

**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 January, 2018 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$6,225,025.75		
Restricted	278,902.76		
IMRF	326,766.91		
FICA	167,007.45		
Total Operating	<u>\$6,997,702.87</u>		
Capital Improvement		<u>\$1,271,857.59</u>	

Debt Service			<u>\$9,342.15</u>
Checking – NBT	\$1,254,938.50	\$ 6,030.33	\$10.00
ProPay	13,182.16		
PayPal	1,528.61		
Money Market – GSB	224,579.16		
Checking/ Money Market – MB	5,430,423.54		
Investments		1,204,590.08	5,173.82
US Bancorp	630.50	489.11	
IMET	71,625.40	60,748.07	4,158.33
Petty Cash	795.00		
Total	<u>\$6,997,702.87</u>	<u>\$1,271,857.59</u>	<u>\$9,342.15</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	1,204,590.08	6/25/18	.25%
<u>Debt Service</u>			
NB&T – 16829	5,173.82	7/13/18	.25%

### Approve Bills and Charges from January, 2018

Ms. Amen drew attention to the following Bills and Charges for January, 2018 and the additional bills listed below:

Operating Funds	
Library Claims List	\$ 152,306.16
Librarian's Claims List	17,168.72
Payroll	436,542.59
FICA/IMRF	47,835.50
ACH to IPBC	48,687.55
Total Operating Funds	<u>\$ 702,540.52</u>
Capital Improvement Fund	
Claims List	77,878.64
Construction Fund	
Transfer to General Fund	1,601.27
Debt Service Fund	
Grand Total Library	<u>\$ 782,020.43</u>

### Additional Bills

#### Operating Fund – Library Account

24558	Curtains for You	1,223.25
24559	First Bankcard	7,365.37
24560	Garaventa Lift	606.38
24561	Klein, Thorpe, Jenkins LTD.	2,606.74
24562	Today's Business Solutions, Inc.	2,912.70

24563	Product Development Inc.	10,000.00
CIF Fund		
1658	Klein, Thorpe, Jenkins Ltd.	668.56
1659	Pepper Construction	111,011.69

Ms. Young made a motion to approve the January and Charges. 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

## FOUNDATION

Ms. Amen noted that no chairs or bricks were sold this month.

## ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

The EDC met at the end of January for the joint EDC/ICDC (Industrial and Commercial Development Commission) meeting. Mr. Glaubinger discussed the annual presentation by the Chamber of Commerce and the Northshore Convention & Visitors Bureau. He noted that their purpose is to provide services to businesses and help market the area. There was also a rundown of ongoing construction projects in Northbrook and local government agencies each gave a report.

## STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that we have a staff committee that will be working on the Illinois Bicentennial Celebration and we are looking to partner with the Village, Park District and other organizations in town to hold events that will take place in August and later in the fall. Ms. Hall also noted that we are no longer part of the tolling agreement for IMET. Our attorney recommended that we not continue the agreement. Many other municipalities have dropped out and IMET has been making good faith efforts to retrieve funding and return it to us. Ms. Hall referred Board members to statistics that were included in the board packets and asked the Board to let her know if they have any questions. Finally, Ms. Hall asked Mr. Austin to discuss a report that he put together based on last month’s conversation regarding internet speed. Mr. Austin presented his findings and recommended that if the bandwidth usage stays the same he would not recommend making drastic changes to our bandwidth allocation. If we are hitting the maximum usage on a more frequent basis he would recommend purchasing more bandwidth from the consortium. Staff will monitor and report back if additional changes are warranted.

## UNFINISHED BUSINESS

### **Makerspace Update**

In addition to her written update, Ms. Hall noted that the flooring is being laid this week and we are still on time to complete the makerspace at the end of the month with the punch list and final walk through being completed at the beginning of March. Ms. Hall also showed the Board the new logo that will be used for the Makerspace.

## NEW BUSINESS

### **Review FY19 Draft Budget**

Ms. Amen presented the draft budget based on historical data. Managers will be providing additional information regarding programming and materials before the next draft of the budget is presented to the Board. Ms. Amen answered questions from the Board and clarified some items.

## Policy Updates

### 3D Printing Policy

Ms. Young made a motion to approve the updated 3D Printing & Scanning Policy as presented, effective May 1, 2018. Ms. Xu seconded the motion.

Board members discussed the wording included in the policy. Some wording regarding US copyright law was questioned. Wording from the Makerspace Policy was added to the 3D Printing & Scanning Policy in its place.

Ms. Young made a motion to approve the updated 3D Printing & Scanning Policy as amended. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye."

### Makerspace Policy

Ms. Xu made a motion to approve the Collaboratory Policy. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye."

### Semiannual Treasurer's Report

Mr. Glaubinger made a motion to approve the Semiannual Treasurer's Report as presented. 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

## ADJOURNMENT

There being no further business to discuss, Mr. Glaubinger moved to adjourn this meeting. Ms. Young seconded the motion. The meeting was adjourned at 8:37 p.m.

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Carlos Früm, President

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Robyn Franklin, Recorder