

**MINUTES OF THE REGULAR MEETING
 OF THE BOARD OF LIBRARY TRUSTEES
 OF THE VILLAGE OF NORTHBROOK
 Northbrook Public Library
 Northbrook Civic Foundation Room
 March 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: Ms. Sharon Bergstein, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Abby Young, Mr. Carlos Früm

Trustees Absent: Mr. Jay Glaubinger, Ms. Jami Xu

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

Others Present: Mr. Patrick McCallister, Ms. Allison Norton, Mr. Nathan Preston – Outsource Solutions Group

APPROVAL OF THE FOLLOWING AGENDA

Ms. Young moved to amend the agenda by moving section 11.4 (FY19 Draft Budget) to after the Treasurer’s Report. Ms. Bergstein 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 February 15, 2018 be approved. Ms. Young seconded the motion. On a voice vote, Mr. Lonoff, Ms. Young and Mr. Früm voted “aye”. Ms. Bergstein and Ms. Imrem abstained.

PUBLIC COMMENTS

There were no public comments this month.

MONTHLY TREASURER’S REPORT

Review Monthly Financial Statements

Ms. Imrem drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of February, 2018 was as follows:

The financial status of the library funds as of February, 2018 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$6,682,482.38		
Restricted	277,587.74		
IMRF	353,861.21		
FICA	177,656.00		
Total Operating	\$7,491,587.33		
Capital Improvement		\$1,152,776.38	
Debt Service			\$8,912.77

Checking – NBT	\$1,111,577.72	\$ (107,024.92)	\$10.00
ProPay	15,376.38		
PayPal	1,625.41		
Money Market – GSB	224,607.77		
Checking/ Money Market – MB	6,072,759.57		
Investments		1,204,848.14	5,174.70
US Bancorp	631.10	489.64	
IMET	64,214.38	54,462.52	3,728.07
Petty Cash	795.00		
Total	<u>\$7,491,587.33</u>	<u>\$1,152,776.38</u>	<u>\$8,912.77</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,204,849.14	6/25/18	.25%
<u>Debt Service</u>			
NB&T – 16829	5,174.70	7/13/18	.25%

Approve Bills and Charges from February, 2018

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

Operating Funds	
Library Claims List	\$ 183,774.33
Librarian's Claims List	14,704.85
Payroll	289,198.84
FICA/IMRF	51,823.21
ACH to IPBC	48,687.55
Transfer to CIF	1,601.27
	<hr/>
Total Operating Funds	<u>\$ 589,790.05</u>
Capital Improvement Fund	
Claims List	113,055.25
Construction Fund	
Debt Service Fund	
	<hr/>
Grand Total Library	<u><u>\$ 702,845.30</u></u>

Additional Bills

Operating Fund – Library Account

24599	Alumna Designs	1,431.54
24600	Best Quality Cleaning	4,680.00
24601	CallOne	1,509.27
24602	Discovery Benefits, Inc.	2,561.34
24603	First BankCard	1,404.08
24604	Library Furniture International, Inc.	5,540.00
24605	The Hanover Insurance Company	37,984.00
24606	Travelers CL Remittance Center	36,654.00

CIF Fund

1661

Pepper Construction Co.

113,087.82

Ms. Imrem made a motion to approve the February and Charges. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Imrem, Mr. Lonoff, Ms. Young, Mr. Früm

"Nay": None

NEW BUSINESS

FY19 Draft Budget

Ms. Amen presented the FY19 draft budget. She noted that the changes from the previous month's draft were due to comments and feedback from department managers and staff. Their requests were incorporated into the budget. The bottom line did not change from last month. Outsource Solutions Group staff were also on hand to answer questions regarding IT projects in the budget for board members.

After some discussion, Ms. Imrem made a motion to approve the FY19 budget as presented. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Imrem, Mr. Lonoff, Ms. Young, Mr. Früm

"Nay": None

FOUNDATION

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

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

There was no meeting this month.

STAFF REPORTS

In addition to her written report, Ms. Hall noted that she will be on vacation and then at the Public Library Association conference from March 17-24. Mr. Austin and Ms. Amen will be available if any questions or issues arise. Ms. Hall also asked the Board for any feedback on her revised Director's Report format.

UNFINISHED BUSINESS

Collaboratory (Makerspace) Update

Ms. Hall noted that punch list items are being finished and furniture is being delivered. Also, the laser cutter will be delivered next week. Ms. Hall also mentioned that final occupancy by the end of the month is anticipated.

NEW BUSINESS

Appoint Board Officer Nominating Committee

As per the by-laws, Mr. Früm appointed Mr. Glaubinger, Ms. Imrem and Mr. Lonoff to the Board Officer Nominating Committee. The Committee will form a slate for officers for the next fiscal year. The slate will be presented at the May meeting.

FY19 Board Meeting Schedule

Board member reviewed the proposed schedule of meeting dates for FY19. Board members discussed cancelling the December meeting. Mr. Lonoff made a motion to approve the FY19 board meeting schedule as amended with the cancellation of the December meeting. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye".

Annual Review of Non-Resident Fee Method

Mr. Lonoff made a motion to approve the use of the tax bill method for the next year to calculate non-resident fees for existing homes and use the incorporated Northbrook developer impact fees to charge an equivalent amount to new developments until such time as they receive a tax bill for their property. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Imrem, Mr. Lonoff, Ms. Young, Mr. Früm

"Nay": None

Policy Review

Sponsorship Policy

Ms. Hall discussed the initial draft of a sponsorship policy that has been drafted. Board members discussed how sponsorship opportunities would be handled. Ms. Hall will review the policy with the attorney and bring to the Board next month.

Meeting Room Policy

Ms. Hall discussed that the changes to the meeting room policy include: spelling out that the Collaboratory is not available for outside group reservations, reducing the waiting period to book a room from seven to three days and removing cancellation requirements for the Civic room or rooms requiring no set-up. Ms. Bergstein made a motion to approve the meeting room policy as presented, with the change of adding the Youth Services Activity room to the list of rooms not available for rental by outside groups. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye".

Public Code of Behavior Policy

Ms. Hall explained that the update to the policy states that no food or drink will be allowed in the Collaboratory. Mr. Lonoff made a motion to approve the public code of behavior policy as presented. Ms. Bergstein 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 8:17 p.m.

Carlos Früm, President

Robyn Franklin, Recorder