

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
April 19, 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. Jay Glaubinger.

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

Trustees Absent: Mr. Carlos Früm, Ms. Miriam Imrem

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

Others Present: Mr. Gerald Angelo - Northbrook

APPROVAL OF THE FOLLOWING AGENDA

Ms. Bergstein moved to amend the agenda by moving the presentation by Mr. Phil Collins to after his arrival at 8:00 pm. She also moved to include section 11.4 (Crate & Barrel Property Tax Incentive Release Agreement) to the Treasurer's Report. Ms. Young 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 March 15, 2018 be approved.

Ms. Bergstein seconded the motion. On a voice vote, Ms. Bergstein, Mr. Lonoff and Ms. Young voted "aye". Mr. Glaubinger and Ms. Xu abstained.

PUBLIC COMMENTS

Mr. Gerald Angelo, a Northbrook resident, had a few comments for the Board. He mentioned that the board packets posted on the website were only available for the current month and not posted in OCR format. He requested more surveys of patrons' interests and requested to know what changes have been made to library policies and procedures based on patron feedback.

Mr. Phil Collins, Instruction & Technology Librarian, gave a demonstration of the new catalog and answered questions from Board members.

MONTHLY TREASURER'S REPORT

Crate & Barrel Property Tax Incentive Release Agreement

Ms. Amen noted that a memo was included in the board packet that explains the background of this agreement. She answered questions from Board members. Mr. Lonoff made a motion to approve the Crate & Barrel Property Tax Incentive Release Agreement and release payment to Crate & Barrel in the amount of \$15,981.37. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

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 March, 2018 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$8,137,051.23		
Restricted	279,217.86		
IMRF	454,760.39		
FICA	230,778.76		
Total Operating	<u>\$9,101,808.24</u>		
Capital Improvement		<u>\$1,013,196.12</u>	
Debt Service			<u>\$8,569.35</u>
Checking – NBT	\$786,182.72	\$ (1,787.47)	\$10.00
ProPay	17,654.05		
PayPal	1,725.41		
Money Market – GSB	224,633.62		
Checking/ Money Market – MB	8,011,900.00		
Investments		965,059.25	5,175.49
US Bancorp	631.88	490.26	
IMET	58,285.56	49,434.08	3,383.86
Petty Cash	795.00		
Total	<u>\$9,101,808.24</u>	<u>\$1,013,196.12</u>	<u>\$8,569.35</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	965,059.25	6/25/18	.25%
<u>Debt Service</u>			
NB&T – 16829	5,175.49	7/13/18	.25%

Approve Bills and Charges from March, 2018

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

Operating Funds	
Library Claims List	\$ 281,809.56
Librarian's Claims List	20,784.58
Payroll	286,805.19
FICA/IMRF	53,931.86
ACH to IPBC	48,687.55
Transfer to CIF	
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Total Operating Funds	<u>\$ 692,018.74</u>
Capital Improvement Fund	

Claims List	136,369.82
Construction Fund Transfer to Operating	5,028.44
Debt Service Fund Transfer to Operating	<u>344.21</u>
Grand Total Library	<u><u>\$ 833,417.00</u></u>

Additional Bills

Operating Fund – Library Account

24654	Blackbaud	4,975.00
24655	CallOne	760.04
24656	Discovery Benefits, Inc.	2,561.30
24657	Euromarket Designs, Inc.	15,981.37
24660	Limricc Unemployment Comp. Grp.	2,755.52
24661	Siunik Armenian Grill	1,217.25
24664	XVP Studios Inc.	2,550.00

CIF Fund

1665	Pepper Construction Co.	53,416.91
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Ms. Bergstein made a motion to approve the March and Charges. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Glaubinger, Mr. Lonoff, Ms. Xu, Ms. Young

“Nay”: None

FOUNDATION

Ms. Amen mentioned that a donation was made to the Foundation by Hodgepodge, which makes money by recycling and selling old items. The Library gave them old DVD’s cases, and they recycled them and then donated the \$60.00 that they received to the Foundation.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that at the recent meeting there was a discussion on how to support development in Northbrook and the role of the Village. A subcommittee was appointed to review the strategic plan and modernize and revise it. Mr. Glaubinger mentioned that he spoke to the committee about events at the library, including the opening of the Collaboratory and the Ted Talk conference.

STAFF REPORTS

In addition to her written report, Ms. Hall noted that she will be in Washington, DC for National Library Legislative Day May 6-9. She also mentioned that the new Integrated Library System (ILS) is up and running as of Tuesday, April 17th. The System has had a few issues that need to be worked out, but overall the launch went very well. Ms. Hall also mentioned that the library would be closed on Friday, April 27th for Staff Development Day.

UNFINISHED BUSINESS

Sponsorship Policy

Ms. Hall explained that the sponsorship policy discussion will be tabled until next month because, after speaking to the attorney, the proposed policy needs to be further revised before presenting to the board.

Collaboratory (Makerspace) Update

Ms. Hall noted that final occupancy has been approved, and the Collaboratory will officially open on May 7th. She also mentioned that there will be a Grand Opening on July 28th from 10:00am-2:00pm with a special after-hours event for community stakeholders on July 20th.

NEW BUSINESS

United for Libraries Strategic Plan Discussion

Ms. Hall explained to the Board that United for Libraries is a part of the American Library Association that supports library boards, Friends groups and library foundations. The organization is updating their strategic plan and was looking for feedback as to how board members use their resources. Board members discussed that they were not familiar with the organization and would be interested in learning more about the resources available.

Commuter Benefits Plan for Staff

After reviewing the information included in the board packet, Ms. Young made a motion to approve adding a commuter benefits plan with the following language in the Employee Handbook effective July 1, 2018: *The Library offers a Commuter Benefits Plan in which all employees may participate on a voluntary basis. The plan allows employees to set aside pre-tax money to pay for qualified transportation expenses. Employees must elect to participate in this program each year effective January 1. Money set aside is automatically deducted from each paycheck. More information about this program is available from the Human Resources Manager.* Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Glaubinger, Mr. Lonoff, Ms. Xu, Ms. Young

“Nay”: None

Class 6B Pyramid Packaging

Mr. Glaubinger discussed the proposal and the support that was expressed at the Economic Development Committee meeting by the other governing bodies in Northbrook. Ms. Bergstein made a motion to recommend that the Village approve the Class 6B request. Ms. Xu seconded the motion. On a voice vote, all Trustees voted “Aye”.

ADJOURNMENT

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

Jay Glaubinger, Vice-President

Robyn Franklin, Recorder