

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
May 17, 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. Abby Young.

Trustees Present: Mr. Marc Lonoff, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos Früm

Trustees Absent: Ms. Sharon Bergstein Mr. Jay Glaubinger, Ms. Miriam Imrem

Staff Present: Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Fillmore

Others Present:

APPROVAL OF THE FOLLOWING AGENDA

Mr. Lonoff moved to approve the agenda. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye."

ELECTION OF OFFICERS – NOMINATING COMMITTEE

Mr. Lonoff presented the slate of officers:

Nominating Committee Slate of Officers

Mr. Früm – President

Mr. Glaubinger – Vice-President

Ms. Imrem – Treasurer

Ms. Young – Secretary

Mr. Lonoff made a motion to approve the slate as presented. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye".

APPROVAL OF GENERAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the General Session Meeting of April 19, 2018 be approved. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye".

APPROVAL OF SPECIAL MINUTES

Mr. Lonoff moved that the minutes of the Special Session Meeting of May 2, 2018 be approved. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye".

PUBLIC COMMENTS

Ms. Anna Fillmore, Youth Services Librarian, gave a presentation on the 1000 Books Before Kindergarten initiative. She explained that it's a not for profit national initiative that encourages and supports reading starting at an early age. She discussed how the library works with patrons to track the books that they are reading to their children. She also explained the prizes and rewards that are offered as incentives to participate.

MONTHLY TREASURER'S REPORT

Review Monthly Financial Statements

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

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	Operating	Capital Improvements	Debt Service
General Fund	\$7,527,488.87		
Restricted	236,751.12		
IMRF	429,419.46		
FICA	211,633.27		
Total Operating	<u>\$8,405,292.72</u>		
Capital Improvement		<u>\$1,030,348.21</u>	
Debt Service			<u>\$234,010.16</u>
Checking – NBT	\$684,481.19	\$ 15,159.08	\$449.93
ProPay	.10		
PayPal	1,770.46		
Money Market – GSB	224,662.24		
Checking/ Money Market – MB	7,434,665.39		
Investments		965,264.15	230,176.37
US Bancorp	632.78	490.90	
IMET	58,285.56	49,434.08	3,383.86
Petty Cash	795.00		
Total	<u>\$8,405,292.72</u>	<u>\$1,030,348.21</u>	<u>\$234,010.16</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	965,264.15	6/25/18	.25%
<u>Debt Service</u>			
NB&T – 16829	230,176.37	7/13/18	.25%

Approve Bills and Charges from April, 2018

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

Operating Funds	
Library Claims List	\$ 157,441.34
Librarian's Claims List	14,861.59
Payroll	279,038.69
FICA/IMRF	51,025.20
ACH to IPBC	48,687.55
Transfer to CIF	72,988.46
Transfer to Debt Service	225,439.93
Total Operating Funds	<u>\$ 849,482.76</u>
Capital Improvement Fund	
Claims List	56,041.91

Debt Service Fund

Transfer to Operating

Grand Total Library

\$ 905,524.67

Additional Bills

Operating Fund – Library Account

24712	Comcast	1,798.20
24713	First Bankcard	5,063.56
24714	Great Plains ADA Center	1,200.00
24715	Kathryn Hall	1,210.91
24716	Susan Merdinger	900.00
24717	Olga Rudiak	600.00
24718	Becky Spratford	650.00
24719	XVP Studios Inc.	6,000.00

CIF Fund

1668	Pepper Construction Co.	24,128.49
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Mr. Lonoff made a motion to approve the April Bills and Charges. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm

“Nay”: None

FOUNDATION

Ms. Hall reported that one brick was sold in April.

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 at Director’s University June 4th-8th in Springfield, IL. She helped with the planning again this year and explained that the purpose is to give new library directors information on how to succeed in their new position. Ms. Hall mentioned that five library staff members will be participating in Student Government Day on May 23rd. Students will be shadowing staff to learn how the library operates. Ms. Hall also reported on the Collaboratory and noted that in the first week there were 540 visitors and 177 interactions with patrons. She explained that since the numbers were so much higher than anticipated the ability to staff the space needs to be adjusted and that for the near future the space will be closed on Mondays. Staff are closely monitoring usage.

UNFINISHED BUSINESS

Sponsorship & Naming Policy

Ms. Hall noted that she is still working on the policy with the attorney and asked that the discussion be tabled until June.

NEW BUSINESS

2018 Tax Levy Letter to Village

Mr. Lonoff made a motion to approve the 2018 Tax Levy letter to the Village of Northbrook. Ms. Xu 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 presented. Ms. Xu seconded the motion. On a voice vote all Trustees voted "aye".

Transfer of Funds to Capital Improvement Fund and Debt Service

Mr. Lonoff made a motion to approve the transfer of \$23,092 to Debt Service and amount remaining after the fiscal year closes to the capital improvement fund. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Review of Closed Session Minutes (5 ILCS 120/2.06(d)21)

After a discussion, Ms. Young made a motion to open all closed session meeting minutes older than one year. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye".

Executive Director Annual Review

Executive Session At 8:05pm, Ms. Young made a motion to close the general session and open Executive Session pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

At 8:21 Ms. Young made a motion to close the executive session and re-open the general session. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Ms. Young made a motion to increase Executive Director, Kate Hall's salary to \$130,000. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

Ms. Young will work with Ms. Hall on doing a 360 degree evaluation in 2019 and on revamping the Executive Director evaluation form.

ADJOURNMENT

There being no further business to discuss, Ms. Young moved to adjourn this meeting. Mr. Lonoff seconded the motion. The meeting was adjourned at 8:28 p.m.