

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
June 15, 2017**

**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, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos Früm

**Trustees Absent:** Ms. Sharon Bergstein

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

**Others Present:** Ms. Roxy Poluchowicz and Mr. Rich Antonini - Computer View Inc., Ms. Tiffany Nash and Mr. Dan Pohrte – Product Architecture + Design

**APPROVAL OF THE FOLLOWING AGENDA**

Mr. Früm recommended moving the makerspace discussion to after Public Comments. Mr. Lonoff moved to approve the agenda as modified. Ms. Young seconded the motion. On a voice vote, all Trustees voted “aye.”

**APPROVAL OF MINUTES**

Mr. Lonoff moved that the minutes of the Special Session Meeting of May 12, 2017, General Session Meeting of May, 18, 2017 and Special Session Meeting of May 25, 2017 be approved. Ms. Xu seconded the motion. On a roll call vote, Trustees voted:

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

“Nay”: None

**PUBLIC COMMENTS**

Ms. Cathleen Doyle, Digital Services Manager, spoke to the board about makerspaces, makerspace programming and the benefits of adding one to the library. She explained that a makerspace is a communal, open space that people can come and use a variety of tools or technology to learn, create, invent, innovate and build. This includes low-tech, high-tech and no-tech projects. The makerspace provides access to a physical space and a range of resources that are typically unavailable to most individuals. She discussed that our library needs a dedicated, publicly accessible space like several other libraries in the area. Ms. Doyle also noted that there have been 4,790 attendees at 328 maker programs at our library in the past two years.

**Makerspace Plans Update**

Ms. Tiffany Nash and Mr. Dan Pohrte from Product Architecture + Design presented a rendering of the proposed makerspace, as well as the costs involved. They also shared photos and information regarding spaces that they have created in other local libraries. Ms. Nash and Mr. Pohrte answered questions from board members. Ms. Amen stated that \$300,000 from last year’s budget was moved to the Capital Improvements Fund to pay for this project. Ms. Hall also noted that additional costs for consumables would be added to the yearly budget. Additional staffing needs would also be evaluated.

Mr. Glaubinger moved to approve the signing of the Product Architecture + Design proposal to design the makerspace based on the renderings presented. Ms. Imrem seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

## **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 May, 2017 was as follows:

The financial status of the library funds as of May, 2017 was as follows:

	<b>Operating</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
General Fund	\$6,641,253.92		
Restricted	229,542.81		
IMRF	283,800.24		
FICA	182,335.87		
Total General Fund	<u>\$7,336,932.84</u>		
Total Capital Improvement		<u>\$1,047,435.88</u>	
Total Debt Service			<u>\$321,352.69</u>
Checking – NBT	\$705,529.71	\$ (17,436.37)	\$1,989.86
ProPay	44,446.11		
PayPal	761.50		
Money Market – GSB	224,353.18		
Checking/ Money Market – MB	6,289,244.59	1,601.27	
Investments		1,002,417.21	315,230.47
US Bancorp	625.86	485.93	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
Total	<u>\$7,336,932.84</u>	<u>\$1,047,435.88</u>	<u>\$321,352.69</u>
<b><u>Investment #</u></b>	<b><u>Amount</u></b>	<b><u>Maturity</u></b>	<b><u>Rate</u></b>
<b><u>Capital Improvements</u></b>			
NB&T – 16808	1,002,417.21	6/24/17	.25%
<b><u>Debt Service</u></b>			
NB&T – 16829	315,230.47	7/13/17	.20%

### **Approve Bills and Charges from May, 2017**

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

Operating Funds	
Library Claims List	\$ 263,481.94
Librarian's Claims List	17,324.26
Payroll	287,745.44
FICA/IMRF	35,781.82
ACH to IPBC	49,257.38
Debt Service Transfer	457,155.71

Village of Northbrook Transfer	
Total Operating Funds	<u>\$ 1,110,746.55</u>
Capital Improvement Fund	
Claims List	\$ 44,909.83
Construction Fund	
Debt Service Fund	
2012 A Interest Payment	\$ 1,280.89
2012 B Interest Payment	8,370.00
2013 B Interest Payment	135,525.00
Total Debt Service Fund	<u>\$145,175.89</u>
<b>Grand Total Library</b>	<u><b>\$ 1,300,832.27</b></u>

#### Additional Bills

##### Operating Fund – Library Account

23268	CallOne	693.79
23269	CenterPoint Energy Services, Inc.	1,790.50
23270	Chicago Backflow, Inc.	1,200.00
23271	First Bankcard	1,817.05
23272	Sound Incorporated	812.50
23273	Sunset Food Mart, Inc.	2,338.41
23274	Swank Motion Pictures, Inc.	646.00

Ms. Imrem made a motion to approve the May Bills and Charges and additional bills. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

#### **FOUNDATION**

Ms. Amen reported that one brick was sold this month. She also reported that Ms. Vera Mayer has spoken to potential board members and they will be scheduling a meeting for some time in the fall.

#### **ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)**

There was no meeting this month.

#### **STAFF REPORTS**

In addition to her written report, Ms. Hall reminded the board that the summer reading program is underway and if they haven't already done so, they should consider signing up for the program. She mentioned that she would be at ALA June 23<sup>rd</sup>-June 27<sup>th</sup>. Ms. Hall also thanked Ms. Young for attending Staff Development Day and presenting staff anniversary awards.

#### **UNFINISHED BUSINESS**

##### **Strategic Plan Update**

Ms. Hall mentioned that the committee will be meeting soon to go over the draft of the strategic plan. Ms. Hall will report back to the board after the meeting.

## **IT Outsourcing**

Ms. Hall referred the board to the IT Options chart provided in the board packet. Ms. Roxy Poluchowicz and Mr. Rich Antonini from Computer View Inc. were in attendance to propose some corrections to the chart. After some discussion and questions to Computer View Inc. Ms. Hall, noted that Outsource Group Solutions presented the lowest cost and most comprehensive support and consequently recommended hiring Outsource Group Solutions to provide the library's IT support.

Mr. Früm made a motion to approve the bid by Outsource Group Solutions. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Imrem, Ms. Young, Mr. Früm

“Nay”: Mr. Glaubinger

Abstain: Mr. Lonoff, Ms. Xu

The motion did not pass. Board members engaged in additional discussion regarding the two vendors. Mr. Lonoff then made a motion to hire Outsource Group Solutions to provide our IT support. Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

## **NEW BUSINESS**

### **Adopt Prevailing Wage Ordinance (820 ILCS 130)**

Mr. Lonoff made a motion to adopt the Prevailing Wage Ordinance as presented. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

### **Transfer of Funds to Debt Service and Capital Improvement Fund**

Ms. Imrem made a motion to approve the transfer of \$37,736.26 to Debt Service and \$375,000.00 to the Capital Improvement Fund. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

### **My Media Mall Intergovernmental Agreement**

Ms. Hall explained that the library has been part of an eBook consortium for a number of years now. However, it has come to the attention of the library directors involved that there was no intergovernmental agreement in place. Mr. Lonoff made a motion that the My Media Mall intergovernmental agreement be approved as presented. Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

### **Review of 4<sup>th</sup> of July Plans**

Ms. Hall discussed that the Library would participating in the 4<sup>th</sup> of July parade again this year. She mentioned that Mr. Früm has offered to drive the decorated library SUV while staff hands out beach balls. She invited Board members and their families to participate.

**Adopt Bank Resolutions for New Board Signers**

Mr. Lonoff made a motion to adopt the bank resolutions to authorize the new board of trustees' officers to be signers on the Library's accounts. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

**Review Unattended Children and Vulnerable Adults Policy**

Board members discussed the specifics of the presented policy and Ms. Hall discussed how the policy would be presented to the public. Ms. Hall also explained that the policy was reviewed by the library's attorney. Ms. Young made a motion to approve the Unattended Children and Vulnerable Adults policy as presented. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye."

**Review Telecommuting Policy**

Board members discussed the presented policy. Ms. Hall explained that a procedure would be put in place for staff members to request telecommuting for a specified period of time. The requests would be reviewed on a case-by-case basis. Mr. Glaubinger made a motion to approve the Telecommuting Policy as presented. Ms. Imrem 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. Mr. Lonoff seconded the motion. The meeting was adjourned at 10:00 p.m.

---

Carlos Früm, President

---

Robyn Franklin, Recorder