

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
June 21, 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, 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. Kelly Durov, Ms. Robyn Franklin

Others Present: None

APPROVAL OF THE FOLLOWING AGENDA

Mr. Glaubinger moved to approve the agenda. Mr. Lonoff 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 May 17, 2018 be approved. Ms. Xu seconded the motion. On a voice vote, Mr. Lonoff, Ms. Xu, Ms. Young and Mr. Früm voted "aye". Mr. Glaubinger and Ms. Imrem abstained.

APPROVAL OF EXECUTIVE SESSION MINUTES

Ms. Young moved that the minutes of the Executive Session Meeting of May 17, 2018 be approved. Mr. Lonoff seconded the motion. On a voice vote Mr. Lonoff, Ms. Xu, Ms. Young and Mr. Früm voted "aye". Mr. Glaubinger and Ms. Imrem abstained.

PUBLIC COMMENTS

Ms. Kelly Durov, Youth Services Manager, presented the Summer Reading Program to the Board. She explained the planning of the Summer Reading Program happens all year long. The library's Reading Program committee meets monthly to plan summer and winter reading programs. The committee is comprised of members from several library departments. Ms. Durov noted that the theme this year is "Reading Takes you Everywhere". This theme comes from the American Library Association and is part of their IRead initiative. Patrons are also able to sign up and log their reading online this year. At last year's Summer Reading Kick Off event there were 277 registrations. At this year's Kick Off event there were 439 registrations.

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, 2018 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$7,073,152.16		
Restricted	232,509.02		
IMRF	403,509.66		
FICA	191,830.01		
Total Operating	<u>\$7,901,000.85</u>		
Capital Improvement		<u>\$1,010,752.54</u>	
Debt Service			<u>\$96,393.73</u>
Checking – NBT	\$458,251.26	\$ 10,005.59	\$419.38
ProPay			
PayPal	1,750.46		
Money Market – GSB	224,689.94		
Checking/ Money Market – MB	7,150,276.60		
Investments		945,462.50	92,223.67
US Bancorp	633.71	491.57	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	<u>\$7,901,000.85</u>	<u>\$1,010,752.54</u>	<u>\$96,393.73</u>

Investment #	Amount	Maturity	Rate
<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 May, 2018

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

Operating Funds	
Library Claims List	\$ 166,954.28
Librarian's Claims List	15,408.22
Payroll	295,686.16
FICA/IMRF	54,080.94
ACH to IPBC	48,687.55
Total Operating Funds	<u>\$ 580,817.15</u>
Capital Improvement Fund	
Claims List	25,153.49
Debt Service Fund	
2012 A Interest Payment	\$ 1,165.55
2012 B Interest Payment	<u>1,340.00</u>
2013 B Interest Payment	<u>135,525.00</u>
Total Debt Service Fund	<u>\$ 138,030.55</u>
Grand Total Library	<u>\$ 744,001.19</u>

Additional Bills

Operating Fund – Library Account

24756	Discovery Benefits, Inc.	2,511.28
24757	First Bankcard	2,124.94
24758	Village of Northbrook Water Dept.	1,487.30
24759	Xerox Corporation	1,591.67

Ms. Imrem made a motion to approve the May Bills and Charges. 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

FOUNDATION

Ms. Amen reported that two bricks were sold in May.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

There was no meeting this month.

STAFF REPORTS

In addition to her written report, Ms. Hall discussed that there have been some problems in the parking lot with busses driving underneath the building even though there is signage noting a height restriction. This has happened several times over the past few years causing damage to the building. She has asked the architects to come up with some options to solve the problem. She will present the options to the Board at a future meeting.

UNFINISHED BUSINESS

Sponsorship & Naming Policy

Ms. Hall noted that the policy name has been changed to “Donation Policy”. Ms. Xu made a motion to approve the policy as presented. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted “aye.”

NEW BUSINESS

Adopt Prevailing Wage Ordinance (820 ILCS 130)

Mr. Glaubinger made a motion to adopt the Prevailing Wage Ordinance as presented. 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 4th of July Plans

Ms. Hall informed the Board that the Library would participating in the 4th of July parade again this year. She invited Board members and their families to participate.

Approve Illinois Public Library Annual Report

Ms. Hall answered questions from the Board regarding the report. Mr. Lonoff made a motion to approve the Illinois Public Library Annual Report as presented. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye.”

Intergovernmental Agreements for Library Services

Ms. Hall explained that in July 2016 the Board approved intergovernmental agreements to provide school cards to the Northbrook schools. Another school (Northshore Academy Elementary School) has requested a school card. Ms. Hall would like to provide them a card for a one year term and then include them in the 3 year cycle with the other schools. In addition, the Special Gifts Theatre, which has no permanent home, but resides in Northbrook and has a Northbrook P.O. Box requested a card primarily to reserve meeting rooms for parent information nights. Ms. Hall noted that their agreement would be for a 3 year term. Mr. Glaubinger made a motion to approve the intergovernmental agreements for Special Gifts Theatre and Northshore Academy Elementary School as presented. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye."

Collaboratory Update

Ms. Hall gave an update on Collaboratory usage and staffing. She discussed that it was not anticipated that it would become so popular so quickly. In order to allow staff time to plan programs, maintain equipment and tend to other duties the Collaboratory will now be closed on Sundays and Mondays with an eye towards extend the hours at a later date. This would also include an increase to staff, as well as volunteers.

ADJOURNMENT

There being no further business to discuss, Ms. Young moved to adjourn this meeting. Ms. Imrem seconded the motion. The meeting was adjourned at 8:35 p.m.

Mr. Carlos Früm, President

Ms. Robyn Franklin, Recorder