

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
July 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. Carlos Früm.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Robyn Franklin

Trustees Present: Ms. Sharon Bergstein, Mr. Jay Glaubinger, Ms. Miriam Imrem (arrived at 7:38 pm), Mr. Marc Lonoff, Ms. Jami Xu, Ms. Abby Young (arrived at 7:55 pm), Mr. Carlos Früm

Trustees Absent: None

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

Others Present: None

APPROVAL OF THE FOLLOWING AGENDA

Mr. Glaubinger moved to approve the agenda with the change of moving the "Updated Collaboratory & 3D Printing Policies" discussion to after "Public Comments". Ms. Bergstein 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 June 21, 2018 be approved. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye."

PUBLIC COMMENTS

Ms. Cathleen Doyle, Digital Services Manager, showed a video highlighting the Collaboratory. Ms. Doyle gave an update on the Collaboratory, which has been open for three months. She noted that they are averaging 79 visitors a day and have had 119 visitors a day in June with 896 patron interactions. They have also created a partnership with the North Shore Radio Club (a ham radio club). Collaboratory staff are planning twenty-five programs for the fall. A grand opening is scheduled for Saturday, July 28th.

NEW BUSINESS

Updated Collaboratory & 3D Printing Policy

After some discussion regarding the policy presented, Ms. Xu made a motion to approve the updated Collaboratory Policy with the discussed change of moving the line about independent use of the space to a separate number and eliminate the 3D Printing and 3D Scanning Policy. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, 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 June, 2018 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$6,504,099.53		
Restricted	227,984.37		
IMRF	372,549.35		
FICA	169,412.09		
Total Operating	<u>\$7,274,045.34</u>		
Capital Improvement		<u>\$1,010,954.73</u>	
Debt Service			<u>\$96,422.76</u>
Checking – NBT	\$156,507.72	\$ 10,005.59	\$419.38
ProPay			
PayPal	1,750.46		
Money Market – GSB	224,718.56		
Checking/ Money Market – MB	6,825,035.08		
Investments		945,663.93	92,252.70
US Bancorp	634.64	492.33	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	<u>\$7,274,045.34</u>	<u>\$1,010,954.73</u>	<u>\$96,422.76</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	945,633.93	6/25/18	.25%
<u>Debt Service</u>			
NB&T – 16829	92,252.70	7/13/18	.25%

Approve Bills and Charges from June, 2018

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

Operating Funds	
Library Claims List	\$ 249,407.86
Librarian's Claims List	18,026.48
Payroll	281,145.58
FICA/IMRF	53,378.23
ACH to IPBC	48,687.55
Total Operating Funds	<u>\$ 650,645.70</u>
Capital Improvement Fund	
Debt Service Fund	
Grand Total Library	<u>\$ 650,645.70</u>

Additional Bills

Operating Fund – Library Account

24803	Discovery Benefits, Inc.	642.52
24804	First Bankcard	5,198.87

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

On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Ms. Amen reported that no bricks or chairs were sold in June.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that there was a committee meeting on July 11th. He talked about a sub-committee that was recently created to promote an understanding within the community as to the role of the Economic Development Committee. There is going to be an educational campaign to help residents understand what the Village does to encourage economic development. Mr. Glaubinger also discussed the construction at Maple School and how the school calendar will be adjusted to accommodate the construction. He also mentioned that Dr. Riggle will be retiring from district 225 at the end of the school year.

STAFF REPORTS

In addition to her written report, Ms. Hall noted that she will be on vacation July 23-28. She mentioned the Collaboratory grand opening on July 28th from 10:00am – 2:00pm and invited board members to attend. She also mentioned that Food for Fines will be starting on August 15th.

UNFINISHED BUSINESS

None

NEW BUSINESS

FY19 Projects Review

Ms. Hall reviewed the key projects that are coming up in the next year. She referred to the memo highlighting the projects that is included in the Board Packet. Board members discussed the projects in further detail.

Board Training Discussion

Ms. Hall noted that as part of the Strategic Plan, one of the goals is to develop a plan for ongoing board training with board members. She ask board members how they would like to receive information and what kinds of training they would like to receive. Board members discussed that they would like to continue hearing from staff members at each meeting. They would also like to hear from library staff at other libraries to hear about trends and programs. Ms. Hall mentioned that the library budget included funds for board members to attend library conferences, including the American Library Association and Illinois Library Association conferences.

ADJOURNMENT

There being no further business to discuss, Mr. Lonoff moved to adjourn this meeting. Ms. Young seconded the motion. The meeting was adjourned at 8:27 p.m.

Mr. Carlos Früm, President

Ms. Robyn Franklin, Recorder