

MINUTES OF THE REGULAR MEETING
 OF THE BOARD OF LIBRARY TRUSTEES
 OF THE VILLAGE OF NORTHBROOK
 Northbrook Public Library
 Northbrook Civic Foundation Room
 August 16, 2018

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:37 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

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

Staff Present: Ms. Kate Hall, Mr. Brodie Austin, Ms. Caitlyn Hannon, Ms. Robyn Franklin

Others Present: None

APPROVAL OF THE FOLLOWING AGENDA

Mr. Lonoff moved to approve the agenda. 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 July 19, 2018 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye."

PUBLIC COMMENTS

Ms. Caitlyn Hannon, Fiction & Media Programming Coordinator, discussed the bicentennial programming that is being planned at the library. Ms. Hannon noted that the Illinois bicentennial has been celebrated all year. A bicentennial committee has been formed at the library to create programming later this year. The programs will include a program about the underground railroad in Illinois, native American tribes of Illinois and a program called "Illinois 200". In addition, there will be bicentennial themed book discussions.

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 July, 2018 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$8,199,749.88		
Restricted	222,610.52		
IMRF	480,646.67		
FICA	226,602.87		
Total Operating	<u>\$9,129,609.94</u>		
Capital Improvement		<u>\$1,011,149.92</u>	
Debt Service			<u>\$96,441.72</u>
Checking – NBT	\$795,972.87	\$ 10,005.59	\$419.38
ProPay			

PayPal	1,750.46		
Money Market – GSB	224,746.27		
Checking/ Money Market – MB	8,041,105.84		
Investments		945,858.24	92,271.66
US Bancorp	635.62	493.21	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	<u>\$9,129,609.94</u>	<u>\$1,011,149.92</u>	<u>\$96,441.72</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	945,858.24	6/25/18	.25%
<u>Debt Service</u>			
NB&T – 16829	92,271.66	7/13/18	.25%

Approve Bills and Charges from July, 2018

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

Operating Funds	
Library Claims List	\$ 119,748.60
Librarian's Claims List	16,158.03
Payroll	288,873.07
FICA/IMRF	51,270.05
ACH to IPBC	54,428.84
Total Operating Funds	<u>\$ 530,478.59</u>
Capital Improvement Fund	
Debt Service Fund	
Grand Total Library	<u><u>\$ 530,478.59</u></u>

Additional Bills

Operating Fund – Library Account

24833	First Bankcard	2,660.63
24834	Illinois Library Association	3,095.00

Ms. Bergstein made a motion to approve the July Bills and Charges. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

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

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that there was no meeting this month.

STAFF REPORTS

In addition to her written report, Ms. Hall noted that she will be out of the office the week of August 20-24. She also thanked those board members that attended the Collaboratory grand opening on July 28th.

UNFINISHED BUSINESS

None

NEW BUSINESS

Board Training

Ms. Hall discussed the board training plan outlined in her memo that was included in the board packet. The plan will include monthly staff presentations, quarterly guest speakers and annual tours of the library. After a discussion, Mr. Lonoff made a motion to approve the board training plan as presented. Ms. Xu seconded the motion. On a voice vote, all trustees voted "aye".

Friends of the Library Update

Mr. Austin discussed the relationship between library administration and the Friends of the Library board. He noted that he attends all Friends board meetings and acts as a facilitator for all staff requests for programming sponsorship from the Friends. Mr. Austin discussed that some of the Friends board members have requested being able to speak at the beginning of Friends sponsored programs and invite attendees to contribute to the Friends in order to support the program that is being presented, as well as other programs. Library board members discussed options for the Friends to present their mission to library patrons.

Receipts & Expenditures January – July 2018 per 50 ILCS 305/1

Mr. Lonoff made a motion to approve receipts & expenditures January – July 2018 per 50 ILCS 305/1. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

ADJOURNMENT

There being no further business to discuss, Ms. Bergstein moved to adjourn this meeting. Mr. Lonoff seconded the motion. The meeting was adjourned at 8:43 p.m.

Mr. Jay Glaubinger, Vice-President

Ms. Robyn Franklin, Recorder