

MINUTES OF THE REGULAR MEETING
 OF THE BOARD OF LIBRARY TRUSTEES
 OF THE VILLAGE OF NORTHBROOK
 Northbrook Public Library
 Northbrook Civic Foundation Room
 September 20, 2018

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:31 p.m. by Mr. Carlos Früm.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Anna Amen.

Trustees Present: Ms. Sharon Bergstein, Mr. Jay Glaubinger, Mr. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Jami Xu, Ms. Abby Young

Trustees Absent:

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

Others Present: None

APPROVAL OF THE FOLLOWING AGENDA

Mr. Lonoff moved to approve the agenda. 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 August 16, 2018 be approved. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye."

PUBLIC COMMENTS

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 August, 2018 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$9,038,464.56		
Restricted	277,048.73		
IMRF	534,106.96		
FICA	251,950.98		
Total Operating	<u>\$10,101,571.23</u>		
Capital Improvement		<u>\$1,011,351.65</u>	
Debt Service			<u>\$96,461.31</u>
Checking – NBT	\$651,366.00	\$ 10,005.59	\$419.38
ProPay			
PayPal	1,750.46		

Money Market – GSB	224,774.90		
Checking/ Money Market – MB	9,157,644.40		
Investments		946,059.08	92,291.25
US Bancorp	636.59	494.10	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	\$10,101,571.23	\$1,011,351.65	\$96,461.31

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	946,059.08	6/25/19	.25%
<u>Debt Service</u>			
NB&T – 16829	92,291.25	7/13/19	.25%

Approve Bills and Charges from August, 2018

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

Operating Funds		
Library Claims List		\$ 140,238.26
Librarian's Claims List		17,538.78
Payroll		301,262.70
FICA/IMRF		54,758.97
ACH to IPBC		54,435.86
Total Operating Funds		\$ 568,234.57
Capital Improvement Fund		
Debt Service Fund		
Grand Total Library		\$ 568,234.57

Additional Bills

Operating Fund – Library Account

24868	First Bankcard	2,244.99
24869	Olga Rudiak	600.00
24870	Vernon Library Supplies, Inc	1,956.02
24871	Village of Northbrook, Water Dept	2,946.68

Ms. Imrem made a motion to approve the August Bills and Charges. Mr. Glaubinger 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

FOUNDATION

Ms. Amen reported that one brick was sold in August.

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

- Robyn Franklin accepted a full time position at School District 27 - her last day was September 14th – we are currently conducting interviews and hope to have a new administrative assistant by mid October.
- A Staff Photo Directory is in your blue folder.
- Jane Huh will be contacting each of you to write of a bio of each of Board Member for the website.
- We will be working on scheduling a meeting with the Friends of the Library Board in November.
- She will be attending the ILA Conference in Peoria from October 8 – October 11.

UNFINISHED BUSINESS

None

NEW BUSINESS

RFP Responses for Paving Project

Ms. Amen provided background on the bid process for the Paving Project and reported that only one bid was received. After discussion with the attorney, he advised that if the bid appeared reasonable it could be accepted by the Board. Kloefer Construction, the consultant assisting the Library with the project, reviewed the bid and references and recommended that the bid be accepted. After discussion, Mr. Lonoff made a motion to accept the bid. No one seconded the motion. Mr. Glaubinger then made a motion to reject the bid and rebid the project in 2019. Ms. Imrem seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: Mr. Lonoff

“Abstain”: Ms. Xu

Draft FY20 Tax Levy

Ms. Amen presented a draft of the FY20 Tax Levy. Board members requested that next month Ms. Amen present the expense breakdown at 3%.

Safety & Security Training Update

Mr. Austin presented the Safety and Security Training Plan that was developed to coincide with the strategic plan and in response to staff requests. Training will include information and drills that will be led by staff and by third party vendors for Code Adam, Active Shooter and emergency evacuations. The emergency procedures manual will also be updated during this process. To properly offer this training he has asked to Board to approve three late starts during the fiscal year. Board members asked that staff ensure that publicity goes out to the community on the trainings we will be doing.

2019 Closing Schedule

Ms. Hall presented the 2019 Closing Schedule that includes Holidays, Staff Development Day and Late Openings for Safety and Security Training. Ms. Bergstein made a motion to approve the Closing Schedule for 2019 as presented. Ms. Young seconded the motion. On a voice vote, all Trustees voted “aye.”

FY18 Audit

Ms. Hall presented the memo and audit report from Seldon Fox. She explained that Ed Tracy will be attending the October Board Meeting to answer any questions and asked that the Board accept the audit report included in the packet. Ms. Imrem made a motion to accept the FY18 Audit Report as presented. 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

Outside Library Visit

Ms. Hall discussed visiting a local area library as part of the Board Training Plan that was approved last month. It was determined that in November the Board will visit the Skokie Public Library. Ms. Hall will coordinate a date and time that will work for everyone the week of November 5th.

ADJOURNMENT

There being no further business to discuss, Ms. Young moved to adjourn this meeting. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:30 p.m.

Mr. Carlos Früm, President

Ms. Anna Amen, Recorder