

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
April 16, 2015**

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:34 p.m. by Mr. Lonoff.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Anna Amen.

Trustees Present: Ms. Sharon Bergstein, Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

Trustees Absent:

Staff Present: Ms. Kate Hall, Mr. Andy Kim, Ms. Anna Amen

Guests Present: Mr. Irv Leavitt, Chicago Tribune

APPROVAL OF THE FOLLOWING AGENDA

Ms. Imrem moved that the agenda be approved as presented. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted “aye.”

APPROVAL OF MARCH 12, 2015 MINUTES

Mr. Früm moved that the minutes of the Regular Meeting of March 12, 2015 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye”, Ms. Bergstein and Ms. Mayer abstained.

PUBLIC COMMENTS

None

MONTHLY TREASURER’S REPORT

Review Monthly Financial Statements as Prepared by Accounting Staff

Ms. Imrem drew attention to the financial report as exhibited in the Board packet.

The financial status of the library funds as of March 31, 2015 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$7,712,678.88		
Restricted	281,348.55		
IMRF	138,266.17		
FICA	208,021.80		
Total General Fund	<u>\$8,340,315.40</u>		
Total Capital Improvement		<u>\$2,349,623.77</u>	
Total Debt Service			<u>\$129,656.59</u>
Checking – NBT	\$1,912,980.23	\$20,203.22	\$3.15
ProPay	4,307.07		
Money Market – GSB	223,625.10		
Checking/ Money Market – MB		1,397,699.16	
Investments		800,696.12	119,593.97
Illinois Funds	6,047,886.89	482.75	
IMET	150,721.11	130,542.52	10,056.23
Petty Cash	795.00		
Total	<u>\$8,340,315.40</u>	<u>\$2,349,623.77</u>	<u>\$129,656.59</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T - 16808	800,696.12	6/24/15	.25%
<u>Debt Service</u>			
NB&T – 16829	119,593.97	7/13/15	.20%

Bills and Charges

Ms. Imrem drew attention to the following Bills and Charges for March, 2015 and the additional bills listed below:

Operating Funds	
Library Claims List	\$ 192,774.20
Librarian's Claims List	11,898.33
Payroll	133,329.43
Fica/IMRF	52,780.57
ACH to IPBC	49,139.08
Transfer to Debt Service	114,453.24
Total Operating Funds	<u>\$ 554,374.85</u>
Capital Improvement Fund	
Claims List	
Construction Fund	
Claims List	<u>\$ 661,216.55</u>
Debt Service	
Grand Total Library	<u>\$ 1,215,591.40</u>

Additional Bills

Operating Fund – Library Account	
22162 AND Staffing	1,740.76
22163 Baker & Taylor	4,605.31
Construction Fund	
1050 Dewberry	3,552.60
1051 Grainger	309.60
1052 Pepper Construction	518,565.00

Ms. Imrem made a motion to approve the March Bills and Charges and additional bills as listed. Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Ms. Neirick, Mr. Lonoff
 “Nay”: None

FOUNDATION

Ms. Amen presented the financial statements and stated that the invoice for the auditorium chairs has been received and will be paid in April Preparations for the sale of auditorium chairs has begun and the campaign will be called “Make your Mark – Name your Seat”. The public sale will begin at the grand opening in June.

ECONOMIC DEVELOPMENT COMMITTEE REPORT(EDC)
INDUSTRIAL AND COMMERCIAL DEVELOPMENT COMMISSION (ICDC)

Mr. Glaubinger reported that am EDC meeting was held on April 8, 2015 and he passed around The Northbrook Business Newsletter. He mentioned that the Village of Northbrook website will be updated to show developments and their progress. The meeting consisted of a presentation was given regarding current development activity in the Village, discussion of the purpose of the EDC and updates from the taxing districts. The next meeting will be July 8, 2015.

SPECIAL EVENTS COMMITTEE REPORT

Nothing to report.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

STAFF REPORTS

In addition to her written report Ms. Hall made the following comments

- Grand opening of the new space will be June 13th from 10 to 4 and June 14th from 1 to 4 – Ms. Hall shared the schedule and programming ideas for the day. She asked for Trustees to help with the festivities.
- The Light it Up Blue Campaign for World Autism Day was a success and positive feedback was received from patrons.

UNFINISHED BUSINESS

Building Report

Ms. Hall and Ms. Amen reported that the project is very close to being completed – we are waiting on signage and fabric wrapped panels. Staff Training on equipment has started for the Civic and Pollak Rooms. Auditorium Training will begin in May.

Dewberry Contract Modification

Discussion is tabled.

NEW BUSINESS

Revisions to Employee Handbook

Ms. Hall presented the Employee Handbook. Requested changes are noted in red. The Board discussed the changes and asked that the attorney be consulted on firearm wording in the handbook. Mr. Glaubinger made a motion to accept the revisions to the Employee Handbook with the changes discussed to be effective May 1, 2015. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye.”

Meeting Room Policy

Ms. Hall presented and reviewed the Meeting Room Policy and stated that room set-ups need to be added to the policy prior to distribution. The Trustees discussed the policy and fees that will be charged – Food Fee, Cancellation Fee, Piano Fee, Extended Use Fee and Room Occupancy after Library Closes Fee. Overall, Trustees liked the policy as written and would like implement it with the following changes: no food will be allowed in the rooms, under what the rooms may not be used for, adding in Religious rallies that promote a specific religion and Partisan political meetings or rallies, and add a fee for crowd control and parking. Ms. Bergstein made a motion to accept the Meeting Room Policy with changes including diagrams of set-ups to be added when ready. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye.”

New Circulation Rules

Ms. Hall presented and reviewed Circulation Rules. The following rules were discussed: Loan Period, Holds, Renewable, Overdue Fines and Checkout Limits. After a lengthy discussion, it was decided: to leave the Checkout Limits as they currently stand; in May, allow Northbrook cardholders to place holds on movies; on November 1, 2015 allow holds to be placed on Northbrook movies by all system cardholders; and make the other changes presented. Mr. Früm made a motion to accept the new Circulation Rules with the changes as discussed to be effective in May. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

Resolution Authorizing Board President to Execute a Tolling Agreement with the Illinois Metropolitan Investment Fund

Ms. Hall presented a memorandum from Kathie Henn of Klein, Thorpe and Jenkins which discussed the advantages of entering into a Tolling Agreement with Illinois Metropolitan Investment Fund. Ms. Imrem made a motion to approve Resolution 2015-2 – A Resolution Authorizing the Board President to Execute a Tolling Agreement with the Illinois Metropolitan Investment Fund. Mr. Glaubinger seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

Transfer of General Funds to the Capital Improvement Fund and Debt Service Fund

Ms. Amen recommended that General Funds be transferred to the Capital Improvement Fund and Debt Service Fund equal to the fiscal year expenditures and budgeted transfer amount. Trustees agreed with the rationale and will approve the transfer at the May Board Meeting.

Executive Session

Mr. Glaubinger made a motion to close the general session and open executive session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

- “Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Ms. Neirick, Mr. Lonoff
- “Nay”: None

At 10:09 p.m. Mr. Glaubinger made a motion to close the executive session and re-open the general session Ms. Imrem seconded the motion. On roll call vote, Trustees voted:

- “Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Ms. Neirick, Mr. Lonoff
- “Nay”: None

Mr. Früm made a motion to award a \$20,000 bonus to Anna Amen for her work on the construction project. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

- “Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Ms. Neirick, Mr. Lonoff
- “Nay”: None

Ms. Amen thanked the Trustees for the bonus.

Review Determine Need/Agenda/Date for Additional Meeting(s)

No additional meetings are needed at this time.

ADJOURNMENT

There being no further business to discuss, Ms. Mayer moved to adjourn this meeting. Mr. Früm seconded the motion. The meeting was adjourned at 10:15 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder