

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
June 18, 2015**

**CALL REGULAR MEETING TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Mr. Früm.

**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. Daphna Neirick

**Trustees Absent:** Ms. Vera Mayer

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

**Guests Present:** Mr. Riley Simpson, Northbrook Tower

**APPROVAL OF THE FOLLOWING AGENDA**

Prior to the approval of the agenda, Mr. Früm thanked Mr. Lonoff for his guidance and leadership while he served as president during the construction project.

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

**APPROVAL OF MAY 21, 2015 MINUTES**

Ms. Bergstein moved that the minutes of the Regular Meeting of May 21, 2015 be approved. Mr. Lonoff 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 May 31, 2015 was as follows:

	<b>Operating</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
General Fund	\$6,863,854.58		
Restricted	323,204.61		
IMRF	86,054.82		
FICA	170,754.63		
Total General Fund	<u>\$7,443,868.64</u>		
Total Capital Improvement		<u>\$1,676,375.72</u>	
Total Debt Service			<u>\$9,518.09</u>
Checking – NBT	\$2,464,544.37	\$20,203.22	\$50.62
ProPay	6,305.36		
Money Market – GSB	223,678.86		
Checking/ Money Market – MB		790,183.94	
Investments		801,030.69	5,053.96
Illinois Funds	4,672,525.45	482.75	
IMET	76,019.60	64,475.12	4,413.51
Petty Cash	795.00		
Total	<u>\$7,443,868.64</u>	<u>\$1,676,375.72</u>	<u>\$9,518.09</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	801,030.69	6/24/15	.25%
<u>Debt Service</u>			
NB&T – 16829	5,053.96	7/13/15	.20%

**Approve Bills and Charges from May, 2015**

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

Operating Funds

Library Claims List	\$ 173,285.94
Librarian's Claims List	15,638.41
Payroll	144,679.17
Fica/IMRF	26,121.93
ACH to IPBC	49,139.08
Debt Service Transfer	43,000.00
<b>Total Operating Funds</b>	<b>\$ 451,864.53</b>

Capital Improvement Fund

Claims List	
<b>Construction Fund</b>	
Claims List	\$ 103,146.00

Debt Service

2012 A Interest Payment	\$ 1,386.98
2012 B Interest Payment	22,035.00
2013 B Interest Payment	135,525.00
<b>Total Debt Service Fund</b>	<b>\$ 158,946.98</b>
<b>Grand Total Library</b>	<b>\$ 713,957.51</b>

Additional Bills

Operating Fund – Library Account

22260 Amazon	2,385.47
22261 AND Staffing	1,404.21
22262 ATT	1,062.75
22263 Call One	1,403.04
22264 First Bank Card	3,229.60
22265 Innovation Experts	8,413.00
22266 Management Association	650.00
22267 Promos 911	893.00
22268 Reserve Account	5,000.00
22269 3M	2,789.57
22270 XEROX	1,036.07

Capital Improvement Fund

1605 Pepper Construction	9,384.00
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Construction Fund

1055 Pepper Construction	215,135.00
1056 Widmer	19,751.77

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

On roll call vote, Trustees voted:

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

## **FOUNDATION**

Ms. Hall reported that 8 auditorium chairs have been sold to date. She also mentioned that during the Grand Opening, patrons asked if the Board would discuss allowing the donor to select the seat for their name plate. Trustees discussed the advantages and disadvantages of allowing donors to select their seat. Ms. Hall stated that she will have staff inquire of other organization how they have handled the sale of auditorium chairs. Ms. Bergstein asked that this be put on the agenda for next month.

## **ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)**

### **INDUSTRIAL AND COMMERCIAL DEVELOPMENT COMMISSION (ICDC)**

Nothing to report.

## **SPECIAL EVENTS COMMITTEE REPORT**

Nothing to report.

## **REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)**

Ms. Hall reported while in Springfield last month, a majority of the discussion revolved around a zero percent growth budget and its impact on the Secretary of State. The Secretary of State will have a ten percent cut and the reduction will reduce the amount give as grants to Libraries. RAILS needs to submit 3 budgets: 1) zero percent increase; 2) ten percent reduction; 3) twenty percent reduction. RAILS is doing very well due to the sale of assets and has a fund balance equal to 29 months. Due to this reserve, RAILS does not foresee a reduction in service levels. The primary goals of RAILS is 1) Delivery; 2) Talking Book & Braille; 3) Resource Sharing. She also mentioned that RAILS won the American Library Association Dana Cotter Award for the Illinois Author Project.

## **STAFF REPORTS**

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

- Reader Services and Youth Services are in the midst of their Summer Reading Programs.
  - Youth Service has 1,100 participants
  - Reader Services has 300 participants
- This week the Library and Go Green Northbrook hosted their first program – Earth Friendly Yards. Fifty five people attended the program. Both parties are very excited about the community response to this program type.
- 4,000 people attended the Grand Opening this past weekend and many positive comments were received.
- The Library is the recipient of the Illinois Library Association Demco Innovation Award – Emily Glimco completed the application for our participation in Lite it Up Blue for Autism. The Library will receive a \$1,000 cash prize.
- Movies will begin on July 1<sup>st</sup>.

The Trustees asked about TEDx. Ms. Hall explained that the library completed an application to show TED talks and hold discussions. This will allow the Library to be considered as a facility to host our own TEDx talks in the future. The Library is the only place in the northern part of the state that is a TEDx facility.

## **UNFINISHED BUSINESS**

### **Building Construction Update**

Ms. Hall reported we met with Pepper and have received numerous boxes of documentation that contain the close out documents related to the project. We also reviewed the punch list and only a few items remain to be completed.

### **Dewberry Contract Modification**

Ms. Hall reported that the Library has not received any information from Dewberry regarding the modification.

## **NEW BUSINESS**

### **Adopt Prevailing Wage Ordinance (820 ILCS 130)**

Mr. Lonoff moved to approve the 2015 Prevailing Wage Resolution. Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

**Transfer of Funds to Debt Service and Capital Improvement Fund**

Ms. Amen presented the information regarding the minimum transfer amounts as presented in the packet. The Board discussed the rationale and the amounts. The Board asked that an additional \$75,000 be transferred from the Operating Fund to the Capital Improvement Fund for exterior painting. Ms. Bergstein made a motion to transfer \$310,799.93 from the Operating Fund to the Capital Improvement Fund and to transfer \$17,102.61 from Operating Fund to Debt Service. Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

**Review 4<sup>th</sup> of July Plans.**

Ms. Hall reported that Emily Glimco, the Library Marketing Associate, will be responsible for organizing the 4<sup>th</sup> of July festivities. We intend to decorate the Trailblazer and hand out drawstring bags. She asked Trustees to let her know if they will be participating in the parade on behalf of the Library. Mr. Früm suggested that since Rotary International is the Grand Marshall of the parade that the Rotary colors of blue and yellow be used in our decorations.

**Adopt Bank Resolutions for New Board Signers**

Ms. Hall explained that new resolutions and signature cards need to signed due to the change in officers on the Board. Mr. Glaubinger motioned that the resolutions be adopted and signature cards signed. Ms. Neirick seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

**Discuss Bert Pollak Historical Documentation Display**

Mr. Lonoff explained how he came into possession of plaques relating to Bert Pollak and that led him to think about how it would be nice to have exhibits related to the History of Northbrook in the Library. He suggested dedicating some space to the Northbrook Historical Society to honor Northbrook’s History. Ms. Hall stated that Judy Hughes is in favor of this idea but would like some time to sort through the details and would like to discuss this in the Fall with the Board.

**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. Bergstein moved to adjourn this meeting. Ms. Imrem seconded the motion. The meeting was adjourned at 8:20 p.m.

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Carlos Früm, President

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Anna M. Amen, Recorder