

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK**

**Northbrook Public Library  
Northbrook Civic Foundation Room  
September 17, 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. Vera Mayer

**Trustees Absent:** Ms. Daphna Neirick

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

**Guests Present:** None

**APPROVAL OF THE FOLLOWING AGENDA**

Ms. Imrem moved that the agenda be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye."

**APPROVAL OF AUGUST 20, 2015 MINUTES**

Mr. Lonoff moved that the minutes of the Regular Meeting of August 20, 2015 be approved. Ms. Bergstein 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 31, 2015 was as follows:

	<b>Operating</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
General Fund	\$7,774,707.18		
Restricted	322,214.82		
IMRF	194,337.01		
FICA	224,820.32		
Total General Fund	<u>\$8,516,079.33</u>		
Total Capital Improvement		<u>\$1,486,703.59</u>	
Total Debt Service			<u>\$511,765.31</u>
Checking – NBT	\$2,439,212.99	\$18,451.17	\$310.17
ProPay	8,830.12		
Money Market – GSB	223,765.74		
Checking/ Money Market – MB		301,650.04	
Investments		1,101,644.47	507,041.63
Illinois Funds	5,767,455.88	482.79	
IMET	76,019.60	64,475.12	4,413.51
Petty Cash	795.00		
Total	<u>\$8,516,079.33</u>	<u>\$1,486,703.59</u>	<u>\$511,765.31</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<b><u>Capital Improvements</u></b>			
NB&T – 16808	1,101,644.47	6/24/16	.25%
<b><u>Debt Service</u></b>			
NB&T – 16829	507,041.63	7/13/16	.20%

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

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

<b>Operating Funds</b>	
Library Claims List	\$ 101,643.02
Librarian's Claims List	15,204.26
Payroll	263,795.21
FICA/IMRF	49,006.63
ACH to IPBC	49,833.60
Transfer to DS	485,156.94
<b>Total Operating Funds</b>	<b>\$ 964,639.66</b>
<b>Capital Improvement Fund</b>	
Claims List	\$ 3,167.98
<b>Construction Fund</b>	
Claims List	\$ 247,785.65
<b>Debt Service Fund</b>	
<b>Grand Total Library</b>	<b>\$ 1,215,593.29</b>

**Additional Bills**

**Operating Fund – Library Account**

22361	AND Staffing	2,228.18
22362	AT&T	1,062.75
22363	Criterion Pictures	930.00
22364	Tiffenay H. Dunbar	1,000.00
22365	Duo Consulting	750.00
22366	Eco Clean Maintenance, Inc.	3,927.00
22367	Good L. Corporation	1,599.93
22368	Kingsley Companies	6,499.78
22369	McClure, Inserra & Co. Chtd.	5,400.00
22370	Midwest Tape	6,000.00
22371	Old Town School of Folk Music	1,250.00
22372	Eunika Rogers	2,000.00
22373	Widmer, Inc.	1,382.29

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

On roll call vote, Trustees voted:

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

“Nay”: None

**Presentation of Final Audit**

Ms. Amen presented the final audit and said no changes had made since Mr. Inserra’s visit lasts month. Ms. Amen noted that the audit went well and that Mr. Inserra spent additional time reviewing the construction fund. To be in compliance

with the Public Funds Statement Act, Ms. Amen will publish a legal notice. Ms. Amen noted that the Annual Treasurer's Report is complete and will be on file in the Business Office.

### **FOUNDATION**

Ms. Amen reported that to date the Foundation has sold 28 chairs (13%).

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

There was no meeting.

### **SPECIAL EVENTS COMMITTEE REPORT**

Ms. Mayer reported that Staff Appreciation week will be November 16<sup>th</sup> through November 22<sup>nd</sup>. The committee is also looking at various alternatives to the annual staff event.

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

Ms. Hall reported that there will be a RAILS board meeting on September 23<sup>rd</sup>. We are still waiting on a budget update from the state. Ms. Hall reported that Delivery Outsourcing is launching on October 25<sup>th</sup> at the Wheeling delivery hub. Continental Transportation Solutions (CTS) is a company who focusses on delivery and has done the outsourcing for the Burr Ridge facility for the past year and a half. This means that our staff will no longer have to sort bins and that delivery will potentially be faster than we have seen.

### **STAFF REPORTS**

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

- Food for Fines has already collected over 200 items. It will continue through the end of the month
- ILA Conference will be October 22 through October 24<sup>th</sup> - she asked if anybody would like to attend
  - Ms. Hall and Mr. Kim will be attending to accept the Demco Innovation Award
- Attended her first session of Leadership Northbrook on September 11<sup>th</sup>. She found it very interesting and informative. She is looking forward to the rest of the sessions.
- She asked the board how they would like to receive the board packet
  - Hard copy delivered – Mr. Früm, Ms. Imrem, Mr. Lonoff
  - Web – all
- Ms. Amen commented that the Library Journal Architectural Questionnaire on the new renovation was completed for inclusion in the November, 2015 edition

### **UNFINISHED BUSINESS**

#### **Building Construction Update**

Ms. Hall reported that there are issues with the HVAC system. We have discussed with Pepper our disappointment regarding the service level we have received from MG Mechanical to resolve these issues. Pepper will convey our dissatisfaction with their follow through on these issues and will let them know that the job will not be closed out until a resolution has been made to our satisfaction.

#### **Dewberry Contract Modification**

Ms. Hall presented a timeline, financial information and documents from Dewberry. The issue at hand is an agreement on the contract date. Based upon our conversations with Dewberry they maintain that the library owes them for work performed in 2015. The board has requested that Ms. Hall contact the attorney to send a letter to Dewberry requesting a written explanation of the amount due and the basis for the amount owed. The library board does not feel they can take action to resolve this issue until this document has been received and reviewed.

### **NEW BUSINESS**

#### **2016 Holiday Schedule**

Ms. Hall asked the board to approve the 2016 holiday schedule as presented. She noted that it is the same as previous years. Mr. Früm made a motion to approve the 2016 holiday schedule. Mr. Glaubinger seconded the motion. On a voice vote all trustees voted "aye".

### **Draft FY17 Tax Levy**

Ms. Hall presented the first draft of the FY17 tax levy. A discussion followed and information was requested for further analysis. The board scheduled a special meeting for October 1<sup>st</sup> at 7:30pm to discuss the tax levy and the additional information requested.

### **FOIA Policy Revision**

Ms. Hall presented the revised FOIA policy. The most significant change is the addition of Mr. Kim as the secondary FOIA officer. Mr. Lonoff made a motion to approve the FOIA policy. Ms. Mayer seconded the motion. On a voice vote all trustees voted "aye".

### **Technology Staffing Discussion**

Ms. Hall stated that Thom Morris is retiring at the end of November. With his retirement comes an opportunity to evaluate how we are meeting the technology needs of the library. The board discussed the different options and directed the Executive Director to evaluate and determine what is in the best interests of the Library and either hire staff or hire a firm to handle the IT needs of the Library. Ms. Hall will work with staff and make a decision based upon the technology needs of the library, the cost, and the overall benefits to the community.

### **Executive Director Review - Executive Session**

Mr. Früm 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. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Mayer, Mr. Früm

"Nay": None

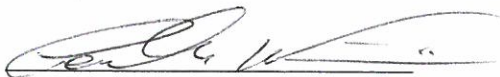
At 10:00 p.m. Ms. Imrem made a motion to close the executive session and re-open the general session. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Mayer, Mr. Früm

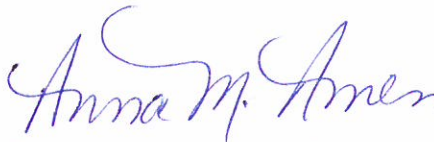
"Nay": None

### **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 10:02 p.m.



Carlos Früm, President



Anna M. Amen, Recorder