

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
January 21, 2016**

**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. Robyn Franklin.

**Trustees Present:** Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

**Trustees Absent:** Ms. Sharon Bergstein, Mr. Jay Glaubinger, Ms. Miriam Imrem

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

**Guests Present:** None

**APPROVAL OF THE FOLLOWING AGENDA**

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

**APPROVAL OF NOVEMBER 19, 2015 GENERAL SESSION MINUTES**

Ms. Mayer moved that the minutes of the Regular Meeting of November 19, 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. Amen drew attention to the financial report as exhibited in the Board packet.

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

	<b>Operating</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
General Fund	\$6,036,166.14		
Restricted	313,923.33		
IMRF	80,877.80		
FICA	169,727.58		
Total General Fund	<u>\$6,600,694.85</u>		
Total Capital Improvement		<u>\$1,199,485.00</u>	
Total Debt Service			<u>\$9,833.38</u>
Checking – NBT	\$2,683,400.97	\$8,804.17	\$66.94
ProPay	13,491.06		
Money Market – GSB	223,877.95		
Checking/ Money Market – MB		23,157.54	
Investments		1,102,565.31	5,352.93
Illinois Funds	3,603,110.27	482.86	
IMET	76,019.60	64,475.12	4,413.51
Petty Cash	795.00		
Total	<u>\$6,600,694.85</u>	<u>\$1,199,485.00</u>	<u>\$9,833.38</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,102,565.31	6/24/16	.25%
<u>Debt Service</u>			
NB&T – 16829	5,352.93	7/13/16	.20%

### Approve Bills and Charges from December, 2015

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

Operating Funds		
Library Claims List	\$	100,182.86
Librarian's Claims List		14,788.14
Payroll		279,125.04
FICA/IMRF		48,856.49
ACH to IPBC		49,833.60
Total Operating Funds	\$	492,786.13
Capital Improvement Fund		
Claims List		
Construction Fund		
Claims List	\$	142,767.96
Debt Service Fund		
Grand Total Library	\$	635,554.09

### Additional Bills

#### Operating Fund – Library Account

22506	Alice Ahne	1,907.50
22507	Anna Amen	753.98
22508	AT&T	1,063.31
22509	Center Point Energy Services, Inc.	5,472.01
22510	VOID	
22511	Dornfeld Piano Tuning	900.00
22512	F.E. Moran Mechanical Services	6,870.00
22513	Faronics Technologies USA Inc.	962.50
22514	First Bankcard	3,596.25
22515	Klein, Thorpe, Jenkins Ltd.	1,020.00
22516	Snow Systems, Inc.	1,640.00
22517	StackMap LLC	2,755.00
22518	Sterling Services, Inc.	2,736.90
22519	Swank Motion Pictures Inc.	1,709.00
22520	Three M Business Products	6,846.45
22521	Vis-O-Graphics, Inc.	3,149.58
22522	Xerox Corporation	1,184.75

#### Construction Fund

1067	Image Specialties of Glenview, Inc.	883.00
1068	Klein, Thorpe, Jenkins Ltd.	280.00

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

	<b>Operating</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
General Fund	\$6,355,005.60		
Restricted	315,715.98		
IMRF	108,044.21		
FICA	188,787.35		
Total General Fund	<u>\$6,967,553.14</u>		
Total Capital Improvement		<u>\$1,342,005.68</u>	
Total Debt Service			<u>\$9,798.05</u>
Checking – NBT	\$2,531,793.60	\$8,804.17	\$66.94
ProPay	12,112.00		
Money Market – GSB	223,850.35		
Checking/ Money Market – MB		165,903.78	
Certificates of Deposit (see detail below)		1,102,338.80	5,317.60
Illinois Funds	4,122,982.59	483.81	
IMET	76,019.60	64,475.12	4,413.51
Petty Cash	795.00		
Total	<u>\$6,967,553.14</u>	<u>\$1,342,005.68</u>	<u>\$9,798.05</u>

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>Capital Improvements</u></b>			
NB&T – 16808	\$1,102,338.80	6/24/16	.25%
<b><u>Debt Service</u></b>			
NB&T – 16829	\$5,317.60	7/13/16	.20%

### Approve Bills and Charges from November, 2015

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

Operating Funds	
Library Claims List	\$ 181,611.33
Librarian's Claims List	20,891.34
Payroll	135,679.50
FICA/IMRF	23,003.16
ACH to IPBC	49,833.60
Total Operating Funds	<u>\$ 346,950.75</u>
Capital Improvement Fund	
Claims List	
Construction Fund	
Claims List	<u>\$ 134,112.00</u>
Debt Service Fund	
2012 A Debt Payment	\$ 16,633.98
2012 B Debt Payment	697,035.00
2013 B Debt Payment	135,525.00
Total Debt Service Fund	<u>\$ 849,193.98</u>
Grand Total Library	<u>\$ 1,741,275.66</u>

Ms. Mayer made a motion to approve the November and December Bills and Charges and additional bills. Ms. Neirick seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

## **FOUNDATION**

Ms. Amen reported that one brick and four chairs have been sold this month.

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

Mr. Glaubinger and Ms. Hall attended the annual joint ICDC and EDC meeting that took place last week. Ms. Hall reported that three class 6B requests were discussed. Ms. Hall reported that there was still no decision on the Anets Woods property or the Lifetime Fitness request. It was noted that there have been an increase in class 6B requests which is providing significant additional revenue for the Village over time.

## **SPECIAL EVENTS COMMITTEE REPORT**

Ms. Mayer reported that the staff holiday party will be held at 7:00pm on Friday, February 26<sup>th</sup> and that the invitations have been sent.

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

Ms. Hall reported on items that will be discussed at the RAILS board meeting on January 22<sup>nd</sup>. She stated that the definition of an LLSAP (which is the consortia that provides catalogs for library groups funded through the system) is being recommended for change. If approved, RAILS will work on criteria for independent consortia to apply to become an LLSAP. This would mean that grants would be available to stand-alone libraries wishing to join the LLSAP. Since we are part of CCS, it would be beneficial to our patrons if stand-alone libraries in our area (such as Deerfield and Indian Trails) were able to receive funding to become part of the consortia.

Ms. Hall also brought to the board’s attention a letter from the Illinois State Library asking RAILS to cut funding from the FY2016 grant due to the uncertainty in the state. They are asking RAILS to implement a 10% cut in services which includes suspending the Braille and Illinois Talking Books service. Ms. Hall believes that RAILS board members will disagree with this recommendation and decide to fund the services themselves due to a strong financial position with 26 months of funds in reserve. The state has also asked RAILS to preserve the following core services as we revise our grant application: Delivery, LLSAPs, Resource-Sharing training, Membership and certification support and Administration.

## **STAFF REPORTS**

In addition to her written report, Ms. Hall wanted to thank the board for the staff treats in December. She also discussed the bequest from Mr. Howard Peltz, which she will put on the agenda to discuss when the funds have been received. Ms. Hall also mentioned that the Indian Trails Public Library will be beginning a renovation project and will be closing for two weeks while they move into their temporary location. Ms. Hall has been working with their Library Director, Brian Shepard, to convey to their patrons that we would be happy to welcome them to our library during the construction. Ms. Hall also asked the Trustees if they would like to attend the ILA Legislative Meet Up on February 15<sup>th</sup>. Mr. Früm will attend with Ms. Hall

## **UNFINISHED BUSINESS**

### **Building Construction Update**

Ms. Hall reported that we are continuing to work with Pepper to wrap up the remaining items with MG Mechanical and that Pepper is following up with MG on a daily basis.

### **Board By-Laws Revision**

Ms. Hall presented the Board By-Laws that were agreed upon at the November Board Meeting. Mr. Lonoff made a motion to approve the Board By-Laws as presented.. Ms. Mayer seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

### **Selection of Auditor**

Ms. Amen presented the three bids that were received for audit services. After reviewing the options Mr. Lonoff made a motion to approve the selection of Selden Fox Ltd. Ms. Neirick seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

### **NEW BUSINESS**

#### **Staff Development Day 2016 Closing Request**

On behalf of the Staff Development Day Committee, Ms. Hall requested that the Library be closed on Friday, May 6<sup>th</sup> for Staff Development Day. Mr. Lonoff made a motion to close the library on Friday, May 6, 2016 for Staff Development Day. Ms. Mayer seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

#### **Strategic Planning Process Discussion**

Ms. Hall referred to a memo in the packet regarding the need to create a strategic plan. There was some discussion of using an outside consultant to administer a community assessment survey and hiring a strategic planning consultant. Ms. Hall’s memo listed several options. It was agreed that she will contact consultants to get more information and proposals.

#### **3D Printing Policy**

Since the library does not currently have a 3D printing policy Ms. Hall presented one to the board. Board members felt that some areas had repetition in wording and needed to be condensed. With those changes, Ms. Neirick made a motion to approve the 3D printing policy. Ms. Mayer seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

#### **March Board Meeting Date Change Request**

The March board meeting no longer needs to be changed. The meeting will remain March 17, 2016.

#### **Class 6B Request Review**

Ms. Hall mentioned that the 6B request was discussed at the joint ICDC and EDC meeting and the recommendation was to approve the request. A motion was made by Mr. Lonoff that the Library recommend that the Village Board approves the 6B request. Ms. Mayer seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

### **ADJOURNMENT**

There being no further business to discuss, Mr. Lonoff moved to adjourn this meeting. Ms. Mayer seconded the motion. The meeting was adjourned at 8:16 p.m.

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Carlos Früm, President

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Robyn Franklin, Recorder