

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
February 18, 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: 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, Ms. Cathleen Doyle

Guests Present: None

APPROVAL OF THE FOLLOWING AGENDA

Ms. Hall requested that Ms. Doyle's presentation regarding library downloadables be moved to after "Public Comments". Mr. Glaubinger moved that the agenda be approved as amended. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye."

APPROVAL OF JANUARY 21, 2016 GENERAL SESSION MINUTES

Mr. Glaubinger stated that he was present at the EDC committee meeting and the minutes should be adjusted to reflect his attendance. Ms. Mayer moved that the minutes of the Regular Meeting of January 21, 2016 be approved as amended. Mr. Lonoff seconded the motion. On a voice vote all trustees voted "aye".

PUBLIC COMMENTS

None

STAFF REPORTS

Ms. Hall introduced Ms. Cathleen Doyle, Digital Services Manager. Ms. Doyle gave a presentation that showcased the list of options for downloadables at the library. This includes ebooks, audiobooks, movies, television, music and magazines. Ms. Doyle also mentioned that patrons could receive assistance with their downloads by making an appointment with a Digital Services Assistant, visiting the library during Tech Tuesdays or, if staff is available, as a walk-in. The board requested additional information regarding usage and cost of downloadables, as well as databases, which Ms. Hall said would be provided at an upcoming meeting.

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 January, 2016 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$5,549,856.41		
Restricted	283,078.42		
IMRF	52,931.61		
FICA	150,493.60		
Total General Fund	<u>\$6,036,360.04</u>		
Total Capital Improvement		<u>\$1,198,564.17</u>	

Total Debt Service			<u>\$9,834.29</u>
Checking – NBT	\$2,385,686.78	\$8,804.17	\$66.94
ProPay	14,567.22		
Money Market – GSB	223,906.45		
Checking/ Money Market – MB		22,002.52	
Investments		1,102,799.42	5,353.84
Illinois Funds	3,335,384.99	482.94	
IMET	76,019.60	64,475.12	4,413.51
Petty Cash	795.00		
Total	<u>\$6,036,360.04</u>	<u>\$1,198,564.17</u>	<u>\$9,834.29</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,102,799.42	6/24/16	.25%
<u>Debt Service</u>			
NB&T – 16829	5,353.84	7/13/16	.20%

Approve Bills and Charges from January, 2016

Ms. Imrem drew attention to the following Bills and Charges for January, 2016 and the additional bills listed below:

Operating Funds		
Library Claims List	\$	251,016.84
Librarian's Claims List		17,356.66
Payroll		246,888.62
FICA/IMRF		49,727.98
ACH to IPBC		49,833.60
Total Operating Funds	\$	<u>614,823.70</u>
Capital Improvement Fund		
Claims List		
Construction Fund		
Claims List	\$	<u>1,163.00</u>
Debt Service Fund		
Grand Total Library	\$	<u>615,986.70</u>

Additional Bills

Operating Fund – Library Account

22554 AT&T	1,063.31
22555 Best Quality Cleaning	4,680.00
22556 CenterPoint Energy Services, Inc.	5,956.69
22557 Criterion Pictures	1,685.00
22558 F.E. Moran Mechanical Services	5,880.50
22559 First Bankcard	3,307.07
22560 Neuco Inc.	2,523.23
22561 Olga Rudiak	600.00
22562 ShapeTools, LLC	3,018.00
22563 Three M Business Products	2,706.93

After some discussion regarding cost of downloadables and databases by the board, Ms. Imrem made a motion to approve the January Bills and Charges and additional bills. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Nothing to report.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

There was no meeting this month.

SPECIAL EVENTS COMMITTEE REPORT

The Special Events Committee met at 6:30. Ms. Mayer reported that preparations have been made and the committee is prepared for the holiday party on Friday, February 26th.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall reported that there is still no state budget. There is a meeting scheduled for February 26th to discuss how to proceed. The general consensus is that since there is still two years of operating expenses in reserve no changes will be made at this time, however, the RAILS board has been looking into pausing some capital projects.

STAFF REPORTS

Ms. Hall reported that she and Mr. Früm attended the Illinois Legislative Breakfast on February 15th at the Arboretum Club where the lobbyist from the Illinois Library Association spoke about pending laws pertaining to libraries.

On March 1st the library will start a new Listening and Viewing Club in MultiMedia. After listening to or viewing 10 items, patrons will be entered in a prize drawing.

The library will be showing Academy Award nominated movies in March. These screenings are always very well attended. Ms. Hall discussed plans for staffing during these showings.

Ms. Hall also mentioned that Assistant Director, Andy Kim will be leaving the library to take on the Director position at the Glencoe Public Library. Mr. Kim thanked the board, Ms. Hall and Ms. Amen for their support during his tenure. The board congratulated Mr. Kim on his new position.

Ms. Hall discussed the process to fill the Assistant Director position. The job has been posted and Ms. Hall will be working with Ms. Amen and Ms. Prioletti to conduct the first round of interviews.

Mr. Früm complimented Ms. Hall on the high number of participants in the winter reading programs and Finals Café. Ms. Hall said that she would pass along Mr. Früm's comments to staff.

UNFINISHED BUSINESS

Building Construction Update

Ms. Hall said that there is nothing new to report. The board discussed options to communicate their dissatisfaction to MG Mechanical.

Strategic Planning Process Discussion

Ms. Hall stated that the consultant proposals will be presented at the next board meeting. Information from Mr. Früm regarding the Rotary program has been distributed to the board. Mr. Früm requested a list of priorities for the strategic plan. Ms. Hall felt that it would be beneficial to wait until a new Assistant Director has been hired before finalizing a list.

NEW BUSINESS

Review FY17 Draft Budget

Ms. Amen drew the board's attention to the draft budget. There was some discussion and Ms. Amen clarified some items and reported that the final draft would be presented at the March meeting.

Roku Lending

Ms. Hall discussed the purchasing of Roku's for the library. This would make use of free digital copies that are included in the purchase of Blu-ray movies and television shows. This will offer patrons access to more copies of the included titles. There would be no additional cost other than the cost of the Roku devices. Ms. Hall proposed adding Roku's to the collection

Ms. Mayer made a motion to approve adding Roku's to the collection with a collection policy commensurate with DVDs. Mr. Lonoff seconded the motion. On a voice vote all trustees voted 'aye'.

Bank Resolution to Add Institution for Depositing Property Tax Funds

Ms. Amen discussed that the Illinois Funds will not be taking property tax deposits anymore. She presented several options. She recommended opening accounts at MB Financial Bank to better diversify our accounts and to support another local business.

Ms. Imrem made a motion to pass the resolution to open accounts at MB Financial Bank as attached. Ms. Bergstein seconded the motion.

On a 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, Mr. Lonoff moved to adjourn this meeting. Ms. Imrem seconded the motion. The meeting was adjourned at 9:11 p.m.

Carlos Früm, President

Robyn Franklin, Recorder