

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
March 17, 2016**

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:32 p.m. by Mr. Glaubinger.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Robyn Franklin.

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

Trustees Absent: Mr. Carlos Früm, Ms. Vera Mayer

Staff Present: Ms. Kate Hall, Ms. Anna Amen, Ms. Robyn Franklin

Guests Present: Mr. Sean Gallagher - Client First

APPROVAL OF THE FOLLOWING AGENDA

Ms. Hall requested that Mr. Gallagher's presentation regarding Client First, as well as the IT budget items from "Unfinished Business", be moved to after the approval of the February 17, 2016 minutes. Ms. Neirick moved that the agenda be approved as amended. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye."

APPROVAL OF FEBRUARY 18, 2016 GENERAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the Regular Meeting of February 18, 2016 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye", except Ms. Neirick who abstained.

STAFF REPORTS

Mr. Sean Gallagher, of Client First, the firm hired by the library to manage IT, introduced himself and presented an overview of the company. He discussed the projects that they are currently working on in the library. Ms. Hall mentioned that Client First has staff on-site three days a week and has instituted a new IT ticketing help desk system. She also directed the board to the Client First project list. Mr. Gallagher answered questions and comments put forth by the board. The board also discussed IT related budget items.

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 February, 2016 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$6,102,103.05		
Restricted	293,234.77		
IMRF	95,303.45		
FICA	170,605.74		
Total General Fund	<u>\$6,661,247.01</u>		
Total Capital Improvement		<u>\$1,193,798.55</u>	
Total Debt Service			<u>\$9,835.20</u>

Checking – NBT	\$3,255,766.49	\$3,804.17	\$66.94
ProPay	16,751.08		
Money Market – GSB	223,934.90		
Checking/ Money Market – MB	1,221,532.17	22,002.69	
Investments		1,103,033.57	5,354.75
Illinois Funds			
US Bancorp	1,866,447.77	483.00	
IMET	76,019.60	64,475.12	4,413.51
Petty Cash	795.00		
Total	\$6,661,247.01	\$1,193,798.55	\$9,835.20

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,103,033.57	6/24/16	.25%
<u>Debt Service</u>			
NB&T – 16829	5,354.75	7/13/16	.20%

Approve Bills and Charges from February, 2016

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

Operating Funds	
Library Claims List	\$ 123,542.32
Librarian's Claims List	20,112.53
Payroll	399,461.96
FICA/IMRF	69,935.40
ACH to IPBC	49,833.60
Total Operating Funds	\$ 662,885.81
Capital Improvement Fund	
Claims List	\$ 5,000.00
Construction Fund	
Claims List	
Debt Service Fund	
Grand Total Library	\$ 667,885.81

Additional Bills

Operating Fund – Library Account

22591	AT&T	1,063.31
22592	Best Quality Cleaning	11,160.00
22593	Blackbaud	2,068.03
22594	CenterPoint Energy Services, Inc.	5,096.88
22595	Chubb & Son	47,160.00
22596	First Bankcard	3,701.61
22597	Innovative Vision Products, Inc.	1,780.00
22598	Beau Sample	1,400.00
22599	SimplexGrinnell	1,205.00
22600	Utica National Insurance Group	1,546.00
22601	Vis-O-Graphic, Inc.	4,291.60
22602	Xerox Corporation	1,210.88

Ms. Imrem made a motion to approve the February 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. Neirick

“Nay”: None

FOUNDATION

Ms. Amen reported that no bricks or chairs have been sold this month. She also mentioned that she has registered the Foundation with the AmazonSmile program, which will donate 0.5% of the purchase price of eligible purchases when Amazon customers enroll in the program and select the Northbrook Public Library Foundation.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

There was no meeting this month.

SPECIAL EVENTS COMMITTEE REPORT

There was no meeting this month.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall reported that they discussed the state of the budget and decided to pause certain non-essential capital improvement projects for the time being. She also reported that even though there is still no state budget, RAILS has received just over half of their funding for the year. Also, the RAILS board voted to give staff a 3% raise that would come out of their reserves.

STAFF REPORTS

Ms. Hall thanked the board for the wonderful staff party on February 26th. Many staff members have asked her to thank the board on their behalf. She mentioned the success of the Oscar movie showings and that there have been a few showings at full capacity. Ms. Hall also mentioned that the Listening and Viewing club in MultiMedia has over 100 participants so far and is expected to run between the winter and summer reading clubs. In addition, she mentioned that the Village has put the installation of the time and attendance system on hold. Finally, Ms. Hall reminded the board that she will be at the PLA conference in Denver April 5th-April 9th.

UNFINISHED BUSINESS

Building Construction Update

Ms. Amen reported that the HVAC issues are still being worked on, but have not been resolved.

Strategic Planning Process Discussion

Ms. Hall commented on the four strategic planning proposals that had been received. The board discussed whether they were ready to select a consultant at this time and decided to table the discussion until next month when all Trustees are present. They have requested that Ms. Hall compile a summary list of pros and cons for all four firms to be reviewed at next month's meeting.

FY17 Draft Budget

Ms. Amen discussed the changes that were made from the draft budget to the finalized budget. Ms. Amen and Ms. Hall answered questions from the board and noted that the budget presented was balanced. Mr. Lonoff made a motion to approve the Fiscal Year 2017 budget as presented. Ms. Imrem seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

NEW BUSINESS

Appoint Nominating Committee for Board Officers

In accordance with the bylaws, Mr. Glaubinger asked for three Trustees to be a part of the Nominating Committee to select a President, Vice-President, Treasurer and Secretary. Mr. Lonoff, Ms. Bergstein and Ms. Neirick volunteered to be on the committee. The committee will meet at a time to be decided. The slate will be presented at the May meeting.

FY17 Board Meeting Schedule

Mr. Glaubinger asked the board if there were any conflicts to the proposed FY17 Board Meeting Schedule. As there were no conflicts, Ms. Bergstein made a motion to approve the FY17 Board Meeting Schedule as presented. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted “aye.”

Annual Review of Non-Resident Fee Method

Ms. Hall explained that annually, according Illinois State Library Administrative Rules, the Board must vote to determine how to charge a non-resident for a library card. Currently the Library uses the tax bill method and she recommends continuing using that method. Mr. Lonoff made a motion to approve the tax bill method as means to charge a non-resident for a library card. Ms. Neirick seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

Executive Director Annual Review

Executive Session

At 9:12pm, Ms. Bergstein made a motion to close the general session and open Executive Session pursuant to 5 ILCS 120/2(c)1: 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. Imrem seconded the motion. On a roll call vote, Trustees voted:

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

“Nay”: None

At 10:05pm Ms. Bergstein made a motion to close the executive session and re-open the general session. Ms. Imrem seconded the motion. On a roll call vote, Trustees voted:

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

“Nay”: None

ADJOURNMENT

There being no further business to discuss, Ms. Bergstein moved to adjourn this meeting. Ms. Neirick seconded the motion. The meeting was adjourned at 10:06 p.m.

Jay Glaubinger, Vice-President

Robyn Franklin, Recorder