

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
May 19, 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. Carlos Früm.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Robyn Franklin.

Trustees Present: Mr. Carlos Früm, Mr. Jay Glaubinger, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: Ms. Sharon Bergstein, Ms. Miriam Imrem, Ms. Daphna Neirick

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

APPROVAL OF THE FOLLOWING AGENDA

Ms. Hall requested that Ms. Summer Kosuge's presentation be moved up to after the approval of the minutes. Ms. Mayer moved that the agenda be approved as amended. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye."

APPROVAL OF APRIL 21, 2016 SPECIAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the Special Meeting of April 21, 2016 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye".

APPROVAL OF APRIL 21, 2016 GENERAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the General Meeting of April 21, 2016 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye".

APPROVAL OF MARCH 17, 2016 EXECUTIVE SESSION MINUTES

Mr. Lonoff moved that the minutes of the Executive Session Meeting of March 17, 2016 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye", except Ms. Mayer who abstained.

APPROVAL OF APRIL 21, 2016 EXECUTIVE SESSION MINUTES

Mr. Lonoff moved that the minutes of the Executive Session Meeting of April 21, 2016 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye".

STAFF REPORTS

Ms. Hall introduced Young Adult Librarian, Summer Kosuge, to talk about the Teen Summer Volunteer program. Ms. Kosuge discussed how the program is designed to give teens real-life experiences exploring what they like to do. The goal is to build 21st century skills with project-based learning that they can put on a resume or college application. There are 10 different groups that the teens can join. The groups include media, gardening, crafts, technology, book discussions, and marketing/graphic design. Ms. Kosuge reported that this year the program will have 66 volunteers.

ELECTION OF OFFICERS – NOMINATING COMMITTEE

Mr. Lonoff, Nominating Committee Chair, stated that the recommendation of the committee is that the slate of officers remain the same. The officer slate being presented is:

President	Mr. Früm
Vice President	Mr. Glaubinger
Treasurer	Ms. Imrem
Secretary	Ms. Bergstein

Mr. Lonoff motioned to approve the slate as presented. Mr. Glaubinger 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 April, 2016 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$7,316,873.27		
Restricted	282,195.01		
IMRF	214,905.68		
FICA	232,173.70		
Total General Fund	<u>\$8,046,147.66</u>		
Total Capital Improvement		<u>\$1,189,852.36</u>	
Total Debt Service			<u>\$477,887.87</u>
Checking – NBT	\$2,425,423.20	\$3,804.17	\$114.64
ProPay	19,569.48		
ProPay	157.71		
Money Market – GSB	223,989.97		
Checking/ Money Market – MB	5,142,008.58	17,603.06	
Investments		1,103,486.92	473,359.72
Illinois Funds			
US Bancorp	158,184.12	483.09	
IMET	76,019.60	64,475.12	4,413.51
Petty Cash	795.00		
Total	<u>\$8,046,147.66</u>	<u>\$1,189,852.36</u>	<u>\$477,887.87</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	1,103,486.92	6/24/16	.25%
<u>Debt Service</u>			
NB&T – 16829	473,359.72	7/13/16	.20%

Approve Bills and Charges from April, 2016

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

Operating Funds	
Library Claims List	\$ 149,650.72
Librarian's Claims List	21,197.73
Payroll	338,093.21
FICA/IMRF	73,959.11
ACH to IPBC	49,833.60
Transfer to Debt Service Fund	468,047.70
Total Operating Funds	<u>\$ 1,110,782.07</u>
Capital Improvement Fund	
Claims List	
Construction Fund	
Claims List	
Debt Service Fund	
Grand Total Library	<u>\$ 1,100,782.07</u>

Additional Bills

Operating Fund – Library Account

22681	Best Quality Cleaning	4,680.00
22682	Bibliotheca	5,980.54
22683	CenterPoint Energy Services, Inc.	3,237.57
22684	ClientFirst Consulting Group, LLC	12,077.50
22685	Colley Elevator Co.	4,074.00
22686	First Bankcard	9,611.98
22687	Promos 911, Inc.	2,741.85

Mr. Glaubinger made a motion to approve the April Bills and Charges and additional bills. Ms. Mayer seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Ms. Amen reported that two bricks were sold this month. The Board requested that information regarding purchasing auditorium chairs be included in an upcoming newsletter.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that there was no meeting this month.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer reported that there was no meeting this month.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall reported that while there is still no state budget, RAILS did receive \$2,000,000 from federal funding and currently has 20 months of funding in reserve.

STAFF REPORTS

Ms. Hall reported that Mr. Brodie Austin will be joining the Library as Assistant Director on June 1st. He will introduce himself to the Board at the June meeting. Ms. Hall also announced that Ms. Mary Munday, Reference Manager, will be retiring as of August 31st. She will stay on at the Library as a Reference Substitute and will continue her “Up for Discussion” non-fiction book discussions. Ms. Hall asked the Board if anyone would be interested in attending the IFLA conference August 13th-August 19th.

UNFINISHED BUSINESS

Strategic Planning Process Discussion

Ms. Sue Hall, from Library Strategies, discussed their strategic planning proposal and answered questions from Board members via conference call. After the call was finished, the Board decided to develop a strategic plan in-house and not use an outside strategic planner. Ms. Hall will put together a group of board members and staff and develop a retreat to support the creation of a plan.

Building Construction Update

Ms. Hall reported that the remaining issues have been resolved and the project has been closed out.

NEW BUSINESS

Review of Closed Session Minutes (5ILCS 120/2.06(d)21)

Mr. Glaubinger made a motion to leave all minutes closed to the public. Ms. Mayer seconded the motion. On a voice vote all Trustees voted “aye”.

2016 Tax Levy Letter to Village of Northbrook

Mr. Glaubinger made a motion to approve the 2016 Tax Levy letter to the Village of Northbrook. Ms. Mayer seconded the motion. On a voice vote all Trustees voted “aye”.

2016 Freedom of Information Act

Mr. Früm made a motion to approve the updates to the information presented, which included an updated budget, contact information, and new fiscal year information. Mr. Lonoff seconded the motion. On a voice vote all Trustees voted “aye”.

Addendum to Intergovernmental Agreement Establishing the Creation of the Northfield Township Technology Consortium

Ms Hall reported that the Library and Park District have been given the opportunity to join the Intergovernmental Agreement Establishing the Creation of the Northfield Township Technology Consortium, which was formerly open only to the school districts. The purpose of the consortium is to purchase internet access/services at significant cost savings. Mr. Glaubinger made a motion to approve the Addendum to Intergovernmental Agreement Establishing the Creation of the Northfield Township Technology Consortium, which allows the library to join the consortium as a member. Ms. Mayer seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

Discussion of the Chiller Replacement Project

Ms. Amen gave an overview of the proposed plan to replace the chillers. The Library currently has two chillers. One is from 1968 and one is from 1999. Replacement parts are not available for the 1999 chiller. To avoid having to build an additional room for a new chiller it is recommended that we replace both and use the room that currently houses the 1968 chiller, which would be sufficient space since new chillers will be more compact. Ms. Amen discussed that the project will have to go out to RFP. She also mentioned that when the RFP is reviewed by the board, a budget amendment will have to go to the Village Board to be approved as this was not included in the original budget.

ADJOURNMENT

There being no further business to discuss, Mr. Glaubinger moved to adjourn this meeting. Ms. Mayer seconded the motion. The meeting was adjourned at 8:50 p.m.

Carlos Früm, President

Robyn Franklin, Recorder