

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
June 16, 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:** Ms. Sharon Bergstein, Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

**Trustees Absent:** None

**Staff Present:** Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Amen, Ms. Robyn Franklin

**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 MAY 19, 2016 GENERAL SESSION MINUTES**

Mr. Lonoff moved that the minutes of the General Session Meeting of May 19, 2016 be approved. Ms. Mayer seconded the motion. On a voice vote all Trustees voted “aye”, except Ms. Bergstein, Ms. Imrem and Ms. Neirick who abstained.

**PUBLIC COMMENTS**

Ms. Neirick announced that she would be resigning from the Board, but would work with the Board on a timeline to ensure a smooth transition. Mr. Früm thanked her for her service. Mr. Früm noted that the Board would discuss how to proceed under “New Business”.

**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 May, 2016 was as follows:

	<b>Operating</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
General Fund	\$6,906,402.96		
Restricted	289,614.59		
IMRF	190,132.84		
FICA	181,868.60		
Total General Fund	<u>\$7,568,018.99</u>		
Total Capital Improvement		<u>\$1,174,228.42</u>	
Total Debt Service			<u>\$326,982.39</u>
Checking – NBT	\$2,231,269.58	\$3,804.17	\$1,544.28
ProPay	21,226.11		
ProPay	193.90		
Money Market – GSB	224,017.51		
Checking/ Money Market – MB	4,861,115.63	5,859.61	
Investments		1,103,713.66	321,305.75
Illinois Funds			
US Bancorp	158,224.37	483.14	
IMET	71,176.89	60,367.84	4,132.26
Petty Cash	795.00		

Total	<u>\$7,568,018.99</u>	<u>\$1,174,228.42</u>	<u>\$326,982.39</u>
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<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>Capital Improvements</u></b>			
NB&T – 16808	1,103,713.66	6/24/16	.25%
<b><u>Debt Service</u></b>			
NB&T – 16829	321,305.75	7/13/16	.20%

**Approve Bills and Charges from May, 2016**

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

Operating Funds

Library Claims List	\$	146,379.64
Librarian's Claims List		16,359.89
Payroll		194,571.11
FICA/IMRF		50,385.80
ACH to IPBC		49,833.60
Transfer to Debt Service Fund		1,429.64
Village of Northbrook Transfer		84,364.30
Total Operating Funds	\$	<u>543,323.98</u>

Capital Improvement Fund

Claims List

Construction Fund

Claims List

Operating Funds Transfer	\$	<u>11,743.54</u>
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Debt Service Fund

2012 A Interest Payment	\$	1,341.24
2012 B Interest Payment		15,285.00
2013 B Interest Payment		135,525.00
Total Debt Services Fund	\$	<u>152,151.24</u>

Grand Total Library

	\$	<u>707,218.76</u>
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Additional Bills

Operating Fund – Library Account

22719	Advanced Disposal	1,067.48
22720	Best Quality Cleaning	4,680.00
22721	CallOne	669.39
22722	First Bankcard	2,663.66
22723	Garaventa Lift	606.38
22724	GE Capital	1,752.00
22725	Library Furniture International, Inc.	3,339.00
22726	Sunset Food Mart, Inc.	1,883.22
22727	Village of Northbrook Water Dept.	1,056.40
22728	Xerox Corporation	1,301.94

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

On a roll call vote, Trustees voted:

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

“Nay”: None

### **FOUNDATION**

Ms. Amen reported that two bricks and three chairs were sold this month. Ms. Amen also announced that the Foundation would be changing banks from Harris Bank to MB Financial.

### **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 Ms. Anne Craig, Executive Director of the Illinois State Library, has announced that she is leaving after 19 years to go to CARLI (a consortium of academic libraries). The process for bringing on a new Executive Director is still being discussed. Ms. Hall also stated that there is still no state budget.

### **STAFF REPORTS**

Ms. Hall introduced the Library’s new Assistant Director, Mr. Brodie Austin. Mr. Austin gave the Board a brief introduction to himself and his background. Ms. Hall mentioned that Summer Reading programs have begun. She showed the Board the marketing materials for the various reading clubs. She also mentioned that IT projects are continuing. Finally, Ms. Hall asked the Board if any members would be interested in attending the IFLA conference in August. Ms. Amen mentioned that the feedback from the auditors was very positive and that the audit went well.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

#### **Adopt Prevailing Wage Ordinance (§20 ILCS 130)**

Ms. Mayer moved to approve the 2016 Prevailing Wage Resolution. Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

#### **Transfer of Funds to Debt Service and Capital Improvement Fund**

Ms. Amen referred the Board to a memo she has prepared detailing the transfer. Mr. Lonoff made a motion to transfer:

- \$586,024.98 to the Capital Improvement Fund
  - \$11,024.98 for FY16 building repairs
  - \$75,000.00 for FY16 budgeted transfer amount
  - \$500,000.00 for the Chiller Replacement project
- \$20,202.05 to Debt Service Fund
  - For the bond payment shortage.

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

#### **Review 4<sup>th</sup> of July Plans**

Ms. Hall discussed that the parade begins at 2:30pm and Library staff will be lining up at 2:00pm. She also mentioned that the Library SUV will be decorated and people walking in the parade will be handing out bubbles. She asked the Board if any members would be interested in participating. Mr. Früm and Mr. Glaubinger said they would both be in attendance.

### **Meeting Room Policy Review**

Ms. Hall discussed the fact that the Meeting Room Policy has been in place for a year now and based on the previous year, she is recommending some revisions to the policy. These revisions include: adding the Interactive Classroom as a space to reserve, removing the list of equipment from the policy, changing reservations from being required be booked 14 days in advance to only 7 days in advance, changing the reservation window to a straight two months in advance from the tiered system that was in place before, splitting the “fee” and “fine” categories, adding a no-show fine and adding a food fine.

Ms. Bergstein made a motion to approve the Meeting Room policy as presented with the provision that it be reviewed annually. Ms. Neirick seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

### **VHS to DVD Lending Policy**

Ms. Hall referred the Board to a memo written by Ms. Cathleen Doyle, Digital Services Manager, outlining the circulation policies that would apply to the new VHS to DVD machines. Mr. Lonoff made a motion to approve the policy. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye.”

### **Discuss Board Matters**

The matter of filling Ms. Neirick’s seat on the Board was discussed. Ms. Hall presented an updated “Trustee Application” and supplementary materials that were used when previous vacancies occurred. A timeline for issuing a press release and posting the application was discussed. Ms. Hall will work with the Marketing Coordinator to send out information and will present applications to the board for review at the July meeting.

### **ADJOURNMENT**

There being no further business to discuss, Ms. Imrem moved to adjourn this meeting. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:07 p.m.

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Carlos Früm, President

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Robyn Franklin, Recorder