

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
July 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. 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, Mr. Marc Lonoff, Ms. Vera Mayer

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

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

APPROVAL OF THE FOLLOWING AGENDA

Ms. Hall asked that Ms. Tracy Gossage’s TEDx presentation be moved up to “Public Comments”. Mr. Glaubinger moved that the agenda be approved with this change. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye.”

Mr. Früm made a statement on behalf of himself and the Board thanking Ms. Hall for her involvement and presence in the community.

APPROVAL OF JUNE 16, 2016 GENERAL SESSION MINUTES

Ms. Mayer moved that the minutes of the General Session Meeting of June 16, 2016 be approved. Mr. Lonoff seconded the motion. On a voice vote all Trustees voted “aye”.

PUBLIC COMMENTS

Ms. Hall introduced Ms. Tracy Gossage, Reader Services Librarian, to speak about the Library’s TEDx programs. Ms. Hall also mentioned that Ms. Gossage and Mr. Michael Hominick, Reader Services Librarian, have won the ILA Readers Advisory Service Award for Innovative Ways of Providing Readers Advisory. They will be presented with their awards this fall at the ILA conference.

Ms. Gossage briefly explained that TEDx events are independently licensed groups that are approved to put on TED-like events. TED talks are short powerful talks meant to express an interesting idea. The Library has had 11 TEDx events with 368 attendees to date. These programs have included watching videos and conducting discussions on various topics. Library staff is currently preparing a live TEDx event which will include speakers and will be filmed and produced at the Library. This event is scheduled for May of 2017 and the topic will be “Embracing the Unexpected.”

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 June, 2016 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$5,653,391.56		
Restricted	309,938.32		
IMRF	159,354.31		
FICA	160,552.73		
Total General Fund	<u>\$6,283,236.92</u>		
Total Capital Improvement		<u>\$1,760,503.85</u>	
Total Debt Service			<u>\$351,751.57</u>

Checking – NBT	\$1,429,041.77	\$4,829.11	\$8.56
ProPay	23,435.59		
PayPal	94.32		
Money Market – GSB	224,045.97		
Checking/ Money Market – MB	4,376,379.01	5,859.66	
Investments		1,688,964.04	347,610.65
Illinois Funds			
US Bancorp	158,268.37	483.20	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
Total	<u>\$6,283,236.92</u>	<u>\$1,760,503.85</u>	<u>\$351,751.57</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,688,964.04	6/24/17	.25%
<u>Debt Service</u>			
NB&T – 16829	347,610.65	7/13/16	.20%

Approve Bills and Charges from June, 2016

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

Operating Funds

Library Claims List	\$ 170,177.90
Librarian's Claims List	12,086.42
Payroll	437,929.05
FICA/IMRF	52,513.98
ACH to IPBC	49,833.60
Transfer to CIF	586,024.98
Transfer to DS	24,689.18
Total Operating Funds	<u>\$ 1,333,255.11</u>

Capital Improvement Fund

Claims List

Construction Fund

Claims List

Debt Service Fund

Grand Total Library	<u>\$ 1,333,255.11</u>
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Additional Bills

Operating Fund – Library Account

22757 Steve Albini	1,100.00
22758 AT&T	659.93
22759 Steve Balazs	600.00
22760 Best Quality Cleaning	4,680.00
22761 CallOne	675.47
22762 Chicago Backflow, Inc.	1,140.00
22763 ClientFirst Consulting Group, LLC	3,386.25
22764 Dornfeld Piano Tuning	850.00
22765 F.E. Moran Mechanical Services	1,381.00

22766	First Bankcard	4,623.54
22767	Limricc Unemployment Comp. Group	968.62
22768	Little Free Library LTD	657.90
22769	Reserve Account	15,000.00
22770	Adam Seifert	600.00
22771	Sound Opinions	2,000.00
22772	Xerox Corporation	1,114.83

Mr. Glaubinger asked Ms. Amen how the audit process was progressing. Ms. Amen stated that the auditors were still waiting for the IMRF number from the Village. Mr. Glaubinger also asked about the process of working with new auditors. Ms. Amen reported that it went smoothly.

Ms. Bergstein made a motion to approve the June Bills and Charges and additional bills. Ms. Mayer seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Ms. Amen reported that two bricks were sold to one family this month – the message did not fit on one brick. Also, one chair was sold to the Friends, in memory of Doug Downey. In addition, Ms. Amen mentioned that she is working on the annual filings for the Foundation.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that he and Ms. Hall attended the Economic Development Committee meeting on July 13th. He mentioned that in addition to the vacancy on the Library Board there is also a vacancy on the Park District Board. Mr. Glaubinger stated that the committee discussed what will become of the Green Acres Country Club property if the Club is no longer in operation. He also mentioned that a new Executive Director of the Park District was announced, as well as several new school principals. Mr. Glaubinger said that School District 225 is having a public hearing for bond refinancing to lower their debt service. Finally, he stated that the Village announced that there is a new two tower water system to help with local water pressure issues.

SPECIAL EVENTS COMMITTEE REPORT

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

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall reported that Carla Hayne has been nominated by President Obama and appointed as new Librarian of Congress. She has previously worked for the Chicago Public Library. Ms. Hall also reported that final payment of \$3,900,000 was received from the state, which was a total of \$5,800,000. Usually it is about \$10,000,000, so this was approximately 60% of funding. Next year they have approved the same level of funding as this year – \$5,800,000.

STAFF REPORTS

Ms. Hall invited the Board to Mary Munday’s retirement party at 2:00 pm on August 16th. She also mentioned that August is Rock Music Month. There are several speakers and other library-wide events scheduled throughout the month. Ms. Hall also mentioned that the RFP for upgrading the Library’s wireless system will be going out on next week and the plan is to have the bids for the Board by the September meeting.

UNFINISHED BUSINESS

Meeting Room Policy Revisions

Ms. Hall asked Mr. Austin to discuss the information that was requested at the last meeting regarding the possibility of allowing outside groups to use the auditorium. Mr. Austin put together an overview of other area libraries that included information about the kind of facilities they have, if they have separate policies for their large meeting room spaces and if they have a space similar to our auditorium. He found that the only library that could compare to the Northbrook

Library is the Skokie Public Library, which does not offer any staff support or equipment for outside groups that use their auditorium. It was decided that the auditorium will continue to be unavailable for the public to rent. The decision will be reviewed next year with the yearly review of the meeting room policy.

NEW BUSINESS

Annual Secretary's Report Audit

Ms. Hall explained that two board members need to be appointed or volunteer to review the minutes for the previous fiscal year and, at the next board meeting, verify that they exist. Mr. Glaubinger and Ms. Bergstein volunteered to review the minutes.

Review of Illinois Public Library Annual Report

Ms. Amen reported that the report is completed. There were no questions from the Board.

Discussion of Public Awareness Displays

Ms. Hall discussed the Library's previous public awareness displays, including lighting the library with blue lights for Light it up Blue (Autism awareness) and lighting the public service desks with lights for Domestic Violence Month. She mentioned that since other groups have expressed an interest in having displays at the Library she wanted to ask the Board whether or not they thought there was a need to have a formal policy or guidelines regarding public awareness displays. The Board decided that no formal policy is necessary.

Intergovernmental Agreement to Issue Library Cards to School Districts

Ms. Hall asked the board to approve an intergovernmental agreement with each of the schools that are provided library cards. This will allow a teacher of a Northbrook School to have a Northbrook Library card regardless of their home address. Those schools include Glenbrook North High School, School District 27, School District 28, School District 30, School District 31, Countryside Montessori School, Solomon Schechter and St. Norbert's.

Mr. Lonoff made a motion to give Ms. Hall the authority to negotiate the intergovernmental agreements with regards to issuing library cards to school districts. Mr. Glaubinger seconded the motion. On a voice vote all Trustees voted "aye".

Discuss Trustee Vacancy Applicants

Mr. Früm recommended interviewing each of the 20 applicants for 15 minutes. It was decided that interviews will take place over three evenings on August 2nd, August 3rd and August 4th. Ms. Franklin will contact each of the applicants to schedule a time. Questions to ask during the interviews were also decided.

ADJOURNMENT

There being no further business to discuss, Ms. Mayer moved to adjourn this meeting. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:44 p.m.

Carlos Früm, President

Robyn Franklin, Recorder