

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
August 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. Jay Glaubinger.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Robyn Franklin.

Trustees Present: Mr. Jay Glaubinger, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

Trustees Absent: Ms. Sharon Bergstein, Mr. Carlos Früm, Ms. Miriam Imrem

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

Public Present: Ms. Jami Xu, Ms. Abby Young

APPROVAL OF THE FOLLOWING AGENDA

Mr. Lonoff moved to approve the agenda. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye.”

TRUSTEE APPOINTMENTS AND OATH OF OFFICE

Mr. Glaubinger accepted the resignations of Ms. Mayer and Ms. Neirick effective after the installation of two new board members to the board. Mr. Glaubinger thanked Ms. Mayer and Ms. Neirick for their service.

Mr. Lonoff moved to appoint Ms. Jami Xu and Ms. Abby Young to the board. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted “aye.”

Ms. Xu and Ms. Young were sworn in by Mr. Glaubinger.

There was a short break where refreshments were served to celebrate the board’s new members and to thank those leaving the board. Ms. Mayer and Ms. Neirick left the meeting directly after.

APPROVAL OF JULY 21, 2016 GENERAL SESSION MINUTES

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

APPROVAL OF AUGUST 2, 2016 SPECIAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the Special Session Meeting of August 2, 2016 be approved. Ms. Young seconded the motion. On a voice vote all Trustees voted “aye”.

APPROVAL OF AUGUST 2, 2016 EXECUTIVE SESSION MINUTES

Mr. Lonoff moved that the minutes of the Executive Session Meeting of August 2, 2016 be approved. Mr. Glaubinger seconded the motion. On a voice vote all Trustees voted “aye”.

APPROVAL OF AUGUST 3, 2016 EXECUTIVE SESSION MINUTES

Mr. Lonoff moved that the minutes of the Executive Session Meeting of August 3, 2016 be approved. Mr. Glaubinger seconded the motion. On a voice vote all Trustees voted “aye”.

APPROVAL OF AUGUST 4, 2016 EXECUTIVE SESSION MINUTES

Mr. Lonoff moved that the minutes of the Executive Session Meeting of August 4, 2016 be approved. 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 July, 2016 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$6,344,768.86		
Restricted	313,428.31		
IMRF	202,126.99		
FICA	180,676.61		
Total General Fund	<u>\$7,041,000.77</u>		
Total Capital Improvement		<u>\$1,760,851.04</u>	
Total Debt Service			<u>\$351,821.46</u>
Checking – NBT	\$1,270,541.43	\$4,829.15	\$8.46
ProPay	25,854.73		
PayPal	(22.90)		
Money Market – GSB	224,073.52		
Checking/ Money Market – MB	5,290,265.90	5,859.71	
Investments		1,689,311.08	347,680.64
Illinois Funds			
US Bancorp	158,316.20	483.26	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
Total	<u>\$7,041,000.77</u>	<u>\$1,760,851.04</u>	<u>\$351,821.46</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	1,689,311.08	6/24/17	.25%
<u>Debt Service</u>			
NB&T – 16829	347,680.64	7/13/17	.20%

Approve Bills and Charges from July, 2016

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

Operating Funds	
Library Claims List	\$ 125,924.60
Librarian's Claims List	18,570.23
Payroll	279,147.41
FICA/IMRF	51,619.71
ACH to IPBC	49,257.38
Total Operating Funds	<u>\$ 524,519.33</u>
Capital Improvement Fund	
Construction Fund	
Debt Service Fund	
Grand Total Library	<u>\$ 524,519.33</u>

Additional Bills

Operating Fund – Library Account

22794	AT&T	1,063.31
22795	Best Quality Cleaning	4,680.00
22796	CallOne	660.20
22797	First Bankcard	941.88
22798	Klein, Thorpe, Jenkins LTD	1,095.00
22799	Selden Fox, LTD	2,500.00
22800	SimplexGrinnell	4,714.51
22801	Walker Display, Inc.	3,161.46
22802	Xerox Corporation	1,332.20

Capital Improvement Fund

1611	Calor Group	5,200.00
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Mr. Glaubinger asked Ms. Amen why percentages are not shown on reports. Ms. Amen mentioned that Mr. Früm had asked to have them removed. Mr. Glaubinger and Mr. Lonoff asked that they be added.

Mr. Glaubinger asked Ms. Amen for a brief report of how MB Financial is working out. Ms. Amen reported that all is going well.

Mr. Lonoff asked Ms. Amen why there is a large amount of money in the Capital Improvement Fund. Ms. Amen said that it is for the upcoming chiller project and also for other upcoming capital improvement projects coming up in the next few years. Ms. Hall reported that Calor Design had created a Mechanical Inventory Report that detailed the expected life spans of the Library's current equipment and expected replacement costs. Mr. Lonoff requested that the report be shared and reviewed by the board. Ms. Hall responded that it will be presented at the next meeting.

Mr. Lonoff made a motion to approve the July Bills and Charges and additional bills. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Mr. Glaubinger, Mr. Lonoff, Ms. Xu, Ms. Young

“Nay”: None

FOUNDATION

Ms. Amen reported that no bricks or chairs were sold this month, but \$49.69 was received through the Amazon Smile program for the months of April-June. Ms. Amen also reported that Ms. Mayer will be working with the Foundation now that she is no longer on the Library board.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

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

SPECIAL EVENTS COMMITTEE REPORT

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

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall shared some basic information about RAILS for the new board members. She also discussed her current role on the RAILS board as Vice-President and her previous roles as Chair of the Policy Committee and the Delivery and Consortia Futures Sub-Committee and her role on the Consortia Committee.

Ms. Hall also shared that at the last RAILS board meeting, Dee Brennan, Executive Director at RAILS, stated that the number of continuing education events since FY 2012 (not including LLSAP and eRead training, which is probably equal to this) has been 600 events and approximately 9,400 participants.

STAFF REPORTS

Ms. Hall reminded the board that she will be on vacation from August 22nd – September 6th and that Mr. Austin and Ms. Amen would be available to answer any questions or offer any assistance to the board in her absence. Ms. Hall also reminded the board about the highly anticipated Sound Opinions lecture that is scheduled for August 25th and mentioned that Rock Music Month is going well.

UNFINISHED BUSINESS

Annual Secretary's Report Audit

Due to Ms. Bergstein's absence, the report has been tabled until the September meeting.

NEW BUSINESS

Discuss Providing Gifts with Donations to Library

Ms. Hall reported that there was a patron comment that was received in June requesting that when donations are made to the library in the amount of \$100 or more, a gift be given to the donor. Ms. Hall told the patron that she would bring this request to the board. Ms. Amen mentioned that the library receives very few donations that exceed \$100. Mr. Glaubinger asked Ms. Hall to discuss with the Library Foundation to see if they are interested in offering gifts. Ms. Hall will also contact the patron to let him know that his request was discussed by the board.

ADJOURNMENT

There being no further business to discuss, Mr. Lonoff moved to adjourn this meeting. Ms. Young seconded the motion. The meeting was adjourned at 8:19 p.m.

Jay Glaubinger, Vice-President

Robyn Franklin, Recorder