

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
September 15, 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. Jay Glaubinger, Mr. Marc Lonoff, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos Früm

Trustees Absent: Ms. Miriam Imrem

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

Others Present: Kearney Kilens - Littfield and Cavo

APPROVAL OF THE FOLLOWING AGENDA

Ms. Hall requested to move the Executive Session to after the Approval of the August 18, 2016 Minutes. Mr. Glaubinger moved to approve the agenda as amended. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye."

APPROVAL OF AUGUST 18, 2016 GENERAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the General Session Meeting of August 18, 2016 be approved. Mr. Glaubinger seconded the motion. On a voice vote all Trustees voted "aye" with the exception of Ms. Bergstein and Mr. Früm who abstained.

EXECUTIVE SESSION

Personnel Matters

At 7:31pm, Mr. Lonoff made a motion to close the general session and open Executive Session pursuant to 5 ILCS 120/2(c)11 litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Ms. Young seconded the motion. On a roll call vote, Trustees voted: "Aye": Ms. Bergstein, Mr. Glaubinger, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm. "Nay": None

At 8:05pm General Session was reopened and a motion to engage Kearney Kilens from Littlefield and Cavo in negotiating a settlement on behalf of the Northbrook Public Library was made by Ms. Bergstein. Ms. Young seconded the motion. On a roll call vote, Trustees voted: "Aye": Ms. Bergstein, Mr. Glaubinger, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm. "Nay": None

At 8:07pm 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. Mr. Lonoff seconded the motion. On a roll call vote, Trustees voted: "Aye": Ms. Bergstein, Mr. Glaubinger, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm. "Nay": None

At 8:54pm Mr. Lonoff made a motion to come out of Executive Session and reopen General Session. Ms. Young seconded the motion. On a roll call vote, Trustees voted: "Aye": Ms. Bergstein, Mr. Glaubinger, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm. "Nay": None

At 8:55pm Ms. Bergstein noted that the Board has directed Ms. Hall to take the appropriate steps in the matter that she reported on during the Executive Session.

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 August, 2016 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$8,090,418.65		
Restricted	309,499.12		
IMRF	312,545.94		
FICA	238,800.34		
Total General Fund	<u>\$8,951,264.05</u>		
Total Capital Improvement		<u>\$1,768,635.32</u>	
Total Debt Service			<u>\$351,895.28</u>
Checking – NBT	\$1,115,291.63	\$12,254.45	\$8.46
ProPay	27,989.72		
PayPal			
Money Market – GSB	224,101.99		
Checking/ Money Market – MB	7,353,540.68	5,859.76	
Investments		1,689,669.77	347,754.46
US Bancorp	158,368.14	483.50	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
Total	<u>\$8,951,264.05</u>	<u>\$1,768,635.32</u>	<u>\$351,895.28</u>
<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,689,669.77	6/24/17	.25%
<u>Debt Service</u>			
NB&T – 16829	347,754.46	7/13/17	.20%

Approve Bills and Charges from August, 2016

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

Operating Funds	
Library Claims List	\$ 86,765.90
Librarian's Claims List	13,301.45
Payroll	267,985.23
FICA/IMRF	50,679.68
ACH to IPBC	49,257.38
Transfer to CIF	20,000.00
Total Operating Funds	<u>\$ 487,989.64</u>
Capital Improvement Fund	
Claims List	<u>\$ 12,574.70</u>
Construction Fund	
Debt Service Fund	
Grand Total Library	<u>\$ 500,564.34</u>

Additional Bills

Operating Fund – Library Account

22822	Best Quality Cleaning	4,680.00
22823	Bibliotheca	4,410.00
22824	ClientFirst Consulting Group, LLC	20,378.75
22825	First Bankcard	2,515.76
22826	Illinois Library Association	2,030.00
22827	Klein, Thorpe, Jenkins LTD.	618.00
22828	Promos 911, Inc.	876.60
22829	Olga Rudiak	750.00
22830	Today's Business Solutions, Inc.	890.00
22831	Village of Northbrook Water Dept.	2,293.50
22832	Wells Fargo Vendor Fin Serv	1,752.00
22833	Xerox Corporation	1,347.94

Ms. Bergstein made a motion to approve the August Bills and Charges and additional bills. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

Ms. Amen noted that, based on the requests from the Board, there is a new format for the Income Statement Form.

FOUNDATION

Ms. Amen reported that one chair was sold this month.

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 did not have a report this month.

STAFF REPORTS

Ms. Hall drew the Boards' attention to the “Love Your Library Month” comment forms and asked that the Board members fill out the forms. Mr. Austin mentioned that the Marketing Department has been using quotes from the public on the Library's video wall and they would like to have some quotes from the Board, as well.

Ms. Hall mentioned that, as the result of an anonymous donation, the Library has purchased two little free libraries that are almost ready to be installed at the Park District and the YMCA. As a summer project teen volunteers have designed and painted the libraries.

Mr. Früm requested that Ms. Hall include comparison statistics on 3D printing jobs from last year to this year in her Director's Report so that comparisons can be made.

UNFINISHED BUSINESS

Annual Secretary's Report Audit

The report has been tabled until the October meeting.

NEW BUSINESS

Request for Proposal (RFP) Responses for Structured Cable System for Wireless Installation

Ms. Hall discussed that an RFP was issued to update the Library's wireless system. Five bids were received and reviewed by Mr. Craig Williams from Client First. After checking references and receiving very favorable reviews, Ms. Hall, after discussion and upon the recommendation of Mr. Williams, recommends the board go with Applied Communications. Applied Communications came in at \$67,792.00 and was the lowest bid received. It is also the recommendation of Ms. Hall and Mr. Austin. The Board discussed the recommendations and a motion was made by Ms. Young to hire Applied Communications Group based on their RFP for the structured cable system for wireless installation in the amount of \$67,692.00. Mr. Lonoff moved to second the motion. On a roll call vote, Trustees voted: "Aye": Ms. Bergstein, Mr. Glaubinger, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm. "Nay": None

Draft FY18 Tax Levy

Ms. Amen presented the first draft of the FY18 tax levy to the Board. It included a proposed 3% increase. The Board discussed various line items and requested that percentages be added to the levy. Ms. Amen will update and present again at the October Board Meeting.

Holiday Schedule

Ms. Hall presented the proposed holiday schedule for 2017. She noted that the only change is that since New Year's Eve falls on a Sunday, the recommendation is to close the Library for the entire day instead of closing at 3:00pm. This is the course that was taken the last time that New Year's Eve fell on a Sunday. Mr. Lonoff made a motion to approve the 2017 Holiday Schedule. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye."

Review Mechanical Inventory Report

Ms. Hall presented the Mechanical Inventory report that was requested at the last meeting. Ms. Hall mentioned that this will be used in the budget planning process next spring. Ms. Hall and Ms. Amen answered questions regarding the inventory from the Board. Ms. Hall also mentioned that she would be working with Mr. Rich Nahrstadt, Northbrook Village Manager, who is putting together a Mechanical Inventory for the Village to see if there are any ways to merge projects to save money.

ADJOURNMENT

There being no further business to discuss, Ms. Bergstein moved to adjourn this meeting. Ms. Young seconded the motion. The meeting was adjourned at 9:42 p.m.

Carlos Früm, President

Robyn Franklin, Recorder