

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
October 20, 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, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos Früm

Trustees Absent:

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

Others Present: Mr. Ed Tracy – Selden Fox

APPROVAL OF THE FOLLOWING AGENDA

Ms. Hall requested to move the Review of the Annual Audit, by Mr. Ed Tracy of Selden Fox, to after Public Comments. Ms. Bergstein moved to approve the agenda as amended. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted “aye.”

APPROVAL OF SEPTEMBER 15, 2016 GENERAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the General Session Meeting of September 15, 2016 be approved. Ms. Bergstein seconded the motion. On a voice vote all Trustees voted “aye”.

APPROVAL OF SEPTEMBER 15, 2016 EXECUTIVE SESSION MINUTES

Mr. Lonoff moved that the minutes of the Executive Session Meeting of September 15, 2016 be approved. Ms. Young seconded the motion. On a voice vote all Trustees voted “aye”.

APPROVAL OF SEPTEMBER 15, 2016 EXECUTIVE SESSION MINUTES

Ms. Young moved that the minutes of the Executive Session Meeting of September 15, 2016 be approved. Mr. Lonoff seconded the motion. On a voice vote all Trustees voted “aye”.

PUBLIC COMMENTS

None

NEW BUSINESS

Review Annual Audit

Mr. Ed Tracy, of Selden Fox, presented the annual audit for the year ending April 30, 2016. Mr. Tracy stated that the independent auditors report is an unmodified opinion which is the highest form assurance that they can give that the financial statements are fairly presented. Mr. Tracy explained the audit in greater detail to the Board and answered questions. He explained the new reporting standard that effected the financial statements – GASB 68 Accounting and Reporting for Pensions. The new standard records all benefits in the financial statements rather than as Required Supplemental Information so a journal entry was used to record the liability on the government wide financial statements. He also commented that the General Fund revenue is up approximately \$140,000.00 over last year due to investments, Property Tax Revenue/Impact Fees, and Fines and expenses were up \$250,000.00 over last year as stated in the budget. In addition, he stated that the Fund balance is at 66.5% of annual expenses.

Mr. Lonoff moved to accept the audit as presented. Ms. Young seconded the motion. On a voice vote all Trustees voted “aye”.

MONTHLY TREASURER'S REPORT

Review Monthly Financial Statements

Ms. Imrem drew attention to the financial report as exhibited in the Board packet. Ms. Imrem also pointed out that the additional checks are broken down slightly differently than previously. General checks and CIF are separated.

The financial status of the library funds as of September, 2016 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$7,774,239.34		
Restricted	306,487.20		
IMRF	268,584.70		
FICA	238,800.34		
Total General Fund	<u>\$8,588,111.58</u>		
Total Capital Improvement		<u>\$1,751,434.68</u>	
Total Debt Service			<u>\$351,969.12</u>
Checking – NBT	\$987,424.45	\$(1,621.55)	\$8.46
ProPay	29,848.10		
PayPal	44.35		
Money Market – GSB	224,130.46		
Checking/ Money Market – MB	7,116,271.61	2,176.10	
Investments		1,690,028.54	347,828.30
US Bancorp	158,420.72	483.75	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
Total	<u>\$8,588,111.58</u>	<u>\$1,751,434.68</u>	<u>\$351,969.12</u>
<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,690,028.54	6/24/17	.25%
<u>Debt Service</u>			
NB&T – 16829	347,828.30	7/13/17	.20%

Approve Bills and Charges from September, 2016

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

Operating Funds	
Library Claims List	\$ 143,774.32
Librarian's Claims List	21,442.28
Payroll	273,637.19
FICA/IMRF	51,596.43
ACH to IPBC	49,257.38
Total Operating Funds	<u>\$ 539,707.60</u>
Capital Improvement Fund	
Claims List	<u>\$ 13,876.00</u>
Construction Fund	
Claims List	\$ 431.86
General Fund Transfer	\$ 3,251.85
	<u>\$ 3,683.71</u>
Debt Service Fund	
Grand Total Library	<u>\$ 560,951.02</u>

Additional Bills

Operating Fund – Library Account

22867	Best Quality Cleaning	4,680.00
22868	ClientFirst Consulting Group, LLC	22,797.50
22869	Cooperative Computer Service	15,146.00
22870	Evanced Solutions, LLC	670.95
22871	First Bankcard	1,899.20
22872	Getty Images (US), Inc.	1,080.00

CIF Fund

1618	Applied Communications Group	39,071.39
1619	ClientFirst Consulting Group, LLC	982.13

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

On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Ms. Amen reported that no chairs or bricks have been sold this month.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that the meeting will be held next week.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Bergstein explained “Staff Appreciation Week” to the new Board members. She explained that Board members thank the staff by bringing in treats every day during a selected week in November. It was decided that this year Board members would select random days in November to bring treats and change the name to “Staff Appreciation Month.” Ms. Bergstein will write up instructions for Board members and will forward them to Trustees.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall discussed that RAILS is currently working on draft standards (which should be approved in the next few months). They will include: content/collections, customers, facilities, funding, professional leadership and training. She referred to the handout that was provided. Mr. Früm requested that Ms. Hall present the final version (when available) highlighting where the Northbrook Public Library falls.

STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that she will be out of town October 26-November 2. Mr. Austin and Ms. Amen will be available to handle any issues in her absence. Ms. Hall also mentioned that she, Mr. Austin and Ms. Amen are working on fixing the ceiling on the underhang on the exterior of the building that was damaged by the truck that drove into it. Ms. Amen will be contacting the insurance adjustor. Finally, Ms. Hall mentioned that Ms. Kelly Durov, Youth Services Manager, will be presenting STEM for Little Learners in conjunction with PBS kids at the Opening Minds conference in January and South by Southwest this spring. This is a great opportunity for Ms. Durov, and our library, as it will bring the Northbrook Public Library to a national level of awareness as it relates to STEM programming and initiatives.

UNFINISHED BUSINESS

Annual Secretary’s Report Audit

Mr. Glaubinger and Ms. Bergstein verified that they have looked over the minutes from the previous year and found them to be in existence on the website and are not missing anything. Mr. Glaubinger made a motion to approve the audit of the Secretary’s reported by Mr. Glaubinger and Ms. Bergstein. Ms. Imrem seconded the motion. On a voice vote all Trustees voted “aye”.

Draft FY 18 Tax Levy

Ms. Amen noted that she added percentages, as requested last month. Mr. Glaubinger made a motion to approve the FY18 Tax Levy as presented. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

NEW BUSINESS

Expansion of Sunday hours Discussion

Ms. Hall stated that a Board member wanted to discuss the possibility of expanding Sunday hours at the library. Ms. Hall mentioned that this issue had been previously discussed in 2011, but no action was taken at that time. Ms. Hall presented the Board details outlining the costs and considerations for expanding Sunday hours. One measure that she discussed is switching all employees to a straight-time compensation system rather than the current system that includes straight time, time and a half and more than time and a half for some. She cited that other neighboring libraries have also switched to a straight time system.

Mr. Lonoff made a motion to change the Employee Handbook to remove the Weekend Work policy and to add a sentence in Work Hours stating: All hours are paid as straight time including Sunday hours, with the exception of compensatory time, which is for any hours worked over 40 in a week. Ms. Imrem seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

The Board then asked Ms. Hall to conduct a patron survey and floor census to provide data as to whether additional hours on Sunday would be beneficial.

Trustee Workshop Discussion

Ms. Young shared a hand-out and presented a brief overview of the New Trustee Workshop that she attended at RAILS in September.

Board Games Circulation Policy

Ms. Hall discussed the request from Mr. Michael Hominick, Reader Services Librarian, who is starting a new board game collection. Mr. Hominick requested the following loan policy for the new collection: loan period: 2-week, holdable: NBK cardholders only, renewable: 3 times max., overdue fine: \$1.00 per day.

Mr. Lonoff made a motion to approve the board games circulation policy as presented. Ms. Young seconded the motion. On a voice vote, all Trustees voted “aye”.

ADJOURNMENT

There being no further business to discuss, Mr. Lonoff moved to adjourn this meeting. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:35 p.m.

Carlos Früm, President

Robyn Franklin, Recorder