

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
November 17, 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, Mr. Joe Skittino, Ms. Robyn Franklin

Others Present: Mr. Bob Huston - Calor Design

APPROVAL OF THE FOLLOWING AGENDA

Mr. Früm requested to move the presentation by Mr. Bob Huston to after the Approval of the Agenda. Mr. Lonoff moved to approve the agenda as amended. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye."

UNFINISHED BUSINESS

Ms. Hall introduced Mr. Bob Huston of Calor Design and Mr. Joe Skittino, Northbrook Public Library Maintenance Manager. Mr. Huston discussed the chiller replacement project that was sent out to RFP. Mr. Huston mentioned that nine bids were received in all. Mr. Huston contacted references from the three lowest qualifying bidders. All references were positive. Based on his review Mr. Huston recommended contracting with the lowest responsible bidder - Mechanical Concepts of Illinois, Inc. Mr. Huston and Mr. Skittino answered questions from the Trustees regarding the project.

Ms. Bergstein made a motion to approve hiring Mechanical Concepts of Illinois, Inc. for the chiller replacement project in the amount of \$649,000.00. 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

Mr. Huston also discussed the need to rebuild the heating system control panel that is currently 20 years old. This is not included in the RFP and would be an additional \$7,900.00.

Mr. Früm made a motion to approve an additional \$7,900.00 to rebuild the 20-year old heating system control panel. Ms. Bergstein 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

APPROVAL OF OCTOBER 20, 2016 GENERAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the General Session Meeting of October 20, 2016 be approved. Ms. Young seconded the motion. On a voice vote all Trustees voted "aye".

PUBLIC COMMENTS

None

MONTHLY TREASURER'S REPORT**Review Monthly Financial Statements**

Ms. Hall drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of October, 2016 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$7,323,271.83		
Restricted	306,356.66		
IMRF	239,392.65		
FICA	218,455.01		
Total General Fund	<u>\$8,087,476.15</u>		
Total Capital Improvement		<u>\$1,676,850.46</u>	
Total Debt Service			<u>\$352,472.45</u>
Checking – NBT	\$1,297,216.77	\$ (11,549.16)	\$440.32
ProPay	31,823.74		
PayPal	44.35		
Money Market – GSB	224,158.02		
Checking/ Money Market – MB	6,303,785.83	2,176.12	
Investments		1,625,371.66	347,899.77
US Bancorp	158,475.55	484.00	
IMET	71,176.89	60,367.84	4,132.36
Petty Cash	795.00		
Total	<u>\$8,087,476.15</u>	<u>\$1,676,850.46</u>	<u>\$352,472.45</u>
<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	1,625,371.66	6/24/17	.25%
<u>Debt Service</u>			
NB&T – 16829	347,899.77	7/13/17	.20%

Approve Bills and Charges from October, 2016

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

Operating Funds	
Library Claims List	\$ 131,125.69
Librarian's Claims List	22,447.39
Payroll	264,629.85
FICA/IMRF	49,537.38
ACH to IPBC	49,257.38
Total Operating Funds	<u>\$ 516,997.69</u>
Capital Improvement Fund	
Claims List	<u>\$ 74,927.61</u>
Construction Fund	
Debt Service Fund	
Grand Total Library	<u>\$ 591,925.30</u>

Additional Bills

Operating Fund – Library Account

22916	Best Quality Cleaning	4,680.00
22917	CenterPoint Energy Services, Inc.	3,396.40
22918	ClientFirst Consulting Group, LLC	23,611.25
22919	Cloudbakers	7,500.00
22920	FEMA Flood Payments	4,161.00
22921	First Bankcard	1,097.44
22922	Garaventa Lift	676.25
22923	Movie Licensing USA	612.00
22924	Snow Systems, Inc.	1,920.00
22925	State Industrial Products	3,040.00
22926	Swank Motion Pictures Inc.	1,317.00

CIF Fund

1623	ClientFirst Consulting Group, LLC	7,266.52
1624	Klein, Thorpe, Jenkins LTD	3,741.40

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

FOUNDATION

As Ms. Amen was not present, no report was given.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported on the meeting that he attended on October 26th. He mentioned that the Green Acres golf course is up for sale. Ms. Hall elaborated that the property has been purchased by a developer. The zoning, however, will remain the same. Currently there are no plans or proposals to develop the property. Mr. Glaubinger also mentioned that the single greatest revenue generator in Northbrook is currently Neiman Marcus in Northbrook Court. There was discussion regarding working with Northbrook Court to plan for the future. He also mentioned that the joint EDC/ICDC meeting will be held in January and he and Ms. Hall will attend.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Hall mentioned that the staff is very appreciative of the treats that Board members have been dropping off during Staff Appreciation Month. Ms. Hall also gave the new Board members an overview of the past staff/volunteer holiday parties that were organized and hosted by the Board. It was agreed that going forward the library staff will now be responsible for planning and organizing the holiday party.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall reported that RAILS is now offering multi-type collaborative grants. Ms. Hall is speaking with staff about ways to partner with non-public libraries to offer more services. Ms. Hall also mentioned that RAILS is launching a discussion on serving the unserved. Currently 10% of the state does not receive library service. RAILS is working on a plan to first educate and then take action on resolving the issue.

STAFF REPORTS

In addition to Ms. Hall's written report, Ms. Hall mentioned that the library is soliciting TEDx applications for speakers for a live event in the spring. If Board members know anyone that may be interested they can refer them to our website. Ms. Hall also reported that repairs are underway for the underpass and should be completed in the next couple of weeks.

NEW BUSINESS

Travel Reimbursement Policy

Ms. Hall referred to the information in the Board packet explaining the need to adopt a travel reimbursement policy.

Mr. Lonoff made a motion to adopt a travel reimbursement policy in accordance with the local government Travel Expense Control Act. Ms. Bergstein 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

Semi-Annual Review of Closed Meeting Minutes

Mr. Glaubinger made a motion that Executive Session minutes not be made public. Mr. Lonoff seconded the motion. On a roll call vote, all Trustees voted “Aye”.

ADJOURNMENT

There being no further business to discuss, Ms. Bergstein moved to adjourn this meeting. Mr. Lonoff seconded the motion. The meeting was adjourned at 8:39 p.m.

Carlos Früm, President

Robyn Franklin, Recorder