

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
March 21, 2019

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. Jennifer McGee.

Trustees Present: Ms. Sharon Bergstein, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Abby Young, Ms. Jamie Xu, Mr. Carlos Früm

Trustees Absent: Mr. Jay Glaubinger

Staff Present: Ms. Kate Hall, Ms. Anna Amen, Ms. Jennifer McGee, Ms. Laurie Prioletti

Others Present: Mr. Daniel Fitzsimmons

APPROVAL OF THE FOLLOWING AGENDA

Ms. Young moved that the agenda be approved. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye".

APPROVAL OF MINUTES

Mr. Lonoff moved that the minutes of the General Session Meeting of February 21, 2019 be approved. Ms. Xu seconded the motion. On a voice vote, Ms. Bergstein, Ms. Imrem, Mr. Lonoff, Ms. Xu, Ms. Young and Mr. Früm voted "aye".

PUBLIC COMMENTS

Mr. Daniel Fitzsimmons, a Northbrook resident and Library card holder, addressed the Library's water bottle policy as it relates to the auditorium. Mr. Fitzsimmons requested that the library consider amending their policy allowing patrons to bring in clear water bottles containing only water into the auditorium.

MONTHLY TREASURER'S REPORT

Review Monthly Financial Statements

Ms. Imrem drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of February, 2019 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$7,189,622.00		
Restricted	259,839.01		
IMRF	453,304.80		
FICA	143,903.76		
Total Operating	<u>\$8,046,669.57</u>		
Capital Improvement		<u>\$932,467.97</u>	
Debt Service			<u>\$8,818.19</u>
Checking – NBT	\$82,637.61	9,365.28	27.66
ProPay			
PayPal	1,973.48		
Money Market – GSB	225,024.43		
Checking/ Money Market – MB	7,670,991.45	500,684.92	
Investments		367,125.28	5,039.85
US Bancorp	643.72	499.61	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	<u>\$8,046,669.57</u>	<u>\$9,32,467.97</u>	<u>\$8,818.19</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	367,125.28	6/25/19	.25%
<u>Debt Service</u>			
NB&T – 16829	5,039.85	7/13/19	.25%

Approve Bills and Charges from February, 2019

Ms. Imrem drew attention to the following Bills and Charges for February, 2019 and the additional bills listed below:

Operating Funds		
Library Claims List	\$	142,939.76
Librarian's Claims List		15,310.92
Payroll		295,729.99
FICA/IMRF		49,048.09
ACH to IPBC		54,435.86
Transfer to CIF		
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Total Operating Funds	\$	557,464.62
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Capital Improvement Fund		
Claims List		50,078.70
Construction Fund		
Debt Service Fund		
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Grand Total Library	\$	607,534.32
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Additional Bills

Operating Fund – Library Account

23614	First BankCard	2,570.80
23615	The Hanover Insurance Company	38,168.00
23616	Village of Northbrook Water Dept.	1,050.66
23617	Warehouse Direct	2,058.54
23618	Wells Fargo Vendor Fin Serv	1,752.00
CIF Fund		
1684	Low Voltage Solutions Inc	49,968.00
1685	Paddock Publications Inc	110.70

Ms. Imrem made a motion to approve the February and Charges. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Ms. Amen noted that the January 2019 Grill House Fundraiser brought in \$198.00 to the Foundation.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger not present to give report. Ms. Hall mentioned that the EDC is working on a marketing campaign to educate tax payers as to where their tax money is being allocated. This month, the Village Newsletter features the Library and talks about the ROI the library provides to residents and notes that

93% of library funding comes from local property taxes. EDC's property tax marketing campaign will also feature Northbrook Schools and Park District in upcoming Newsletters.

STAFF REPORTS

In addition to her written report, Ms. Hall noted that she will be on vacation April 2nd through April 5th. Ms. Hall updated the Board regarding Mr. Austin's absence. Ms. Hall mentioned that there are two open trustee seats on the RAILS Board. Nominations are approaching and if there's any interest among the Library Board to be on the Rails Board to let her know. Ms. Hall also spoke about the Library's One Book, One Community book selection; Trevor Noah's Born a Crime. Ms. Tracy Gossage, from Fiction and Media will talk about the book and One Book, One Community at April's Board meeting.

UNFINISHED BUSINESS

Technical Services and Maintenance Project

Ms. Hall provided an update regarding the T&S Maintenance Project. Kick off meeting was Wednesday, March 20th. Construction is starting on Monday, March 25th. The Board was given a project timeline with an expectation of TS back in their new space by mid-May and the close out of the project by the end of May.

FY20 Draft Budget

Ms. Amen presented the FY20 draft budget.

After some discussion, Ms. Imrem made a motion to approve the FY20 budget as presented.

Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Imrem, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm

"Nay": None

NEW BUSINESS

Vision Insurance Proposal

Board discussed cost and benefits of offering Library Full-Time Employees vision insurance. Ms. Bergstein made a motion to approve updating the Employee Handbook to include Vision Insurance as one of the group benefit plans. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Imrem, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm

"Nay": None

Liability Insurance Review

Ms. Amen discussed the library's rate changes and the new cyber liability policy added to the Library's insurance policy. Cyber liability is specifically designed to provide protection in the event of a cyber-attack. One successful hack, lost laptop, or lost paper record can cause a data breach impacting the privacy of patrons & employees. The policy also provides protection in the event of an electronic crime, or a spear phishing campaign. The liability policy has a \$1,000,000 limit subject to a \$5,000 deductible and will provide defense cost should the Library be named in a lawsuit. The annual cost of the policy is \$2,643.00

Appoint Board Officer Nominating Committee

As per the by-laws, Mr. Früm appointed Ms. Bergstein, Ms. Xu, and Ms. Young to the Board Officer Nominating Committee. The Committee will form a slate for officers for the next fiscal year. The slate will be presented at the May meeting.

FY20 Board Meeting Schedule

Board member reviewed the proposed schedule of meeting dates for FY20. Ms. Young made a motion to approve the FY20 board meeting schedule. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye".

Annual Review of Non-Resident Fee Method

After some discussion, Mr. Lonoff made a motion to approve the use of the tax bill method for the next year to calculate non-resident fees for existing homes and use the incorporated Northbrook developer impact fees to charge an equivalent amount to new development until such time as they receive a tax bill for their property. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Imrem, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm

"Nay": None

Executive Director Annual Review

Executive Session At 7:58 pm, Ms. Young 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. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Imrem, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm

"Nay": None

At 8:10 pm, Ms. Young made a motion to close the executive session and re-open the general session. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Imrem, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm

"Nay": None

Ms. Imrem made a motion to approve a \$5,200 increase for the Executive Director, Kate Hall's effective May 1, 2019. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Imrem, Mr. Lonoff, Ms. Xu, Ms. Young, Mr. Früm

"Nay": None

ADJOURNMENT

There being no further business to discuss Ms. Imrem moved to adjourn this meeting. Ms. Young seconded the motion. The meeting was adjourned at 8:18 p.m.

Carlos Früm, President

Jennifer McGee, Recorder