

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
January 16, 2020

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 M. Früm.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Sharon Bergstein, Mr. Jay Glaubinger, Mr. Kayhan Parsi, Ms. Jami Xu, Mr. Carlos M. Früm

Trustees Absent: Ms. Maura Crisham, Ms. Abby Young

Staff Present: Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Amen, Ms. Jennifer McGee,

Others Present: Sean Scott, Pepper Construction, Korean Intern Students: An Hee-Jin, Hyunjin Kim, Ji Eun Lee, So-Jung Lee

APPROVAL OF ELECTRONIC VOTE

Ms. Bergstein made the motion to allow Mr. Parsi to participate in the meeting electronically. Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Ms. Xu, Mr. Früm

"Nay": None

APPROVAL OF THE FOLLOWING AGENDA

Ms. Xu made the motion to approve the agenda. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Mr. Parsi, Ms. Xu, Mr. Früm

"Nay": None

APPROVAL OF GENERAL SESSION MINUTES

Mr. Glaubinger made the motion that the minutes of the General Session Meeting of November 21, 2019 be approved. Mr. Parsi seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Mr. Parsi, Ms. Xu, Mr. Früm

"Nay": None

APPROVAL OF SPECIAL SESSION MINUTES

Mr. Parsi made the motion that the minutes of the Special Session Meeting of November 13, 2019 be approved. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

PUBLIC COMMENTS

The Korean Intern students introduced themselves and talked about their background. The board was interested to learn what prompted their interest in becoming librarians. The students expressed their appreciation for the opportunity to tour the Northbrook Public Library and for the learning experience.

MONTHLY TREASURER’S REPORT

Review Monthly Financial Statements

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

	Operating	Capital Improvements	Debt Service
General Fund	\$6,557,496.43		
Restricted	275,141.77		
IMRF	580,496.63		
FICA	<u>163,908.77</u>		
Total Operating	<u>7,577,043.60</u>		
Capital Improvement		<u>5,828,987.93</u>	
Debt Service			<u>\$9,045.58</u>
Checking – NBT	\$187,679.04	\$ 4,050.53	\$337.15
ProPay			
PayPal	3,200.63		
Money Market – GSB	225,563.58		
Checking/ Money Market – MB	7,096,041.43	5,268,344.24	
Investments		502,560.02	5,044.57
US Bancorp	655.35	508.49	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	<u>795.00</u>		
Total	<u>7,577,043.60</u>	<u>5,828,987.93</u>	<u>9,045.58</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	502,560.02	6/25/20	.25%
<u>Debt Service</u>			
NB&T – 16829	5,044.57	7/13/20	.25%

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

	Operating	Capital Improvements	Debt Service
General Fund	\$7,014,711.71		
Restricted	273,538.30		
IMRF	606,771.40		
FICA	<u>186,639.15</u>		
Total Operating	<u>8,081,660.56</u>		
Capital Improvement		<u>5,823,436.20</u>	
Debt Service			<u>\$9,037.35</u>
Checking – NBT	\$61,909.10	\$ (19,297.17)	\$337.15
ProPay			
PayPal	3,200.63		
Money Market – GSB	225,507.98		
Checking/ Money Market – MB	7,726,484.86	5,261,246.52	
Investments		527,454.38	5,036.34
US Bancorp	654.42	507.82	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	<u>795.00</u>		
Total	<u>8,081,660.56</u>	<u>5,823,436.20</u>	<u>9,037.35</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	527,454.38	6/25/20	.25%
<u>Debt Service</u>			
NB&T – 16829	5,036.34	7/13/20	.25%

Approve Bills and Charges from December and November, 2019

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

Operating Funds	
Library Claims List	\$ 111,850.53
Librarian's Claims List	13,448.52
Payroll	297,635.10
FICA/IMRF	49,598.15
ACH to IPBC	63,262.23
Transfer to Capital Improvement Fund	
Transfer to Debt Service	
Total Operating Funds	<u>\$ 535,794.53</u>
Capital Improvement Fund	<u>1,652.30</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 537,446.83</u></u>

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

Operating Funds	
Library Claims List	\$ 167,624.53
Librarian's Claims List	16,394.62
Payroll	309,657.73
FICA/IMRF	51,356.85
ACH to IPBC	63,262.23
Transfer to Capital Improvement Fund	
Transfer to Debt Service	275,050.10
Total Operating Funds	<u>\$ 883,346.06</u>
Capital Improvement Fund	<u>37,163.04</u>
Debt Service Fund	
2012 A Principal & Interest Payment	36,417.32
2012 B Principal & Interest Payment	34,520.00
2013 B Principal & Interest Payment	<u>322,750.00</u>
Total Debt Service Fund	<u>\$ 393,687.32</u>
Grand Total Library	<u><u>\$ 1,314,196.42</u></u>

Additional Bills

Operating Fund – Library Account

24023	Best Quality Cleaning	9,360.00
24024	Fast Signs	7,595.50
24025	First Bankcard	5,368.81
24026	The Association of Children’s Museum	710.00
24027	BambooHR	8,533.27

Ms. Bergstein made the motion to approve the November and December 2019 Bills and Charges.
Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Ms. Amen had no updates to report. Ms. Amen talked about the upcoming library foundation fundraiser at the Grill House set for Monday, January 27, 2020.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that there was no meeting in November or December.

STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that she and Mr. Austin are planning to attend the ILA Legislative day on February 17th. She asked interested board members to let her know if they plan on attending. Ms. Hall talked about the library’s TEDxNorthbrookLibrary speaker event being held in the summer. She asked board members to reach out to local community members who might be interested in being a speaker. The library is accepting TEDx speaker applications until February 15th. Ms. Hall commented on the Korean Interns that have been visiting the library over the past week. Ms. Hall discussed the library’s eBook platforms Axis 360 and Overdrive. Axis 360, the new eBook platform for youth is now live. The library is currently working on getting local schools set-up. Ms. Hall also talked about the Young Adult and Adult eBooks and movie titles being moved away from Cloudlibrary to Overdrive.

UNFINISHED BUSINESS

Parking Lot Barrier

The board discussed the library’s parking lot barrier project. In addition to Kimley Horn’s recommendations, the board talked about the Village’s Downtown Northbrook Improvement Analysis. Mr. Früm mentioned the Village’s plan to make improvements to Cedar focusing on pedestrian traffic. Mr. Früm asked the board to table the Parking Lot Barrier until the Village completes their study.

Ms. Bergstein made the motion to table further discussions of the Parking Lot Barrier until the Village completes their study. Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

Friends of the Library Joint Meeting with Board of Trustees

The board discussed the topic of having another joint meeting with the Friends of the Library Board. The Board was in agreement that they are open to meeting with the Friends Board if requested.

NEW BUSINESS

2nd Floor Study Room Bid Review and Approval

Sean Scott from Pepper Construction presented the bid results for the 2nd floor study room project and penthouse repairs. Construction is scheduled to start in April and to be completed within 6 weeks.

Ms. Bergstein made the motion to approve the 2nd floor study room and penthouse bids as presented in the amount of \$590,790. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Mr. Parsi, Ms. Xu, Mr. Früm

"Nay": None

Fine Free Recommendation

In addition to her presentation, Ms. Hall discussed the study of fine free verses fine. She also mentioned that going fine free is a national trend and that ALA is going fine free.

Mr. Parsi made the motion that the library go fine free effective May 1, 2020. Ms. Bergstein seconded the motion. On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Mr. Parsi, Ms. Xu, Mr. Früm

"Nay": None

AGENDA BUILDING

The board discussed February's meeting agenda and agreed to keep the following items on the agenda: Employee Handbook, RFID bid, FY21 budget, and the Broiler Bid. It was decided to move the Design Thinking Committee report to March 2020's agenda.

ADJOURNMENT

There being no further business to discuss, Ms. Bergstein made the motion to adjourn this meeting. Mr. Glaubinger seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Mr. Parsi, Ms. Xu, Mr. Früm

"Nay": None

The meeting was adjourned at 8:13 p.m.

Mr. Carlos M. Früm, President

Ms. Jennifer McGee, Recorder