

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
October 17, 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 M. Früm.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

**Trustees Present:** Ms. Sharon Bergstein, Ms. Maura Crisham, Mr. Jay Glaubinger, Mr. Kayhan Parsi, Ms. Jami Xu, Ms. Abby Young, and Mr. Carlos M. Früm

**Trustees Absent:**

**Staff Present:** Mr. Brodie Austin, Ms. Anna Amen, and Ms. Jennifer McGee

**Others Present:**

APPROVAL OF THE FOLLOWING AGENDA

Ms. Bergstein moved to approve the agenda. Ms. Crisham seconded the motion. On a voice vote, all Trustees voted "aye."

APPROVAL OF GENERAL SESSION MINUTES

Ms. Young moved that the minutes of the General Session Meeting of September 19, 2019 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye."

PUBLIC COMMENTS

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 September, 2019 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$8,290,349.43		
Restricted	255,904.33		
IMRF	658,428.28		
FICA	<u>232,100.20</u>		
Total Operating	<u>\$9,436,782.24</u>		
Capital Improvement		<u>\$1,861,739.80</u>	
Debt Service			<u>\$127,625.40</u>
Checking – NBT	\$273,274.93	\$ 11,515.87	\$46.75
ProPay			
PayPal	3,036.46		
Money Market – GSB	225,394.96		
Checking/ Money Market – MB	8,870,519.84	1,743,799.43	
Investments		52,394.49	123,914.49
US Bancorp	652.48	505.36	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	795.00		
Total	<u>9,436,782.24</u>	<u>1,861,739.80</u>	<u>127,625.10</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	52,394.49	6/25/20	.25%
<u>Debt Service</u>			
NB&T – 16829	123,914.49	7/13/20	.25%

Approve Bills and Charges from September, 2019

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

Operating Funds	
Library Claims List	\$ 147,876.23
Librarian's Claims List	17,122.68
Payroll	294,467.26
FICA/IMRF	48,759.97
ACH to IPBC	63,262.23
Transfer to Capital Improvement Fund	
Transfer to Debt Service	
Total Operating Funds	<u>\$ 571,488.37</u>
Capital Improvement Fund	<u>5,026.68</u>
Debt Service Fund	
Grand Total Library	<u>\$ 576,515.05</u>

Additional Bills

Operating Fund – Library Account

23913	Costco	685.00
23914	First Bankcard	4,731.99
23915	Christopher Laughlin	750.00
23916	North Town Auto Service	991.81
23917	Ocooch Hardwoods	707.17

CIF Fund

1711	Product Architecture + Design	5,026.67
------	-------------------------------	----------

Ms. Bergstein made a motion to approve the September Bills and Charges. Mr. Parsi seconded the motion. On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Ms. Amen had no updates to report.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that there was a meeting on October 16<sup>th</sup>. He gave a report based on information provided by the following Intergovernmental entities.

**Village of Northbrook**

- Northbrook Court demo postponed until after the holiday season.
- Downtown train station will not move to Grainger property due to cost.
- Dundee road project running behind schedule due to inclement weather.
- Village addressing downtown parking issues. One initiative is to make parking more visible with better lighting.
- Grand opening of Shermer townhome models is this week. Building of additional townhomes will be dependent on sales. Current fencing will be removed and replaced with new fencing.
- The creation of more affordable housing will be on the November’s board meeting agenda. Zoning requirements will be addressed. Grainger and Green Acres are potential lots for affordable housing. School districts and the park district will be included in the discussion.
- Cannabis sales will be discussed at November’s board meeting. The village is expecting negative response regarding recreational sales and expects a demand for more restrictive zoning codes.
- The new commercial development at Willow and Pflingsten was discussed. Of the four corners, three are Glenview (SW, SW & SE). The NW corner is Northbrook. The retail developer building

the retail strip center on the SW corner is seeking more land. The developer is looking to purchase Northbrook's NW corner.

- The Village is looking at ways to increase the effectiveness of their tax education initiative. They are looking at incorporating more effective graphics in their Newsletter to illustrate the relationship between property taxes and services. They are also requesting that other village entities, such as the library and the park district continue to incorporate communication about the tax education initiative in their newsletters. The Village is also looking into holding a public educational tax and service presentation.
- Cook county assessment of Northbrook commercial property is expected to increase substantially. The Village is not clear on how that will affect tax bills, but there is concern that commercial development and sales will be impacted.

#### **Northbrook Chamber of Commerce**

- The next EDC/ICDC Joint meeting will occur on November 28, 2019.
- The Village family dinner is set for November 6, 2019.

#### **Northbrook Public Library**

- Talked about their upcoming construction projects; the 2<sup>nd</sup> floor study rooms and the RFID project. They also spoke about the bond approval for the master plan.

#### **Northbrook School Districts**

- District 27 reported on increasing enrollment.
- District 28 discussed the implementation of their new math program and that they are working on emergency preparedness. They mentioned that they are now Live streaming their board meetings which can be accessed under livestream on their website
- District 30 reported on the grand opening of Maple and thanked everyone for their support. They noted that they passed a budget with a planned deficient in order to address maintenance. They also mentioned that Maple's principle will be retiring.
- District 31 reported on construction projects. Winkelman has finished the playground and is currently working on their parking lot. Field is resurfacing their parking lot and building a new play area.
- High School District 225 reported that enrollment numbers are up at GBN but is in line with projected growth. GBN talked about the pool construction and how it affected their programming. They also discussed their New Locking System project. The new locking system will enable the main office to lock down and secure the entire building with a push of one button. GBN is also looking into rehabbing the school's nursing facility.

#### **STAFF REPORTS**

In addition to her written report, Mr. Austin mentioned that Ms. Hall will be taking an additional leave of absence due to her mother's illness. The board also discussed the Lake Villa library visit scheduled for Wednesday, November 13<sup>th</sup> at 6:30 pm.

## UNFINISHED BUSINESS

### **Parking Lot Truck Barrier Options**

The board discussed the four options presented by Kimley-Horn, focusing on option four. In conjunction with option four, Ms. Amen presented an alternative solution suggested by Ms. McGee and further developed in the pre-board staff meeting with Ms. Amen and Mr. Austin. In conjunction with increased signage, and allowing two-way traffic on the south side of the library; a potential solution is to create an accessible drop-off and loading area near the east entrance. The new accessible loading zone will be defined by diagonal lines and signage allowing people with mobility issues a designated area to valet close to an entrance with coverage for inclement weather without blocking traffic. In order to accommodate the new zone and avoid losing parking spaces, current handicap spaces will be adjusted based on new code guidelines.

Ms. Bergstein made a motion to move forward with Kimley-Horn's parking lot barrier option number four of increased signage and incorporating the designated accessible drop-off/loading zone. Mr. Parsi seconded the motion. On a voice vote, all Trustees voted "aye."

### **FY21 Tax Levy**

In addition to her memo and information provided in the board packet, Ms. Amen explained that although the levy may look lower than last year, once the bond is added the tax levy will be at a 3% increase overall which is in line with previous years. The Board discussed the tax levy and did not make any changes.

Mr. Glaubinger made a motion to approve the FY21 tax levy the FY 2021 budget as presented in the amount of \$8,745,664 for operating and debt service. Ms. Young seconded the motion. On a roll call vote, Trustees voted:

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

"Nay": None

## NEW BUSINESS

### **Staff Appreciation Week**

The board decided on the week of November 3<sup>rd</sup> to bring in treats for staff.

### **Inclusion Signage**

Regarding Ms. Hall's memo, the board discussed the library incorporating Inclusion Signage based on patron requests. After some discussion, the board authorized the library to move forward in creating and displaying Inclusion Signage in the library.

### **Solicitation in the Library**

In addition to Ms. Hall's memo, Mr. Austin provided the board with examples of library staff and patron interactions with petitioners. Mr. Austin asked the board for direction on the recommendation given by the library's attorney Britt Islay from Ancel Glink. Mr. Islay suggested that the library consider making a distinction between solicitation and petitioning. After some discussion, the board decided to make no change to the current policy in which it states that solicitation and petitioning are not allowed on library property.

## FY20 Per Capita Grant Requirements

Mr. Austin drew attention to Ms. Hall's memo regarding FY20 Per Capita Grant Requirements. He discussed the four requirements that the board must fulfill in order to apply for the FY20 Per Capita Grant.

1. The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 3, Personnel, of "Serving Our Public 3.0: Standards for Illinois Public Libraries."
2. Review chapters 11-14 of the "Trustee Facts File Fourth Edition," located at <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>
3. Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.
4. The library board shall familiarize themselves with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>

Based upon discussion and review, it was determined that the Library is meeting the standards as prescribed. Ms. Hall will present the Per Capita Grant at November's 2019 board meeting.

## Board of Trustees Electronic Attendance Policy

Mr. Austin drew attention to the policy in the board packet. The policy was drafted in response to board member Mr. Parsi's request to implement a Trustees Electronic Attendance Policy due to his work travel schedule.

After some discussion, Mr. Parsi made a motion to approve the electronic attendance policy as presented. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye."

## ADJOURNMENT

There being no further business to discuss, Ms. Young moved to adjourn this meeting. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye."

The meeting was adjourned at 8:51 p.m.

---

Mr. Carlos M. Früm, President

---

Ms. Jennifer McGee, Recorder