

MINUTES OF THE REGULAR MEETING
 OF THE BOARD OF LIBRARY TRUSTEES
 OF THE VILLAGE OF NORTHBROOK
 Northbrook Public Library
 Northbrook Civic Foundation Room
 October 18, 2018

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. Anna Amen.

Trustees Present: Ms. 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, Ms. Anna Amen, Ms. Erin Seeger, Ms. Jennifer McGee

Others Present: Mr. Ed Tracy, Selden Fox

APPROVAL OF THE FOLLOWING AGENDA

Ms. Bergstein moved to approve the agenda. 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 September 20, 2018 be approved. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye."

PUBLIC COMMENTS

Ms. Seeger presented information on the Food for Fines Program which took place in August.

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 September, 2018 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$8,597,099.23		
Restricted	270,745.83		
IMRF	504,562.67		
FICA	230,391.22		
Total General Fund	<u>\$9,602,798.95</u>		
Total Capital Improvement		<u>\$1,009,876.34</u>	
Total Debt Service			<u>\$96,480.90</u>
Checking – NBT	\$446,040.36	\$ 8,328.55	\$419.38
ProPay			
PayPal	1,750.46		

Money Market – GSB	224,803.54		
Checking/ Money Market – MB	8,844,168.09		
Investments		946,259.95	92,310.84
US Bancorp	637.62	494.96	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	<u>\$8,544,013.95</u>	<u>\$1,009,876.34</u>	<u>\$96,480.90</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T – 16808	946,259.95	6/25/19	.25%
<u>Debt Service</u>			
NB&T – 16829	92,310.84	7/13/19	.25%

Approve Bills and Charges from September, 2018

Ms. Imrem drew attention to the following Bills and Charges for September, 2018 and the additional bills listed below:

Operating Funds	
Library Claims List	\$ 123,133.19
Librarian's Claims List	17,503.47
Payroll	284,001.40
FICA/IMRF	52,068.33
ACH to IPBC	54,435.86
Total Operating Funds	<u>\$ 531,142.25</u>
Capital Improvement Fund	
Claims List	\$ 1,677.04
Debt Service Fund	
Grand Total Library	<u><u>\$ 531,142.25</u></u>

Additional Bills

Operating Fund – Library Account

24907	First Bankcard	3,419.71
24908	Limricc Unemployment Comp Group	676.98
23909	Olga Rudiak	600.00
23910	Cloudbakers	8,000.00

Ms. Imrem made a motion to approve the September Bills and Charges and additional bills. Mr. Glaubinger 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 one chair was sold to the Friend in honor Virginia Rosen, a Friends Board Member and volunteer.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger attended the meeting on October 11th. He reported that a new committee was formed to provide information to the residents of Northbrook that will explain where tax dollars are spent, the difference between residential and commercial property taxes and sales taxes and how it effect the Village. Updates were provided on the following developments: redevelopment at Northbrook Court, redevelopment of Maurice property on Techny, redevelopment of the Grainger property. The taxing authorities provided updates on their projects: Maple School construction project, District 27 security training program, District 225 calendar change.

STAFF REPORTS

In addition to her written report, Ms. Hall introduced Jennifer McGee the new Administrative Assistant. She also reminded the Board of the upcoming trip to the Skokie Public Library on November 8th. She mentioned that she has been in communication with Patty **Vile** and 2 existing trustees will be slated and the Town Hall meeting in on November 4th. She reported that the cabling bid has gone out, 13 contractors attended the walkthrough on October 8th and the bidding results will be brought to the Board at the November meeting

UNFINISHED BUSINESS

Audit Presentation-Ed Tracy, Selden Fox

Mr. Ed Tracy, of Selden Fox, presented the annual audit for the year ending April 30, 2018. Mr. Tracy stated that the independent auditors report is an unmodified opinion which is the highest form of assurance that they can give that the financial statements are fairly presented. He then explained some of the changes in accounting standards for the upcoming audit and answered questions from the Board.

Draft FY20 Tax Levy

Per the Board's request, Ms. Amen presented a tax levy of 3.00%. The Board discussed the tax levy and did not make any changes.

Mr. Lonoff made a motion to approve the FY20 Tax Levy with a 3.00% increase as presented. Mr. Glaubinger 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

Attorney Proposals Review

Ms. Hall presented the proposals from three law firms. The Board discussed the proposals and felt that all three seem qualified and provided services for Libraries. After discussion they decided to retain Ancel Glink.

Mr. Früm made a motion to retain Ancel Glink as the Library's counsel. Mr. Glaubinger 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

Staff Appreciation Week

The Board discussed staff appreciation week which is typically held in November. Each Trustee selected a date to bring in a staff treat.

File Detailed Statement of Receipts & Expenditures Per 501 ILCS 305/1

Mr. Lonoff made a motion to approve the detailed statement of Receipts and Expenditures 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

ADJOURNMENT

There being no further business to discuss, Ms. Young moved to adjourn this meeting. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:25 p.m.

Carlos Früm, President

Anna Amen, Recorder