

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
November 15, 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. Jennifer McGee.

Trustees Present: Ms. Sharon 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, Mr. Brodie Austin, Ms. Anna Amen, Jennifer McGee

Others Present: Mr. Britt Islay, Ancel Glink

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

Ms. Bergstein moved that the minutes of the General Session Meeting of October 18, 2018 be approved. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye."

Mr. Lonoff moved that the minutes of the Special Session Meeting of November 8, 2018 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye."

UNFINISHED BUSINESS

Ancel Glink Law Firm Introduction

Mr. Brett Islay from Ancel Glink introduced himself and affirmed that he will be the main contact for the library. Mr. Islay briefed the board on Ancel Glink's specialization in library and municipal law such as fire, police and public works law.

PUBLIC COMMENTS

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 October, 2018 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$8,127,682.90		
Restricted	262,743.77		
IMRF	475,922.71		
FICA	209,440.96		
Total General Fund	<u>\$9,075,790.34</u>		
Total Capital Improvement		<u>\$1,002,333.85</u>	
Total Debt Service			<u>\$96,499.87</u>
Checking – NBT	\$231,383.80	\$ 590.69	\$419.38
ProPay			
PayPal	1,750.46		
Money Market – GSB	224,834.95		
Checking/ Money Market – MB	8551,783.43		
Investments		946,454.39	92,329.81
US Bancorp	638.82	495.89	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	<u>\$9,075,790.34</u>	<u>\$1,002,333.85</u>	<u>\$96,499.87</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	1,293,779.93	6/25/18	.25%
<u>Debt Service</u>			
NB&T – 16829	354,560.80	7/13/18	.25%

Approve Bills and Charges from October, 2018

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

Operating Funds	
Library Claims List	\$ 170,260.68
Librarian's Claims List	18,396.74
Payroll	286,857.41
FICA/IMRF	52,829.11
ACH to IPBC	54,435.86
Total Operating Funds	<u>\$ 582,779.80</u>
Capital Improvement Fund	
Claims List	\$ 7,737.86
Construction Fund	
Debt Service Fund	
Grand Total Library	<u>\$ 582,779.80</u>

Ms. Imrem made a motion to approve the October Bills and Charges. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Ms. Amen reported that two bricks were sold in November. Ms. Amen talked about the upcoming Foundation fundraiser occurring on January 29, 2019. The Grill House will donate 20% of the proceeds to the foundation.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

There was no meeting this month.

STAFF REPORTS

Ms. Hall mentioned that staff members enjoyed the treats that board members provided during the week of November 5th. Ms. Hall presented a thank you card from all of the Library Staff to the Board Members for Staff Appreciation week. Ms. Hall reminded the board that she will be on vacation the end of November until December 10th. Ms. Hall reported that the Library’s star rating is back up to a 4 star rating in the Library Journal. Ms. Hall mentioned that board members can submit a mileage report for the Special Board meeting held earlier in the month. Ms. Hall informed the board that the Rotary Club has asked her to be President Elect for the upcoming year and asked for the board’s input. Lastly, Ms. Hall requested that the board members reach out to our federal legislators and ask that they co-sponsor the Museum and Library Services Act bills in the house and senate.

NEW BUSINESS

Recabling Bid

Board members discussed the bid results. Based on the results, OSG recommends the lowest responsible bidder, which is Low Voltage Solutions.

Mr. Lonoff made a motion to accept the bid from Low Voltage Solutions in the amount of \$52,350. Ms. Imrem seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

Technical Services and Maintenance Remodel

Ms. Hall gave a brief overview of the project. There is a need to create space for Maintenance to have separate areas for their staff workroom, a maintenance shop and dedicated library storage space. This means that Technical Services area will become smaller and more efficient. The remodel will also include an upgrade to the HVAC system and upgrading the cabling. Construction is slated to start in March once board approves bid results in January.

FY 19 Per Capita Grant Application

Ms. Hall stated that there are three requirements that the board must fulfill in order to apply for FY 19 Per Capita Grant.

1. The Library Director and Board of Trustees shall review and report on progress in meeting Chapter 8, Public Services.
2. Review chapters 6-10 of the “Trustee Facts File Fourth Edition”.
3. Library staff and at least one trustee must complete an educational program in calendar year 2018 focused on meeting the needs of patrons with challenges or disabilities.

Based upon discussion and review it was determined that the Library is meeting the standards as prescribed. Mr. Lonoff volunteered to complete the educational program focusing on meeting the needs of patrons with challenges or disabilities.

Public Code Behavior Policy

Ms. Hall provided an update on the policy to allow food at designated tables in Youth Services Department and in the Teen Loft. Ms. Hall says that the testing has been working well and that there is less food being eaten in non-designated areas. Ms. Hall addressed the cleanliness and allergy concerns stating that there are disinfectant wipes at each designated location and that by having designated areas for eating should help reduce the risk of allergic reactions.

Ms. Young moved to approve the Public Code of Behavior policy. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye."

Semi-Annual Review of Closed Meeting Minutes

During discussion, it was noted that the 19 month dates were corrected. Ms. Imrem made a motion to open all closed session meeting minutes. Ms. Young seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Imrem, Mr. Glaubinger, 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

Jennifer McGee, Recorder