

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

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

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

Trustees Absent: Ms. Sharon Bergstein, Ms. Maura Crisham

Staff Present: Ms. Kate Hall, Mr. Brodie Austin, Ms. Jennifer McGee, Mr. Phil Collins

Others Present: John Albrecht, Go Green Northbrook

APPROVAL OF THE FOLLOWING AGENDA

Mr. Glaubinger moved to approve the agenda. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye."

APPROVAL OF GENERAL SESSION MINUTES

Mr. Parsi moved that the minutes of the General Session Meeting of October 17, 2019 be approved. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye."

APPROVAL OF SPECIAL SESSION MINUTES

Ms. Young moved that the minutes of the Special Session Meeting of November 13, 2019 be approved. Mr. Parsi 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 October, 2019 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$7,793,828.42		
Restricted	260,554.87		
IMRF	632,319.69		
FICA	<u>209,394.40</u>		
Total Operating	<u>8,896,097.38</u>		
Capital Improvement		<u>1,845,673.64</u>	
Debt Service			<u>\$127,650.56</u>
Checking – NBT	\$60,903.33	\$ (7,134.13)	\$46.75
ProPay			
PayPal	3,084.71		
Money Market – GSB	225,450.54		
Checking/ Money Market – MB	8,542,101.74	1,746,370.71	
Investments		52,405.26	123,939.95
US Bancorp	653.49	507.15	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	<u>795.00</u>		
Total	<u>8,896,097.38</u>	<u>1,845,673.64</u>	<u>127,650.56</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	52,405.26	6/25/20	.25%
<u>Debt Service</u>			
NB&T – 16829	123,939.95	7/13/20	.25%

Approve Bills and Charges from October, 2019

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

Operating Funds	
Library Claims List	\$ 184,838.07
Librarian's Claims List	15,425.49
Payroll	300,132.18
FICA/IMRF	50,000.10
ACH to IPBC	63,262.23
Transfer to Capital Improvement Fund	
Transfer to Debt Service	
Total Operating Funds	<u>\$ 613,658.07</u>
Capital Improvement Fund	<u>8,650.00</u>
Debt Service Fund	
Grand Total Library	<u>\$ 632,308.07</u>

Additional Bills

Operating Fund – Library Account		
23959	Jennie Brown	600.00
23960	CallOne	848.31
23961	Chicago Sun Times	624.00
23962	Cintas	650.00
23963	Cloudbakers	3,520.00
23964	Discovery Benefits, Inc.	2,719.52
23965	EBSCO Information Services	24,324.80
23966	First Bankcard	4,367.01
23967	GovConnection, Inc.	1,690.88
23968	Moore Landscapes, LLC	5,138.25
23969	North American	927.80
23970	SHI International Corp.	2,928.42
23971	Tee Jay Services Company, Inc.	600.00
23972	Wells Fargo Vendor Fin Serv	765.00
CIF Fund		
1712	Kimley-Horn and Associates	7,800.00
1713	Product Architecture + Design	10,000.00
1714	Wiss, Janney, Elstner Associates	850.00
1716	Ancel Glink P.C.	910.00
1717	Calor Design Group, Ltd.	5,222.50
1718	Product Architecture + Design	12,132.54

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

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

“Nay”: None

FOUNDATION

Ms. Hall had no updates to report.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

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

STAFF REPORTS

In addition to her written report, Ms. Hall asked the Board Trustees who attended the Lake Villa library tour to fill out mileage reimbursement forms. Ms. Hall informed the Board that she will be on vacation December 2nd through December 4th. She also reminded the Board that there will be no Board meeting in December. Ms. Hall gave a verbal update from Kimley Horn regarding the addition to option four for the parking lot barrier proposal. Kimley Horn advised against having a designated drop-off area at the proposed location because it would force vehicles to back-up resulting in an increase number of accidents.

UNFINISHED BUSINESS

FY20 Per Capita Application

Mr. Parsi made a motion to approve the FY20 Per Capita Grant application as presented. Ms. Xu seconded the motion. On a roll call vote, Trustees voted:

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

“Nay”: None

NEW BUSINESS

File Detailed Statement of Receipts & Expenditures Per 50 ILCS 305/1

Ms. Young made a motion to approve the detailed statement of Receipts and Expenditures as presented. Mr. Glaubinger seconded the motion. On a roll call vote, Trustees voted:

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

“Nay”: None

Semi-Annual Review of Closed Meeting Minutes

Ms. Hall explained that this is the biannual review of the library’s closed meeting minutes. The board can elect to make the minutes open or keep them closed. Ms. Hall recommended opening the minutes and destroying the verbatim recording.

Ms. Young made a motion to approve the release of the May 17, 2018 executive session minutes. Mr. Parsi seconded the motion. On a voice vote, all Trustees voted “aye.”

Ms. Xu made a motion to destroy the verbatim recordings of closed session meetings from May 17, 2018. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye.”

Communico Demonstration

Mr. Phil Collins, Instruction and Technology Librarian demonstrated the library’s new event management and room booking software, Communico. His demonstration focused on patrons utilizing the software for program registration and reserving meeting and study rooms.

ADJOURNMENT

There being no further business to discuss, Ms. Young moved to adjourn this meeting. Ms. Xu seconded the motion. On a voice vote, all Trustees voted “aye.”
The meeting was adjourned at 8:27 p.m.

Mr. Carlos M. Früm, President

Ms. Jennifer McGee, Recorder