

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
February 20, 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, Ms. Maura Crisham, Mr. Jay Glaubinger, Mr. Kayhan Parsi, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos M. Früm

**Trustees Absent:** None

**Staff Present:** Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Amen, Ms. Jennifer McGee, Ms. Laurie Prioletti, Ms. Erin Seeger

**Others Present:**

APPROVAL OF THE FOLLOWING AGENDA

Mr. Glaubinger made the motion to amend the agenda by moving the Staff Presentations up on the agenda. Ms. Bergstein seconded the motion.

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

APPROVAL OF GENERAL SESSION MINUTES

Mr. Glaubinger made the motion that the minutes of the General Session Meeting of January 16, 2020 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 January, 2020 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$6,070,474.01		
Restricted	272,187.00		
IMRF	547,572.55		
FICA	<u>140,551.98</u>		
Total Operating	<u>7,030,785.54</u>		
Capital Improvement		<u>5,778,555.41</u>	
Debt Service			<u>\$5,422.81</u>
Checking – NBT	\$353,987.66	\$ (641.47)	\$337.15
ProPay			
PayPal	3,200.63		
Money Market – GSB	225,621.01		
Checking/ Money Market – MB	6,445,830.68	5,275,432.08	
Investments		502,666.73	5,045.36
US Bancorp	656.28	509.15	
IMET	694.28	588.92	40.30
Petty Cash	<u>795.00</u>		
Total	<u>\$7,030,785.54</u>	<u>\$5,778,555.41</u>	<u>\$5,422.81</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	\$502,666.73	6/25/20	.25%
<u>Debt Service</u>			
NB&T – 16829	\$5,045.36	7/13/20	.25%

Approve Bills and Charges from January, 2020

Ms. Xu drew attention to the following Bills and Charges for January, 2020 and the additional bills listed below:

Operating Funds	
Library Claims List	\$ 182,343.00
Librarian's Claims List	17,494.77
Payroll	302,946.57
FICA/IMRF	56,280.87
ACH to IPBC	63,262.23
Total Operating Funds	<u>\$ 622,327.44</u>
Capital Improvement Fund	
Claims List	4,692.00
Transfer to Operating	52,935.73
	<u>\$ 57,627.73</u>
Debt Service Fund	
Transfer to Operating	<u>\$ 3,623.56</u>
Grand Total Library	<u><u>\$ 683,578.73</u></u>

Additional Bills

Operating Fund – Library Account

24067	First Bankcard	6,694.62
24068	HR Source	789.00
24069	Jimin Yun	650.00

Ms. Xu made the motion to approve the January 2020 Bills and Charges.

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

FOUNDATION

Ms. Amen had no updates to report.

Mr. Glaubinger reported that there was an EDC meeting on January 28, 2020 and provided the following recap of the meeting. The main focus of the meeting was on the Green Acres proposal which received an overall negative response. Several Village initiatives were discussed such as Affordable housing, sustainability, the Downtown study on parking, creating a more pedestrian-friendly downtown, as well as developing a commuter parking lot to draw more people into downtown. The cannabis dispensary on Skokie Blvd. as well as a potential Craft grower or big greenhouse/distribution warehouse to be located in Northbrook was also a topic of discussion. The property by the post office on Dundee was also mentioned in relation to Cook County's Forest Preserve's initiative of their Prairie Restoration Project to bring back natural prairies throughout the state. Pflingsten road will be closed by the bridge this summer for a construction project that is projected to last four months. The Village's initiative of Education on taxes was also discussed driven by the property tax assessment 6B proposal and Lake County's commercial change reassessments and the effect of tax increases on businesses. Sky Harbor businesses are reluctant to lease or buy properties based on the uncertainty of real estate taxes. Lastly, Pace's consideration of adjusting the bus route up Shermer was discussed. Pace is considering stopping the route in Glenview since Northbrook's usage is low. If Pace stops their route through Northbrook, this would have an adverse effect on businesses in downtown Northbrook and at Northbrook court. More public hearings will be held regarding Pace's route change in Northbrook.

### STAFF REPORTS

In addition to her written report, Ms. Hall spoke about the ILA Legislative Breakfast that she, Mr. Austin and Ms. Crisham attended on February 17<sup>th</sup>. The board was given a palm card detailing the legislative priorities of Illinois libraries. Ms. Hall mentioned that The Chamm'd Foundation is coordinating Part II of her 360 Evaluation this year and that each trustee will be receiving a feedback survey in the near future. Ms. Hall informed the board that she will be out of the office attending PLA the week of February 24<sup>th</sup>. Ms. Hall discussed the new format for taking calls for this year's Oscar Films. The new telephone system allows the library to have a dedicated line for film registration enabling the Fiction & Media service desk to focus on in person patron customer service. Lastly, Ms. Hall mentioned that the library will be closed on March 6<sup>th</sup> for staff to participate in Active Threat training.

### UNFINISHED BUSINESS

#### NEW BUSINESS

##### **RFID Bid Presentation**

Mr. Austin and Ms. Seeger presented their RFID findings from their vendor selection process, provided in the board packet. Based on their research and recommendations from other libraries, Mr. Austin and Ms. Seeger recommended Bibliotheca for the RFID equipment component of the project and Backstage for the tagging portion of the project. The tagging of library materials is targeted to start in September 2020, with lobby construction starting in January 2021. The targeted completion date for the entire RFID project, including construction and implementation is May of 2021.

After further discussion of the RFID project and the library's self-service initiative, the board agreed on approving the quoted project based on the adjustment of Bibliotheca's quote to one cash machine instead of three.

Mr. Glaubinger made the motion to approve the amended quotes from Bibliotheca and Backstage for RFID equipment and tagging for \$389,665.58 to be adjusted for one cash machine. Ms. Xu 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

### **FY21 Draft Budget**

The board had no questions or comments regarding the FY21 Draft Budget. Ms. Amen will have FY21 budget finalized with capital projects outlined for the March 2020 board meeting.

### **Employee Handbook Update**

Ms. Prioletti was in attendance to answer questions presented by the board regarding the new revised employee handbook. Ms. Bergstein inquired about some of the new and revised policies in the handbook such as Professional Memberships and FMLA. The board also addressed policies on tuition reimbursement, holidays and personal days. After further discussion, Ms. Bergstein made the motion to approve the Employee Handbook as presented. Ms. Xu 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

### **Boiler Ventilation Bid**

In addition to the bid information provided in the board packet, Ms. Amen informed the board that the library received 6 bids of which 5 were viable. She stated that Mr. Bob Huston from Calor Design Group has vetted all bid responses and recommends that the library go with the lowest bidder, Mechanical Concepts. Ms. Amen mentioned that the library regularly works with Mechanical Concepts and that they consistently do good work.

Ms. Young made the motion to approve the Boiler ventilation bid from Mechanical Concepts for \$65,400.00. Ms. Crisham 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

### **Belmont Trading Class 6B Request**

The Board discussed Belmont Trading Company's request for tax relief through the Class 6B request process regarding the lease of the vacant property located at 555 Huehl Road, Northbrook, IL 60062. After discussing, the Board of Trustees agreed that they would recommend that the village not approve the Class 6B request.

Mr. Früm made the motion to recommend that the village not approve the Class 6B request.

Mr. Parsi seconded the motion.

On a voice vote, all Trustees voted "aye."

### AGENDA BUILDING

The board discussed March's meeting agenda and agreed to keep the following items on the agenda: Census, FY21 Budget, General Policy Manual, and Exterior Façade and Windows Bid.

### ADJOURNMENT

There being no further business to discuss, Mr. Parsi made the motion to adjourn this meeting.

Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye."

The meeting was adjourned at 9:40 pm.

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Mr. Carlos M. Früm, President

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Ms. Jennifer McGee, Recorder