

MINUTES OF THE VIRTUAL MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
March 25, 2020

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 6:00 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,

Others Present: Mr. Anthony Cinnamon and Mr. Joshua Freedland from Wiss, Janney, Elstner Associates, Inc., Mr. Patrick McCallister, OSG, and the following Northbrook Public Library Staff: Ms. Laurie Prioletti, Human Resource Manager, Ms. Lori Schlernitzauer, Technical Services Manager, Ms. Susan Wolf, Reference Manager, and Ms. Tracy Gossage, Fiction & Media Assistant Manager.

APPROVAL OF THE FOLLOWING AGENDA

Ms. Bergstein made the motion to approve the agenda. Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

APPROVAL OF GENERAL SESSION MINUTES

Ms. Crisham made the motion that the minutes of the General Session Meeting of February 20, 2020 be approved. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

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 February, 2020 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$6,535,613.24		
Restricted	271,118.13		
IMRF	573,627.78		
FICA	<u>152,349.39</u>		
Total Operating	<u>7,532,708.54</u>		
Capital Improvement		<u>5,772,746.78</u>	
Debt Service			<u>\$5,423.67</u>
Checking – NBT	\$146,002.44	\$ 6,805.08	\$337.15
ProPay			
PayPal	3,200.63		
Money Market – GSB	225,678.34		
Checking/ Money Market – MB	7,155,680.70	5,282,071.27	
Investments		482,771.68	5,046.22
US Bancorp	657.15	509.79	
IMET	694.28	588.92	40.30
Petty Cash	<u>795.00</u>		
Total	<u>\$7,532,708.54</u>	<u>\$5,772,746.78</u>	<u>\$5,423.57</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	\$482,771.68	6/25/20	.25%
<u>Debt Service</u>			
NB&T – 16829	\$5,046.22	7/13/20	.25%

Approve Bills and Charges from February, 2020

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

Operating Funds	
Library Claims List	\$ 199,764.32
Librarian's Claims List	23,240.53
Payroll	302,218.61
FICA/IMRF	56,280.87
ACH to IPBC	63,262.23
Total Operating Funds	<u>\$ 644,766.56</u>
Capital Improvement Fund	
Claims List	13,958.45
	<u>\$ 13,958.45</u>
Debt Service Fund	
Grand Total Library	
	<u>\$ 658,725.01</u>

Additional Bills

Operating Fund – Library Account	
24100 First Bankcard	13,153.46

Ms. Bergstein made the motion to approve the February 2020 Bills and Charges.

Ms. Crisham seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Ms. Amen had no updates to report.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that there was no EDC meeting on in February 2020.

UNFINISHED BUSINESS

FY21 Draft Budget

The board had no questions or comments regarding the FY21 Finalized Budget.

Mr. Glaubinger made the motion to approve the fiscal year 2021 budget as presented. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

NEW BUSINESS

Coronavirus Response Update

Ms. Hall provided the following update regarding the library's response to the Coronavirus. The library is currently following the stay in place order from the Governor until April 7th. In the meantime, the library has extended all due dates and cards expirations. The library is still issuing library cards utilizing an on-line form. All staff are working remotely. Staff is currently working on getting virtual programming up and running. Maintenance is going in to check on the building periodically to ensure that things are running smoothly. Since construction is considered an essential business, the second-floor renovation project (study rooms) will begin in April.

The Coronavirus taskforce is still meeting regularly and sending messages throughout the villages. They are a valuable resource to make decisions as a group and get information out to the community. Ms. Crisham inquired if any staff or patrons have contacted library to alert of testing positive for COVID19. Ms. Hall responded that staff have been instructed to inform the library if they test positive. So far, no one has contacted the library, but to be assured that the library will alert the board and staff if a patron or staff member reports positive for COVID19.

Coating and Sealant Replacement Project

Mr. Cinnamon and Mr. Freedland from WJE were available to answer questions regarding the project. Ms. Crisham questioned the differential of the project cost between the two bidders. Mr. Cinnamon responded that the differential is based on Berglund being a general contractor with additional overhead costs, quoted project more conservatively and would have more set-up and take down time increasing costs. Eagle is more utilitarian and quoted project based on fewer extra costs and overhead. Ms. Crisham inquired whether or not radiators will be removed for painting. Mr. Cinnamon confirmed that the radiators will be removed in order for painting to be done. Based on such a discrepancy between the two bids, Ms. Crisham recommended increasing the contingency fund from \$100,000 to \$200,000 to ensure that there is enough cushion in case costs need to be adjusted.

After further discussion, Ms. Crisham made the motion to approve the recommended bid from Eagle Painting and Maintenance Company in the amount of \$494,200 plus an additional \$200,000 for a contingency fund for a total of \$694,200. Ms. Bergstein 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

Annual Review of Non-Resident Fee Method

Ms. Xu made the motion to approve the use of the tax bill method for the next year to calculate non-resident fees for existing homes and use the incorporated Northbrook developer impact fees to charge an equivalent amount to new developments until such time as they receive a tax bill for their property. 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

FY21 Board Meeting Schedule

Mr. Früm recommended to amend the schedule by moving the April 15, 2021 board meeting to the following Thursday, April 22, 2021 since April 15th is "Tax Day".

Mr. Young made the motion to approve the FY21 Board meeting schedule as amended. Ms. Bergstein 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

AGENDA BUILDING

The board discussed April's meeting agenda and agreed to keep the following items on the agenda: General Policy, Board Officer Nominating Committee, Transfer of Funds to Debt Service & CIF, ED Review.

ADJOURNMENT

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

The meeting was adjourned at 6:30 pm.

Carlos M. Früm

Carlos M. Früm (Jun 11, 2020 11:13 CDT)

Mr. Carlos M. Früm, President

Jennifer McGee

Ms. Jennifer McGee, Recorder