

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Interactive Classroom
April 18, 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 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. Jamie Xu, Mr. Carlos M. Früm

Trustees Absent: Ms. Abby Young

Staff Present: Ms. Kate Hall, Ms. Anna Amen, Ms. Jennifer McGee, Ms. Tracy Gossage

Others Present: Mr. Kayhan Parsi and Ms. Maura Crisham

APPROVAL OF THE FOLLOWING AGENDA

Ms. Bergstein moved that the agenda be approved. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye".

APPROVAL OF MINUTES

Mr. Lonoff moved that the minutes of the General Session and Executive Session Meetings of March 21, 2019 be approved. Ms. Bergstein seconded the motion. On a voice vote, Ms. Bergstein, Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Xu, and Mr. Früm voted "aye".

PUBLIC COMMENTS

Tracy Gossage from Fiction and Media, spoke to the board regarding the library's initiative One Book, One Northbrook. One Book, One Northbrook's objective is to bring the community together by holding events centered on the reading of the selected book "Born a Crime" by Trevor Noah. One Book, One Northbrook will promote the book and program during May and June with official events starting in July.

The newly elected board members, Ms. Maura Crisham and Mr. Kayhan Parsi were also present at the meeting. All attendees gave a brief introduction and Ms. Crisham and Mr. Paris spoke about their background and interest of becoming a library trustee.

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 March, 2019 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$9,386,731.39		
Restricted	257,104.81		
IMRF	578,093.12		
FICA	235,299.33		
Total Operating	<u>\$10,457,228.65</u>		
Capital Improvement		<u>\$920,778.81</u>	
Debt Service			<u>\$8,818.96</u>
Checking – NBT	\$290,609.52	(3,245.72)	27.66
ProPay			
PayPal	2,011.12		
Money Market – GSB	225,074.37		
Checking/ Money Market – MB	9,873,489.75	501535.37	
Investments		367,195.69	5,040.62
US Bancorp	645.01	500.59	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	<u>\$10,457,228.65</u>	<u>\$920,778.81</u>	<u>\$8,818.96</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	367,195.69	6/25/19	.25%
<u>Debt Service</u>			
NB&T – 16829	5040.62	7/13/19	.25%

Approve Bills and Charges from March, 2019

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

Operating Funds	
Library Claims List	\$ 229,088.30
Librarian's Claims List	19,744.30
Payroll	300,393.34
FICA/IMRF	50,201.22
ACH to IPBC	54,435.86
Transfer to CIF	
	<hr/>
Total Operating Funds	<hr/> <u>\$ 653,863.02</u> <hr/>
Capital Improvement Fund	
Claims List	12,611.00
Construction Fund	
Debt Service Fund	
	<hr/>
Grand Total Library	<hr/> <u>\$ 666,474.02</u> <hr/>

Additional Bills

Operating Fund – Library Account

23655	Blackbaud	4,975.00
23656	Demco Software	1,178.10
23657	First Bankcard	10,202.13
23658	Illinois Library Association	1,200.00
23659	ITsavvy LLC	15,004.00
23660	Limricc Unemployment Comp. Grp.	2,918.25
23661	Midwest Tape	10,000.00

CIF Fund

1686	Ancel Glink P.C.	250.00
1687	Building Technology Consultants Inc.	4,850.00
1688	Library Furniture International, Inc.	3,611.00
1689	Product Architecture + Design	3,900.00
1690	Low Voltage Solutions Inc	5,552.00
1691	Pepper Construction Co.	68,804.99

Ms. Imrem made a motion to approve the March and Charges. Ms. Xu seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Xu, Mr. Früm

"Nay": None

FOUNDATION

Ms. Amen noted that there was nothing to report.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger gave an update on the recent EDC meeting. Mr. Glaubinger reported that the meeting centered mainly on the various development projects such as Northbrook Court's Macy parcel, the townhome development on Techny, Bank of America on Shermer, the potential of Culver's on Dundee and Sanders, along with Green Acres and the Grainger property. The park district's new activity center construction is schedule to start this spring. Mr. Glaubinger also reported on Northbrook's schools. District 30 mentioned that Maple's new building is on target and budget. The old building will officially close on May 23, 2019. District 225, Glenbrook High schools have officially changed their starting time to 8:00 am beginning in the new school year 2019-20. District 31 is considering a traffic study of Winkelman Elementary School. Mr. Glaubinger also stated that the EDC recognized Northbrook's Synchronized Skaters success in Milan, placing 1st and how Northbrook's skating program has experienced tremendous growth over the years. Lastly, Mr. Glaubinger noted that the Library was also a focal point of the EDC meeting with discussion centering on the Library's new board members, the Collaboratory, One Book, One Northbrook, National Poetry Month and the Technical Services construction. Mr. Glaubinger also mentioned that the library was featured in an informative article regarding tax funding breakdown.

STAFF REPORTS

Ms. Hall informed the board of the sad news of library employee Tom Dadigan's passing. Tom worked for the library for over nine years, His wife is asking for donations to be made to the library in his honor. Funeral arrangement information will be provided. Ms. Hall alerted the board that another truck hit the building. She provided a packet containing recommendations of various structures that can be placed at the entrance of the library to circumvent future accidents. Ms. Hall congratulated Mr. Glaubinger and Ms. Bergstein on their reelection to the board. Ms. Hall then welcomed and congratulated Mr. Parsi and Ms. Crisham on their election to the library board and that we look forward to swearing them in next month. Ms. Hall mentioned that Holly Smithwhite the author of *Color of Trauma* and the winner of Northbrook Writes Series will be a finalist in the Illinois Author Project. Ms. Hall informed the board that Congressman Mr. Brad Schneider will be visiting the Collaboratory reflective of his initiative to support small business and strong library programs. Lastly, Ms. Hall alerted the board that new board pictures will be taken at May's meeting.

UNFINISHED BUSINESS

Technical Services and Maintenance Project

Ms. Hall provided an update regarding the T&S Maintenance Project. The remodel is on schedule, the workers are currently painting and putting in flooring. We are still on target to have furniture installed the week of May 6, 2019.

NEW BUSINESS

Board Member Resolutions'

Ms. Hall read the resolutions for Mr. Lonoff and Ms. Imrem. After which, Mr. Früm presented their framed resolutions as a gift to Mr. Lonoff and Ms. Imrem for their service.

Ms. Xu made the motion to approve the resolution for Mr. Marc Lonoff. Ms. Bergstein seconded the motion.

On a voice vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Xu, Mr. Früm

"Nay": None

Ms. Bergstein made the motion to approve the resolution for Mrs. Miriam Imrem. Ms. Xu seconded the motion.

On a voice vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Xu, Mr. Früm

"Nay": None

Meeting Room Policy

Ms. Hall discussed the updates made to the library's meeting room policy mainly centered on the information about water bottles and cleaning up some other language.

Ms. Bergstein made the motion to approve the meeting room policy as presented. Ms. Lonoff seconded the motion.

On a voice vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Xu, Mr. Früm

"Nay": None

Transfer of Funds to Debt Service & CIF

Ms. Amen requested the board to approve the transfer of surplus operational funds to the CIF fund to help fund the master plan, building maintenance and other capital improvements. Ms. Amen provided the board with documentation supporting her request.

Ms. Imrem made a motion to approve the transfer of funds from the Operating Fund to the Capital Improvement Fund and Debt Service. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Mr. Glaubinger, Ms. Imrem, Mr. Lonoff, Ms. Xu, Mr. Früm

"Nay": None

2020 Active Threat Training Closing Date

Mr. Austin prepared a memo and requested a full day of training in FY20 to do active threat training for staff. This is part two of a three year training with Tier One Tactical. Mr. Austin showed the Board a brief Tier One Tactical training video that included trainee feedback.

Ms. Xu made the motion to approve closing the library on Friday, March 6, 2020. Ms. Imrem seconded the motion.

On a voice vote, Trustees voted:

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

“Nay”: None

ADJOURNMENT

There being no further business to discuss Ms. Bergstein moved to adjourn this meeting. Ms. Imrem seconded the motion. The meeting was adjourned at 8:27 p.m.

Carlos M. Früm, President

Jennifer McGee, Recorder