

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
June 20, 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. Anna Amen, Ms. Kelly Durov, Ms. Jennifer McGee

Others Present: Mr. Chris Kottra, Business Technologies Consultant

APPROVAL OF THE FOLLOWING AGENDA

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

APPROVAL OF GENERAL SESSION MINUTES

Ms. Xu moved that the minutes of the General Session Meeting of May 16, 2019 be approved. Mr. Parsi seconded the motion. On a voice vote, all Trustees voted "aye."

PUBLIC COMMENTS

Ms. Kelly Durov, Youth Services Manager, presented the Summer Reading Program to the Board. She explained the planning of the Summer Reading Program happens all year long. The library's Reading Program committee meets monthly to plan summer and winter reading programs. The committee is comprised of members from several library departments. Ms. Durov showed a video which Sarah Rustman uses to promote the library's summer reading program during school visits. Ms. Durov noted that the theme this year is "It's Showtime at Your Library". This theme comes from the Illinois Library Association and is part of their IRead initiative. The summer reading kick-off on June 1st was a huge success because of great marketing with yard signs and events that attracted an increase in youth sign-up. Patrons are also able to sign up and log their reading online.

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 May, 2019 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$8,411,298.81		
Restricted	256,791.21		
IMRF	517,968.46		
FICA	215,962.59		
Total Operating	<u>\$9,402,021.07</u>		
Capital Improvement		<u>\$ 514,437.72</u>	
Debt Service			<u>\$8,733.83</u>
Checking – NBT	\$168,175.50	\$(120,124.04)	\$27.66
ProPay			
PayPal	2,892.02		
Money Market – GSB	225,187.23		
Checking/ Money Market – MB	8,941,215.22	503,206.66	
Certificates of Deposit		77,327.95	5,042.31
US Bancorp	647.53	502.50	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	795.00		
Total	<u>\$9,402,021.07</u>	<u>\$514,437.72</u>	<u>\$8,733.83</u>
<u>Investment #</u>	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	77,327.95	6/25/19	.25%
<u>Debt Service</u>			
NB&T – 16829	5,042.31	7/13/19	.25%

Approve Bills and Charges from May, 2019

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

Operating Funds	
Library Claims List	\$ 163,853.94
Librarian's Claims List	22,720.44
Payroll	305,971.34
FICA/IMRF	48,007.24
ACH to IPBC	54,435.86
2012 A Interest Payment	946.32
2012 B Interest Payment	1,020.00
2013 B Interest Payment	132,750.00
Total Operating Funds	<hr/> <u>\$ 729,705.14</u>
Capital Improvement Fund	
Claims List	314,265.74
Debt Service Fund	
<hr/>	
Grand Total Library	\$ 1,043,970.89
<hr/> <hr/>	

Additional Bills

Operating Fund – Library Account

23747	Association for the Advancement of C	750.00
23748	First Bankcard	3,082.14
23749	Impact Networking LLC	727.95
23750	Travelers CL Remittance Center	3,525.00
23751	Village of Northbrook Water Dept.	1,277.98
23752	Xerox Corporation	6,668.51

CIF Fund

1703	Kloepfer Construction Inc.	22,487.37
1704	Schroeder Asphalt Services, Inc.	187,394.78

Ms. Young made a motion to approve the May 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. Amen reported that three chairs were sold to Nancy Dadigan in memory of Tom Dadigan. The foundation also received about \$2,800 in donations for children’s books in Tom’s name. Also in May, the foundation received \$1,700 from Northbrook’s Wholefoods fundraiser.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

There was no meeting this month.

STAFF REPORTS

In addition to her written report, Ms. Hall informed the Board of upcoming training for Library Board Trustees provided by RAILS in August 2019. Ms. Hall discussed that there have been challenges with staff parking and that the Library is working with the Village and Meadowbrook Shopping Center to find alternative solutions to address the shortage of space. Ms. Hall noted that in order to be more environmentally conscious, a red folder will be passed around each month with letters, news clippings, and other marketing materials. Ms. Hall thanked the board members that came to the 50th Anniversary of the building event. Ms. Hall mentioned that she had sign up forms for any board members wishing to sign up for the adult summer reading program. She also talked about July's One Book, One Northbrook and the list of programs the library is offering centered on this initiative. Ms. Hall informed the Board that she will be at the annual American Library Association in Washington DC from June 21-25.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Review 4th of July Plans

Ms. Hall confirmed board member participation in this year's 4th of July parade.

Adopt Bank Resolutions for New Board Signees

Mr. Glaubinger made a motion to adopt the bank resolutions to authorize the board officers to be signers on the Library's accounts. 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

Facility Plan Presentation – Chris Kottra

Mr. Chris Kottra reviewed the facility plant that BTC prepared. BTC prepared a 20 year Capital Asset Study focusing on the first ten years as the most critical. Ms. Hall requested guidance from the board on the projects that they considered needs to be addressed in the short-term. She and Ms. Amen will prepare scenarios to go through at next month's meeting.

Annual Library Walk Thru

Ms. Hall led the board through the following Annual Tour Spots highlighting upcoming and recently finished projects.

1st Floor: Fire pump room, Staff Room refresh, and TS and Maintenance Remodel completion

2nd Floor: YS mini marketplace completion, Main marketplace, and Study Rooms

3rd Floor: Ceilings on staff work areas

ADJOURNMENT

There being no further business to discuss, Mr. Früm declared the meeting adjourned at 9:15 p.m.

Mr. Carlos Früm, President

Ms. Jennifer McGee, Recorder