

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
July 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 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. Abby Young, Mr. Carlos M. Früm

**Trustees Absent:** Ms. Jami Xu

**Staff Present:** Ms. Kate Hall, Ms. Anna Amen, Ms. Kelly Durov, Ms. Jennifer McGee

**Others Present:** Mr. Tony Cinnamon, Wiss, Janney, Elstner Associates

APPROVAL OF THE FOLLOWING AGENDA

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

APPROVAL OF GENERAL SESSION MINUTES

Ms. Young moved that the minutes of the General Session Meeting of June 20, 2019 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye."

PUBLIC COMMENTS

MONTHLY TREASURER'S REPORT

Review Monthly Financial Statements

Ms. Amen drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of June, 2019 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$6,146,835.47		
Restricted	270,051.89		
IMRF	514,414.76		
FICA	<u>173,790.47</u>		
Total Operating	<u>\$7,105,092.59</u>		
Capital Improvement		<u>\$1,881,092.76</u>	
Debt Service			<u>\$127,553.77</u>
Checking – NBT	\$246,155.48	\$ 14,354.72	\$46.75
ProPay			
PayPal	2,892.02		
Money Market – GSB	225,244.61		
Checking/ Money Market – MB	6,566,248.13	1,735,362.14	
Investments		77,347.80	123,843.16
US Bancorp	648.78	503.45	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	<u>795.00</u>		
Total	<u>7,105,092.59</u>	<u>1,881,092.76</u>	<u>127,553.77</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	77,347.80	6/25/20	.25%
<u>Debt Service</u>			
NB&T – 16829	123,843.16	7/13/19	.25%

Approve Bills and Charges from June, 2019

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

Operating Funds	
Library Claims List	\$ 218,634.45
Librarian's Claims List	16,639.55
Payroll	309,692.10
FICA/IMRF	51,026.66
ACH to IPBC	54,435.86
Transfer to Capital Improvement Fund	1,581,068.00
Transfer to Debt Service	118,819.00
Total Operating Funds	<u>\$ 2,350,315.62</u>
Capital Improvement Fund	<u>215,521.24</u>
Debt Service Fund	

Grand Total Library	\$ 2,565,836.86
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Additional Bills

Operating Fund – Library Account

23786	Arifur Choudhury	750.00
23787	First Bankcard	6,918.66
23788	Getty Images (US), Inc.	1,080.00
23789	Limricc Unemployment Comp. Group	1,133.34
23790	Interior Investments, LLC	977.92

CIF Fund

1703	Kloepfer Construction Inc.	22,487.37
1704	Schroeder Asphalt Services, Inc.	187,394.78
1705	Best Quality Cleaning	375.00
1706	F.E. Moran, Inc. – Plumbing	2,480.00
1707	Uline	2,784.09

Mr. Glaubinger made a motion to approve the June Bills and Charges. Ms. Bergstein seconded the motion. On a roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Ms. Amen reported that one brick was sold in June.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that there was a committee meeting on July 10<sup>th</sup>. He gave a report based on information provided by the following Intergovernmental entities.

**Village of Northbrook**

- Provided an update on Northbrook Court’s Macy’s parcel. Macy’s closed on 7/14. Permits have been applied for and demolition is expected to be begin in August.
- The Village is doing a downtown parking study and is reevaluating the use of the Grainger property.
- Dundee road construction should be completed by October.
- In align with their Sustainability Moving Forward Initiative, The Village is looking at banning plastic bags and how they can integrate new home building codes.
- The Village discussed how the use of Maple as a test site before the demolition had a positive impact on the Schools’ emergency preparedness plan. It provided a real world experience that enabled the police department to learn and improve existing procedures.
- The Village discussed their Tax Assessment educational campaign and encourage other

government agencies such as the Library and Schools to repeat their Tax Assessment educational and marketing messages within their Newsletters.

#### **Northbrook Chamber of Commerce**

- Discussed the launching of the new text marketing shopping program with Northbrook businesses.

#### **Northbrook Public Library**

- Talked about their summer reading program One Book, One Northbrook and about the addition of more study rooms on the second floor of the library.

#### **Northbrook School Districts**

- District 27 reported on their roof top and their STEAM lab projects.
- District 28 mentioned that 25 of their students participated in the State Science Fair and that they are currently reviewing their math program curriculum.
- District 30 reported that the new Maple building will open in the fall. The old building has been removed and they are currently working on the new fields and driveways. The opening ceremony and first day of school is set for September 3rd. Public tours will be available from 8/29 to 9/7.
- District 31 is focusing work on the outside of their buildings. Winkelman is replacing their playgrounds and increasing the size of their parking lots. Field School has removed their baseball diamonds and is putting in new courts, play constructions and grass. They are also reconfiguring their parking and driveways to create a new traffic pattern.

#### STAFF REPORTS

In addition to her written report, Ms. Hall thanked all of the Board members who walked in the Fourth of July Parade on behalf of the library. She also reminded the board that photos are scheduled to be taken prior to August's board meeting. Ms. Hall informed the board that moving forward, an Executive Session will be included in all meeting Agendas. She also touched base regarding the upcoming RAILS Trustee Training. Ms. Hall reported that the One Book One Northbrook program is half way through the month and is going very well. Ms. Hall mentioned that the library has received a lot of positive feedback and that she has received a lot of great comments from patrons at community events. Ms. Hall and Mr. Früm were excited to inform the board that the library is looking into a new endeavor of installing a HAM radio in the Collaboratory with the hopes of developing an amateur radio station within the library.

#### UNFINISHED BUSINESS

##### **Facility Plan**

Ms. Hall discussed three different funding scenarios that she and Ms. Amen created based on Building Technology Consultant's facility plan outlining costs for repairs and renovations over the next 20 years. Ms. Hall suggested that the board may want to adjust the timeframe of certain projects based on the direction of the bond decision. The board will vote on a motion regarding the Facility Plan in August.

##### **Parking Lot Truck Barrier**

In addition to her memo, Ms. Hall informed the board that after unsuccessfully trying to come up with a low cost solution to the problem, the library had decided to consult with a parking consultant to help solve this issue. The company we are in communication with is Desman Design Management. The library is currently waiting on the consultant's proposal and is confident that they can design a solution that will work.

## NEW BUSINESS

### **Illinois Public Library Annual Report**

The board reviewed the IPLAR information included in the board packet. Ms. Hall addressed questions from the board.

Ms. Bergstein made the motion to approve the Illinois Public Library Report as presented. Mr. Parsi seconded the motion. On a voice vote, all Trustees voted "aye."

### **Exterior Façade Repair Presentation**

Mr. Tony Cinnamon from Wiss Janney presented two recommendations based on their findings. The first recommendation would include a three step process of 1) abrasive blast cleaning of exterior, 2) apply a three layer coating that has a 15 to 20 year protection of gloss and paint and 3) replacement of all bad sealant joints with a silicon sealant. The second recommendation is a less costly three step process of 1) power wash exterior (paint won't adhere as well as 1<sup>st</sup> recommendation), 2) apply an overcoat to existing paint (no warranty and will require yearly maintenance) and 3) spot address exterior corrosion of sealant joints. The board will decide on the Exterior Façade Repair recommendation in August.

### **Intergovernmental Agreement for Axis 360 Community Share**

In addition to Ms. Hall's memo, Ms. Kelly Durov, Youth Services Librarian, discussed the benefits of moving the youth (K to 8<sup>th</sup> grade) Audio books and eBooks collection to Axis 360. Axis 360 allows students to use their student ID to check out books allowing for a seamless use for students. Ms. Durov explained that it's easier for students to search for eBooks and Audio books through Axis 360 verses Overdrive or Cloud Library.

Mr. Glaubinger made a motion to approve the Intergovernmental agreement for Axis 360 Community Share as presented. Ms. Crisham seconded the motion. On a roll call vote, Trustees voted:

"Aye": Ms. Bergstein, Ms. Crisham, Mr. Glaubinger, Mr. Parsi, Ms. Young,  
Mr. Früm

"Nay": None

## ADJOURNMENT

There being no further business to discuss, Ms. Bergstein moved to adjourn this meeting. Ms. Young seconded the motion. The meeting was adjourned at 9:03 p.m.

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Mr. Carlos M. Früm, President

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Ms. Jennifer McGee, Recorder