

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
August 15, 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. Jami Xu, Mr. Carlos M. Früm

**Trustees Absent:** Ms. Abby Young

**Staff Present:** Ms. Kate Hall, Mr. Brodie Austin, Ms. Jennifer McGee

**Others Present:** Mr. Ed Tracy, Selden Fox, Mr. Mike Ruter and Mr. Patrick McCallister, OSG, and Mr. Mark Rosenstein, Patron

APPROVAL OF THE FOLLOWING AGENDA

Ms. Bergstein moved to approve the agenda. Ms. Crisham seconded the motion. On a voice vote, all Trustees voted "aye."

APPROVAL OF GENERAL SESSION MINUTES

Ms. Crisham moved that the minutes of the General Session Meeting of July 18, 2019 be approved. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye."

PUBLIC COMMENTS

Mr. Rosenstein, a Northbrook resident, commented on the Naturalization ceremony held at the library. He stated that it is an important topic and it should be better publicized within the community.

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 July, 2019 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$7,436,409.27		
Restricted	268,621.03		
IMRF	599,319.33		
FICA	<u>214,310.63</u>		
Total Operating	<u>\$8,518,660.26</u>		
Capital Improvement		<u>\$1,880,174.13</u>	
Debt Service			<u>\$127,570.19</u>
Checking – NBT	\$301,492.70	\$ 10,498.12	\$46.75
ProPay			
PayPal	3,012.49		
Money Market – GSB	225,300.15		
Checking/ Money Market – MB	7,924,301.28	1,738,283.24	
Investments		77,363.69	123,859.58
US Bancorp	650.07	504.43	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	795.00		
Total	<u>8,518,660.26</u>	<u>1,880,174.13</u>	<u>127,570.19</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	77,363.69	6/25/20	.25%
<u>Debt Service</u>			
NB&T – 16829	123,859.58	7/13/20	.25%

Approve Bills and Charges from July, 2019

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

Operating Funds	
Library Claims List	\$ 185,172.04
Librarian's Claims List	14,741.07
Payroll	302,923.41
FICA/IMRF	47,916.25
ACH to IPBC	54,435.86
Transfer to Capital Improvement Fund	
Transfer to Debt Service	
Total Operating Funds	<u>\$ 605,188.63</u>
Capital Improvement Fund	<u>3,856.60</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 609,045.23</u></u>

## Additional Bills

### Operating Fund – Library Account

23823	First Bankcard	2,537.92
23824	Reserve Account	15,000.00

### CIF Fund

1708	Building Technology Consultants, Inc.	2,582.60
1709	Pepper Construction	1,274.00

Ms. Xu made a motion to approve the July 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. Xu, Mr. Früm

“Nay”: None

## FOUNDATION

Ms. Hall reported that one brick was sold in July and that the library received \$120.00 in donations.

## ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that there no committee meeting in August 2019.

## STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that the library will be hosting the Chamber of Commerce Business After Hours on September 19<sup>th</sup> from 5:00 to 7:00 pm with the Village and invited Board members to attend. Ms. Hall informed the Board members that she will be on vacation from August 23<sup>rd</sup> through August 30<sup>th</sup>. Ms. Hall inquired about the Trustees’ experience who attended the recent RAILS Trustee Training. Mr. Parsi said that the training was very helpful. He learned a lot about the function and the role of the Board. Lastly, Ms. Hall mentioned that a patron is interested in purchasing a painting that was donated to the library by the Friends of the Library. She asked the board for their thoughts. After some discussion, the board suggested that the library reach out to the Friends of the Library and the patron and to move forward with the sale of the painting at the next board meeting.

## UNFINISHED BUSINESS

### **Facility Plan & Bond Issuance**

In addition to Ms. Hall’s memo regarding the facility plan and outlining various bond scenarios, the board discussed the bond process and the various options.

Mr. Glaubinger made a motion to approve the facility plan as presented and move forward with issuing bonds for upcoming projects in FY2021 and FY2022. Ms. Crisham seconded the motion. On a roll call vote, Trustees voted:

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

Mr. Früm

“Nay”: None

### **Parking Lot Truck Barrier**

In addition to her memo, Ms. Hall informed the board that the library has been in contact with Kimley-Horn another company that specializes in parking lot barriers. They will provide three different solutions that will be discussed at September’s board meeting.

### **Exterior Façade Repair**

In addition to her memo and Wiss Janney’s Executive Summary, Ms. Hall informed the board that Tony Cinnamon from Wiss Janney has provided an updated proposal that includes the cost for repairing the interior windows.

Ms. Crisham made a motion to approve the proposal from Wiss Janney Elstner for repair of the exterior and interior façade for approximately \$980,000 and move forward with issuing an RFP. Ms. Bergstein seconded the motion. On a roll call vote, Trustees voted:

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

“Nay”: None

## **NEW BUSINESS**

### **FY2019 Audit Presentation**

Mr. Ed Tracy from Selden Fox discussed the FY2019 audit. He reported that the audit went smoothly and that the library’s General and Pension funds are in good standing. He stated that internal controls are in place and operating effectively. Mr. Tracy commented that from a financial perspective, the library is in really good shape.

Mr. Glaubinger made a motion to approve the FY2019 audit as presented. Ms. Bergstein seconded the motion. On a roll call vote, Trustees voted:

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

“Nay”: None

### **Outsource Solutions Group 2 Year Recap**

In addition to Brodie Austin’s memo, Mr. Mike Ruter and Mr. Patrick McCallister from OSG provided an update on what OSG has accomplished over the past 2 years. OSG discussed how they built a platform for technology to move forward for future projects. First by creating good documentation for the all of the library’s technology and second by upgrading the cabling from CAT5 to CAT6A. Current and upcoming projects with OSG’s involvement were also mentioned. OSG and the Board also discussed Ransomware and best practices.

### **Intergovernmental Agreement for to Issue Library Cards to School Districts**

Based on Ms. Hall's memo and the revised IGA's for schools, the board discussed renewing the revised IGA for school library cards.

Ms. Bergstein made a motion to approve the Intergovernmental agreement to issue library cards to the list of schools included in the board packet. Ms. Xu seconded the motion. On a roll call vote, Trustees voted:

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

"Nay": None

### **Receipts and Expenditures January – June 2019 per 50 ILCS 305/1**

Ms. Crisham made a motion to approve the detailed statements of Receipts and Expenditures 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, Mr. Früm

"Nay": None

### **ADJOURNMENT**

There being no further business to discuss, Mr. Glaubinger moved to adjourn this meeting. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:37 p.m.

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Mr. Carlos M. Früm, President

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Ms. Jennifer McGee, Recorder