

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
September 19, 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, Ms. Abby Young, and Mr. Carlos M. Früm

Trustees Absent:

Staff Present: Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Amen, Ms. Erin Seeger, and Ms. Jennifer McGee

Others Present: Mr. William Schildgen, Friends of the Library Board President, Mr. Mike Ruter and Mr. Patrick McCallister, OSG, Mr. Tim Sjorgen and Ms. Gina Showers, Kimley-Horn, Mr. Tom Poupard, Village of Northbrook, Mr. Tony Pacini, Ring Central, and Colin Middel, ATI

APPROVAL OF THE FOLLOWING AGENDA

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

APPROVAL OF GENERAL SESSION MINUTES

Ms. Bergstein moved that the minutes of the General Session Meeting of August 15, 2019 be approved. Ms. Crisham seconded the motion. On a voice vote, all Trustees voted "aye."

PUBLIC COMMENTS

Colin Middel from ATI and Tony Pacini from Ring Central introduced themselves and presented an overview of the work they will be doing on installing a new VOIP phone system at the library. They explained how the two companies work together to provide an all-inclusive solution for the library's telephone needs. ATI is the service piece providing system design, implementation and training. Ring Central is the system provider offering a cloud platform over the internet. ATI and Ring Central's partnership provides a system that will always be up to date based on regular software and hardware updates.

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 August, 2019 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$8,716,197.68		
Restricted	255,667.57		
IMRF	684,298.43		
FICA	254,551.12		
Total Operating	<u>\$9,910,714.80</u>		
Capital Improvement		<u>\$1,864,133.86</u>	
Debt Service			<u>\$127,596.49</u>
Checking – NBT	\$27,545.19	\$ (8,457.45)	\$46.75
ProPay			
PayPal	3,012.49		
Money Market – GSB	225,337.55		
Checking/ Money Market – MB	9,590,264.69	1,741,181.18	
Investments		77,38.12	123,885.88
US Bancorp	651.31	505.36	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	795.00		
Total	<u>9,910,714.80</u>	<u>1,864,133.86</u>	<u>127,596.49</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	77,380.12	6/25/20	.25%
<u>Debt Service</u>			
NB&T – 16829	123,885.88	7/13/20	.25%

Approve Bills and Charges from August, 2019

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

Operating Funds		
Library Claims List	\$	202,184.40
Librarian's Claims List		12,004.75
Payroll		310,551.59
FICA/IMRF		51,260.17
ACH to IPBC		72,088.60
Transfer to Capital Improvement Fund		
Transfer to Debt Service		
Total Operating Funds	\$	648,089.51
		18,955.57
Capital Improvement Fund		
Debt Service Fund		
Grand Total Library	\$	667,045.08

Additional Bills

Operating Fund – Library Account

23869	Cloudbakers	8,000.00
23870	First Bankcard	1,778.44
23871	David Kosrow	843.75
23872	LogMeIn USA, Inc	7,040.00
23873	Village of Northbrook Water Dept.	4,232.80

Ms. Bergstein made a motion to approve the August Bills and Charges. Ms. Young 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

FOUNDATION

Ms. Amen had no updates to report.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that no committee meeting took place in September 2019.

STAFF REPORTS

In addition to her written report, Ms. Hall mentioned that the library has partnered with the Northbrook Garden Club to celebrate their 70th anniversary. There are a series of programs planned and a lobby display showcasing the garden club. Ms. Hall briefly discussed patron feedback from the Lynda.com survey regarding changing their privacy practices. Lastly, Ms. Hall gave an update on the study room RFP stating that the weeding process is still underway in Reference and that the goal is to have the new rooms installed by the end of next spring.

UNFINISHED BUSINESS

Facility Plan & Bond Resolution

Based on the documentation provided in the board packet, Mr. Glaubinger made a motion to approve the bond resolutions.

1. A RESOLUTION APPROVING PLANS FOR THE REMODELING AND REPAIR TO THE EXISTING LIBRARY BUILDING, THE PURCHASE OF NECESSARY EQUIPMENT FOR THE LIBRARY, AN ESTIMATE OF COSTS AND A DETERMINATION OF FINANCING
2. A RESOLUTION EXPRESSING OFFICIAL INTENT REGARDING CERTAIN CAPITAL EXPENDITURES TO BE REIMBURSED FROM PROCEEDS OF AN OBLIGATION WHICH SHALL BE ISSUED BY THE VILLAGE OF NORTHBROOK, COOK COUNTY, ILLINOIS

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

Parking Lot Truck Barrier Options

In addition to Ms. Hall's memo and board packet documentation, Tim Sjorgren and Gina Showers from Kimley-Horn presented the four possible options outlined in the board packet. Tom Poupard from the Village was also present to provide feedback on the options presented. After discussing the potential solutions, the board tabled the rest of the discussion for the next meeting.

Exterior Façade Repair Update

Ms. Amen reported that the library will conduct a RFP in January of 2020 based on Wiss Janney's recommendation.

NEW BUSINESS

RFID Presentation

Mr. Austin, Assistant Director and Ms. Seeger, Circulation Manager, presented their research and recommendations on RFID (automated material handler) to the board. Mr. Austin explained how the RFID system utilizes radio frequency identification to sort tagged items. Tags emit a signal that the reader reads in order to sort items into proper bins. He also noted that the RFID tagging system can also be utilized at self-check outs increasing efficiency and privacy. Ms. Seeger mentioned that the main benefits of the RFID system are: 1) it increases efficiency in sorting items thus reducing time to shelf and 2) it frees up staff time from doing repetitive tasks enabling them to be more customer service focused. The presentation ended with Mr. Austin providing the board with the potential costs associated with moving forward with RFID.

Mr. Glaubinger made a motion to move forward with the bid for RFID. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye."

"Unexpected Company" Artwork Sale

Mr. Früm made a motion to not sell the "Unexpected Company" by Andrew Kowch to Richard J Demato Gallery. Ms. Xu 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

Draft FY21 Tax Levy

In addition to her memo and supporting documentation concerning the tax levy, Ms. Amen discussed the process of how money is estimated for the tax levy. The requested tax levy for Fiscal Year 2020 will be reviewed again next month and submitted to the board for approval.

2020 Closing Schedule

The 2020 library closing schedule included in the board packet is the same as the last year. The schedule includes closings for security training and staff development day.

Ms. Young made a motion to approve the 2020 Closing Schedule as presented. Mr. Parsi seconded the motion. On a voice vote, all Trustees voted "aye."

Outside Library Visit

For the last two years, the library board as visited other libraries in the area. Ms. Hall made the recommendation that the board visits Lake Villa Library since they just finished building a new library. The board agreed to visit Lake Villa library before December 2019.

Friends of the Library Board Joint Meeting

The board discussed having a follow-up meeting with the Friends of the Library Board. Mr. Schildgen from the Friends of the Library Board was present and confirmed that they would be interested in meeting again with the library trustees. The board will readdress a joint meeting with the Friends Board in January 2020.

Technology Disaster Recovery

Executive Session at 9:06 pm, Mr. Früm requested a motion to close the general session and open Executive session pursuant to 5ILCS 120/2 (8): Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

Ms. Crisham made a motion to close the general session and open Executive session. 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

At 9:27 pm, Ms. Young made the motion to close the executive session and re-open the general session. Ms. Crisham seconded the motion. On a roll call vote, Trustees voted:

On a roll call vote, Trustees voted:

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

“Nay”: None

No action was taken.

ADJOURNMENT

There being no further business to discuss, Ms. Bergstein moved to adjourn this meeting. Ms. Crisham seconded the motion. On a voice vote, all Trustees voted “aye.”
The meeting was adjourned at 9:32 p.m.

Mr. Carlos M. Früm, President

Ms. Jennifer McGee, Recorder