

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
October 19, 2017

**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. Robyn Franklin.

**Trustees Present:** Ms. Bergstein, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos Früm

**Trustees Absent:**

**Staff Present:** Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Amen, Ms. Lori Schleritznauer, Ms. Robyn Franklin

**Others Present:** Ms. Julie Rosner and Mr. Herb Brenner – Northbrook Working Families Coalition

**APPROVAL OF THE FOLLOWING AGENDA**

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

**APPROVAL OF MINUTES**

Mr. Lonoff moved that the minutes of the General Session Meeting of September 28, 2017 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye."

**PUBLIC COMMENTS**

Ms. Julie Rosner and Mr. Herb Brenner from the Northbrook Working Families Coalition commented that they had been handing out information on the west side of the building a few months ago and were told by library staff that they were not allowed to hand out information on library property. On another occasion they moved to the sidewalk near the entrance to the parking lot (off of library property). This appeared to be a disruption to traffic coming in and out of the library and Ms. Hall approached the group to discuss her concerns regarding safety. Ms. Rosner and Mr. Brenner requested that they be able to hand out information outside the door to the library in the future. Mr. Früm thanked them for their comments and they exited the meeting.

Ms. Lori Schleritznauer, Technical Services Manager, discussed the life-cycle of a book and gave the Board an overview of the work that is done by the Technical Services Department. She discussed how books and materials are selected and purchased through the process of discarding the items and where the items go once they are removed from the collection.

**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 September, 2017 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$7,673,236.00		
Restricted	275,258.27		
IMRF	379,513.11		
FICA	216,006.57		
Total General Fund	<u>\$8,544,013.95</u>		
Total Capital Improvement		<u>\$1,398,947.32</u>	
Total Debt Service			<u>\$359,372.41</u>
Checking – NBT	\$1,118,276.72	\$ (7,396.02)	\$726.12
ProPay	6,069.54		
PayPal	789.44		
Money Market – GSB	224,466.60		
Checking/ Money Market – MB	7,121,363.23	1,601.27	
Investments		1,343,506.67	354,487.96
US Bancorp	628.02	487.33	
IMET	71,625.40	60,748.07	4,158.33
Petty Cash	795.00		
Total	<u>\$8,544,013.95</u>	<u>\$1,398,947.32</u>	<u>\$359,372.41</u>
<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<u><b>Capital Improvements</b></u>			
NB&T – 16808	1,343,506.67	6/25/18	.25%
<u><b>Debt Service</b></u>			
NB&T – 16829	354,487.96	7/13/18	.25%

#### Approve Bills and Charges from September, 2017

Ms. Imrem drew attention to the following Bills and Charges for September, 2017 and the additional bills listed below:

Operating Funds	
Library Claims List	\$ 95,978.31
Librarian's Claims List	20,303.45
Payroll	285,874.51
FICA/IMRF	51,855.28
ACH to IPBC	48,678.77
Total Operating Funds	<u>\$ 502,690.32</u>
Capital Improvement Fund	
Claims List	\$ 9,549.22
Construction Fund	
Debt Service Fund	
Grand Total Library	<u>\$ 512,239.54</u>

## Additional Bills

### Operating Fund – Library Account

23396	Best Quality Cleaning	4,680.00
23397	Blackbaud	2,227.50
23398	CallOne	1,377.70
23399	Colley Elevator Co.	769.00
23400	Dornfeld Piano Tuning	840.00
23401	ECO Promotional Products, Inc.	1,489.82
23402	First Bankcard	1,850.45
23403	Limricc Unemployment Comp. Group	663.10
23404	Olga Rudiak	600.00
23405	Xerox Corp.	1,181.52

### CIF Fund

1647	Mechanical Concepts of Illinois, Inc.	39,261.64
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Ms. Imrem made a motion to approve the September Bills and Charges and additional bills. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

## FOUNDATION

Ms. Amen had nothing to report this month.

## ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger attended the meeting on October 11<sup>th</sup>. He reported that the Jacobson townhomes development on Shermer near Waukegan will be starting demolition in a couple of weeks. The road will not be completed for the next year since it will need to be finished after the construction. There was a presentation regarding the Northbrook industrial parks trends and turnover. There was also discussion regarding the 6B request that was later discussed under “New Business.” Mr. Glaubinger also mentioned that both the Police Chief and Fire Chief have announced their retirements.

## STAFF REPORTS

In addition to her written report, Ms. Hall reported that she will be on vacation October 22-29. Mr. Austin and Ms. Amen will be available to handle any issues or questions. Ms. Hall also mentioned that Ms. Cathleen Doyle, Digital Services Manager, has been working on a cyber security grant called Gencyber grant for next summer. This will bring in specialists to work with 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders to teach them about cyber security.

## UNFINISHED BUSINESS

### Makerspace Update

Ms. Hall noted that she included information in the Board packet.

## **Master Plan**

Ms. Hall referred Board members to the breakdown of projects that were included in the Board packet. She asked Trustees if they had any questions regarding the Master Plan that was presented at last month's meeting. Mr. Früm noted that completion of a new Maintenance area was a high priority. Board members discussed the logistics of completing projects included in the Master Plan. They instructed Ms. Hall to present plans for the smaller projects each year and stated that they agreed with the plan as a whole, but wanted to approve based on the individual projects.

## **FY19 Tax Levy**

Ms. Amen discussed that, per the Board's request last month, she put together expense breakdowns at both 4.23% and 3% for the tax levy. The Board discussed the two options.

Ms. Bergstein made a motion to approve the FY19 Tax Levy with a 4.23% increase as presented. Ms. Imrem seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

## **NEW BUSINESS**

### **Class 6B Request 1919 Stanley St.**

Mr. Glaubinger discussed the request for tax relief through the Class 6B request for a vacant property. It is a special request since the property has only been vacant for one year - not the usual two years. Mr. Glaubinger explained that it is a business that has been operating in Glenview for over 40 years and they would like to stay local.

Mr. Glaubinger made a motion to recommend that the Village approve the Class 6B request. Mr. Lonoff seconded the motion.

On a voice vote, all Trustees voted "aye."

## **Public Comment Policy**

Trustees discussed the proposed Public Comment policy. Trustees discussed the length of time allotted to members of the public. It was agreed upon to add the wording "No person shall speak during the Public Comment Time for more than three minutes, unless the Chairperson specifies a longer or shorter time period at the outset of the Public Comment Time, which specification may be overridden by a majority of the Library Board. Such a longer or shorter time period shall be applicable to all persons participating in the Public Comment Time at the same meeting. Board President or designee may grant a request to address the Board during other portions of the meeting but that that determination may be overridden by the majority of the Board".

Ms. Young made a motion to approve the Public Comment Policy as amended. Ms. Bergstein seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

### **FY18 Per Capita Grant**

Ms. Hall explained that each year, we apply for the per capita grant from the Illinois State Library. The application is due in mid-January, but as part of the grant process, there are different requirements for staff and Board members to complete. As part of the requirements Board members must review chapters 1-5 of the TRUSTEE FACTS FILE THIRD EDITION, and complete at least one online education opportunity focusing on safety in the library. It was decided that a date will be scheduled to view a safety video in the library.

### **ADJOURNMENT**

There being no further business to discuss, Ms. Young moved to adjourn this meeting. Ms. Bergstein seconded the motion. The meeting was adjourned at 9:07 p.m.

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Carlos Früm, President

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Robyn Franklin, Recorder