

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Civic Foundation Room
January 17, 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 Früm.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee.

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

Trustees Absent: None

Staff Present: Ms. Kate Hall, Mr. Brodie Austin, Ms. Anna Amen, Ms. Jennifer McGee, Ms. Sarah Rustman

Others Present: Mr. Joseph DiCicco, Ms. LeAnn McNamara – Pepper Construction

APPROVAL OF THE FOLLOWING AGENDA

Ms. Bergstein moved that the January 17, 2019 agenda be approved. Ms. Xu seconded the motion.

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

APPROVAL OF NOVEMBER 15, 2018 GENERAL SESSION MINUTES

Mr. Lonoff moved that the minutes of the General Session Meeting of November 15, 2018 be approved.

Ms. Bergstein seconded the motion. On a voice vote all Trustees voted "aye".

PUBLIC COMMENTS

Ms. Sarah Rustman, Youth Services Librarian, gave a presentation on Accessibility in the Library. She explained the initiative of the program is to offer special events geared towards people with disabilities and their families. These programs offer a platform where people with disabilities and their families can enjoy special events in a welcoming environment. Sarah discussed a few of the program offerings as well as how the programs are advertised to the public.

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 December, 2018 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	\$6,955,215.85		
Restricted	262,247.63		
IMRF	416,181.79		
FICA	166,181.76		
Total General Fund	<u>\$7,799,827.03</u>		
Total Capital Improvement		<u>\$989,671.63</u>	
Total Debt Service			<u>\$8,816.45</u>
Checking – NBT	\$149,397.24	\$ 7,534.84	\$27.66
ProPay			
PayPal	1,847.26		
Money Market – GSB	224,928.90		
Checking/ Money Market – MB	7,357,613.49		
Investments		926,846.17	5,038.11
US Bancorp	641.26	497.74	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	<u>\$7,799,827.03</u>	<u>\$989,671.63</u>	<u>\$8,816.45</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	926,846.17	6/25/19	.25%
<u>Debt Service</u>			
NB&T – 16829	5,038.11	7/13/19	.20%

Approve Bills and Charges from December, 2018

Ms. Imrem drew attention to the following Bills and Charges for December, 2018 and the additional bills listed below:

Operating Funds		
Library Claims List	\$	127,056.52
Librarian's Claims List		8,560.21
Payroll		288,129.37
FICA/IMRF		53,220.46
ACH to IPBC		54,435.86
Total Operating Funds	\$	<u>531,402.42</u>
Capital Improvement Fund		
Claims List	\$	<u>1,055.85</u>
Grand Total Library	\$	<u>532,458.27</u>

Additional Bills

Operating Fund – Library Account

23527	Blue House Productions	750.00
23528	First Bank Card	1,491.83
23529	Julie Goldberg	600.00

The financial status of the library funds as of November, 2018 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$7,407,120.75		
Restricted	263,324.26		
IMRF	446,891.67		
FICA	188,244.48		
Total General Fund	<u>\$8,305,581.16</u>		
Total Capital Improvement		<u>\$990,535.71</u>	
Total Debt Service			<u>\$8,807.76</u>
Checking – NBT	\$329,024.70	\$ 8,590.69	\$27.66
ProPay			
PayPal	1,847.26		
Money Market – GSB	224,882.49		
Checking/ Money Market – MB	7,683,787.62		
Investments		926,655.35	5,029.42
US Bancorp	640.01	496.79	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	<u>\$8,305,581.16</u>	<u>\$990,535.71</u>	<u>\$8,807.76</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	926,644.35	6/25/19	.25%
<u>Debt Service</u>			
NB&T – 16829	5,029.42	7/13/19	.20%

Approve Bills and Charges from November, 2018

Ms. Imrem drew attention to the following Bills and Charges for November, 2018 and the additional bills listed below:

Operating Funds		
Library Claims List	\$	160,786.25
Librarian's Claims List		17,883.55
Payroll		293,431.77
FICA/IMRF		54,172.57
ACH to IPBC		54,435.86
Transfer to Debt Service		302,394.83
Total Operating Funds	\$	883,104.83
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Capital Improvement Fund		
Claims List	\$	12,000.00
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Construction Fund		
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Debt Service Fund		
2012 A Principal & Interest Payment	\$	36,241.55
2012 B Principal & Interest Payment		33,340.00
2013 B Principal & Interest Payment		320,525.00
	\$	390,106.55
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Grand Total Library	\$	1,285,211.38
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Ms. Imrem made a motion to approve the November and December 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 reported that one brick was sold in November and two bricks were sold in December. The Foundation's representation by the Board was discussed. Jami Xu volunteered to be the board representative on the Foundation Board and will serve as President of the Foundation.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger discussed the joint meeting of EDC/ICDC. He reported that the Northbrook Chamber of Commerce discussed the various ways in which they help the community. The Village gave a development update of the Northbrook Court renovations, specifically the Macy's parcel including the southwest parking lot. They are also looking into the redevelopment of the Dominick's space in Sanders Court. The Committee reported that the tax revenue has decreased over the last several years due to decreasing sales taxes from supermarkets, restaurants and apartments. It was also reported that most of the new development is in School District 28. Maple School redevelopment is on target and on budget. School districts are looking further into various calendar changes. The Library's construction, reading program and Collaboratory were also a point of discussion.

STAFF REPORTS

Ms. Hall reported that a truck hit the Library earlier in the day. She is looking into further solutions with the architect to prevent future occurrences. Ms. Hall commented that her review will be facilitated by the Charmm'd Foundation. It will be conducted in a 360 format. The Charmm'd Foundation will be contacting the Board members, library managers and a random sampling of library staff to request feedback. Ms. Hall mentioned two upcoming Village meetings, the Legislative Breakfast and the Chamber State of the Village. She invited interested Board members to attend. Ms. Hall updated the Board that an official invitation has been sent for the Friends of the Library and Library Board joint meeting. She also presented and received favorable feedback on the new Statistical Report Format which Mr. Lonoff, Mr. Austin and Ms. Hall redesigned.

UNFINISHED BUSINESS

None

NEW BUSINESS

Technical Services and Maintenance Project Review

Mr. DiCicco, from Pepper Construction, discussed the bid process and presented their analysis of the bid results. Based on their analysis, they recommend that the library award the bid to the lowest bidders in each category. Each subcontractor was vetted and had excellent references.

Mr. Lonoff made a motion to approve the bid package for the First Floor Interior Renovation in the amount of \$441,700. 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

Little Libraries

The board discussed the Little Free Library initiative and ways that the Northbrook Public Library can reasonably support the initiative. Ms. Hall will bring back more information for the board at the February board meeting.

MB Financial Bank Account

Ms. Amen recommended that the library open a new account with MB Financial because they are offering a much better interest rate for Capital Improvement Funds than our current CDs.

Mr. Glaubinger made a motion to approve opening a new account with MB Financial for our Capital Improvement Fund. Mr. Lonoff 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

Senior Facilities Intergovernmental Agreements

Ms. Hall discussed putting in place more formalized agreements similar to the agreements that the library has with Northbrook Public Schools with the Senior Facilities in which the library provides services to. The Board discussed the pros and cons of such an agreement.

Mr. Glaubinger made a motion to approve the intergovernmental agreements to provide library service for the senior facilities listed. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Mr. Glaubinger, Mr. Lonoff

“Nay”: Mr. Früm

“Abstain”: Ms. Bergstein, Ms. Imrem, Ms. Xu, Ms. Young

The Board agreed that more information will need to be provided for future discussion.

ADJOURNMENT

There being no further business to discuss, Mr. Glaubinger moved to adjourn this meeting. Ms. Young seconded the motion. The meeting was adjourned at 8:54 p.m.

Carlos Früm, President

Jennifer McGee, Recorder