

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library  
Northbrook Civic Foundation Room  
February 21, 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:** Mr. Jay Glaubinger, Mr. Marc Lonoff, Ms. Imrem, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos Früm

**Trustees Absent:** Ms. Sharon Bergstein

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

**Others Present:** Judy Linklater, Northbrook Resident

**APPROVAL OF THE FOLLOWING AGENDA**

Ms. Xu moved that the agenda be approved. Ms. Young seconded the motion. On a voice vote, all Trustees voted "aye."

**APPROVAL OF MINUTES**

Mr. Glaubinger moved that the minutes of the General Session Meeting of January 17, 2019 be approved. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye."

Ms. Young moved that the minutes of the Special Session Meeting of February 7, 2019 be approved. Ms. Xu seconded the motion. On a voice vote, all Trustees voted "aye."

**PUBLIC COMMENTS**

Ms. Judy Linklater, a Northbrook resident, spoke to the board about the potential of utilizing social media such as a Facebook live feed to promote library services and programs. She also commented that social media would enable more patrons to have access to library programs.

Mr. Brodie Austin, Assistant Director, gave a presentation on the different ways to use your smart phone as a library card. He discussed that various options available along with the benefits and drawbacks of each.

**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 January, 2019 was as follows:

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	Operating	Capital Improvements	Debt Service
General Fund	6,479,362.87		
Restricted	262,432.22		
IMRF	390,956.44		
FICA	143,903.76		
Total Operating	<u>\$7,276,655.29</u>		
Capital Improvement		<u>\$981,775.12</u>	
Debt Service			<u>\$8,817.30</u>
Checking – NBT	\$248,487.50	\$ (556.02)	\$27.66
ProPay			
PayPal	1,968.03		
Money Market – GSB	224,976.66		
Checking/ Money Market – MB	6,735,181.67	500,000.00	
Investments		427,039.54	5,038.96
US Bancorp	642.55	498.72	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	<u>\$7,276,655.29</u>	<u>\$981,775.12</u>	<u>\$8,817.30</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	427,039.54	6/25/19	.25%
<u>Debt Service</u>			
NB&T – 16829	5,038.96	7/13/19	.25%

### Approve Bills and Charges from January, 2019

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

Operating Funds	
Library Claims List	\$ 138,857.96
Librarian's Claims List	23,518.11
Payroll	292,504.49
FICA/IMRF	48,291.09
ACH to IPBC	54,435.86
	<hr/>
Total Operating Funds	<u>\$ 557,607.51</u>
Capital Improvement Fund	8,090.86
Claims List	
Construction Fund	
Transfer to General Fund	
Debt Service Fund	<hr/>
<b>Grand Total Library</b>	<u>\$ 565,698.37</u>

## Additional Bills

### Operating Fund – Library Account

23569	First Bankcard	6,355.04
23570	Tier One Tactical Solutions, LLC	2,500.00
23571	Impact Networking LLC	765.00

### CIF Fund

1682	Paddock Publications	135.00
1659	Wiss, Janney, Elster Associate	7,955.86

Ms. Imrem made a motion to approve the January and Charges. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

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

“Nay”: None

## FOUNDATION

Ms. Amen noted that three bricks were sold this month and reported on Grill House fundraiser which raised \$198. Ms. Amen also mentioned that the Whole Foods fundraiser continues until the end of March 2019.

## ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that EDC did not meet in January 2019.

## STAFF REPORTS

In addition to her written report, Ms. Hall reminded the Board of Trustees that due to the Technical Services and Maintenance remodel that the March and April board meetings will be held in the Library’s Interactive Classroom. Ms. Hall announced that her book, The Public Library Director’s Toolkit is now available for preorder on the ALA store website. Ms. Hall will be donating a copy to the library’s collection. Ms. Hall inquired about the interested of the Trustees to attend the upcoming ILA Trustee Forum in Oakbrook on March 16, 2019. Ms. Hall also showed a RAILS marketing video about how libraries transform lives themselves followed by a brief discussion by the Board about potential ways the library can better market their programs and services.

## UNFINISHED BUSINESS

### **Little Free Libraries Initiative**

Ms. Hall proposed that the Collaboratory will work with Lowe’s to offer information on how to build Little Free Libraries. The Library will also host a program teaching people how to build a Little Free Library. Mr. Austin will reach out to The Friends of the Library Board to see in what capacity they wish to participate in this initiative.

### **Cabling Project**

Mr. Austin provided an update on the cabling project stating the final walk through occurred on Tuesday, February 19, 2019 with the Village Inspector and that the Library considers the project finished.

### **Technical Services and Maintenance Project Update**

Mr. Austin reported that the Bids are approved and that we're still on track with the project's timeline. Obtainment of Village permits are going smoothly. Technical Services will be moving out of the space starting March 11, 2019, utilizing the Civic Room and 2<sup>nd</sup> Floor conference room for staff work areas. Construction is scheduled to start on March 28, 2019 and should be finished in May 2019. Technical Services should be back in their new space by the beginning of June 2019.

### **Friends of the Library and Library Board Meeting**

Ms. Hall briefly summarized the next steps following the meeting as 1) sharing of minutes between the two boards and 2) a follow-up meeting to occur in the fall of 2019.

### **NEW BUSINESS**

#### **Fiscal Year 2020 Draft Budget**

Ms. Amen presented the FY 20 budget. The Board had no questions regarding the budget. Ms. Amen said that there will be some minor tweaking of the budget and that she will present final draft at the March 2019 meeting.

#### **Catch Basin, Manhole Cover, and Asphalt Bid Review**

Ms. Amen gave an update on the parking lot project. After reviewing all the bids with Kloepfer Construction, our recommendation is that the board go with Schroeder, who is the lowest responsible bidder.

Mr. Glaubinger made a motion to approve the bid for Catch Basin, Manhole Cover, and Asphalt Bid from Schroeder Asphalt Services, Inc. or \$225,000.00. Mr. Lonoff seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

#### **Weather Closing Protocol**

Due to the recent weather related closings, Ms. Hall is in the process of formalizing a weather related closing procedure. Ms. Hall shared her thoughts on the process and asked the board for feedback.

#### **Receipts and Expenditures July – December 2018 per 50 ILCS 305/1**

Ms. Amen provided documentation for receipts and expenditures from July through December 2018.

Mr. Lonoff made a motion to approve the Semiannual Treasurer's Report as presented. Ms. Imrem seconded the motion.

On a roll call vote, Trustees voted:

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

"Nay": None

### **ADJOURNMENT**

There being no further business to discuss, Mr. Früm moved to adjourn this meeting. Ms. Young seconded the motion. The meeting was adjourned at 8:47 p.m.