

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library
Northbrook Interactive Classroom
May 16, 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, Mr. Jay Glaubinger, Mr. Marc Lonoff, Ms. Jami Xu, Ms. Abby Young, Mr. Carlos M. Früm

Trustees Absent: Ms. Miriam Imrem

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

Others Present: Ms. Maura Crisham, Ms. Nanette Elster, Ms. Avriille Oster, Mr. Kayhan Parsi, Mr. John Philbin, Ms. Tess Philbin, Ms. Vita Philbin, Ms. Patricia Vile

APPROVAL OF THE FOLLOWING AGENDA

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

OATH OF OFFICE

Mr. Carlos M. Früm administered the oath of office to the reelected trustees Mr. Jay Glaubinger and Ms. Sharon Bergstein and the newly elected trustees Mr. Kayhan Parsi and Ms. Maura Crisham.

ELECTION OF OFFICERS – NOMINATING COMMITTEE

Ms. Bergstein presented the slate of officers:

Nominating Committee Slate of Officers

Mr. Früm – President

Mr. Glaubinger – Vice-President

Ms. Xu – Treasurer

Ms. Young – Secretary

Ms. Bergstein made a motion to approve the slate 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, Ms. Young, Mr. Früm

"Nay": None

APPROVAL OF GENERAL SESSION MINUTES

Ms. Bergstein moved that the minutes of the General Session Meeting of April 18, 2019 be approved. Ms. Xu seconded the motion. On a voice vote, Mr. Glaubinger and Ms. Young abstained, while all other Trustees voted "aye".

PUBLIC COMMENTS

MONTHLY TREASURER'S REPORT

Review Monthly Financial Statements

Ms. Amen drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of April, 2019 was as follows:

The financial status of the library funds as of April, 2019 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$9,009,359.17		
Restricted	258,914.33		
IMRF	557,699.12		
FICA	215,962.59		
Total Operating	<u>\$10,041,935.21</u>		
Capital Improvement		<u>\$829,068.89</u>	
Debt Service			<u>\$8,819.82</u>
Checking – NBT	\$100,367.59	\$ (5,858.29)	\$27.66
ProPay			
PayPal	2,824.65		
Money Market – GSB	225,131.72		
Checking/ Money Market – MB	9,647,566.12	502,359.74	
Investments		277,273.03	5,041.48
US Bancorp	646.25	501.53	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00		
Total	<u>\$10,041,935.21</u>	<u>\$ 829,068.89</u>	<u>\$ 8,819.82</u>
Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T – 16808	277,273.03	6/25/19	.25%
<u>Debt Service</u>			
NB&T – 16829	5,041.48	7/13/19	.25%

Mr. Glaubinger made a motion to approve the April 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, Ms. Young, Mr. Früm

“Nay”: None

Approve Bills and Charges from April, 2019

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

Operating Funds		
Library Claims List	\$	178,640.50
Librarian's Claims List		14,363.57
Payroll		291,729.19
FICA/IMRF		45,932.65
ACH to IPBC		54,435.86
Total Operating Funds	\$	585,101.77
Capital Improvement Fund		
Claims List		92,612.57
Debt Service Fund		
Transfer to Operating		
Grand Total Library	\$	677,714.34

Additional Bills

Operating Fund – Library Account

23697	Ceiling Guys	5,000.00
23698	Comcast	1,830.20
23699	Discovery Benefits, Inc.	2,684.50
23700	First Bankcard	5,326.84
23701	Grill House	1,415.00
23702	Mississippi Heat	600.00
23703	Old Town School of Folk Music	700.00
23704	Outsource Solutions Group, Inc.	17,166.67
23705	Olga Rudiak	600.00
23706	Olga Rudiak	600.00
23707	Travelers CL Remittance Center	2,099.00
23708	Xerox Corporation	1,300.00

CIF Fund

1696	Pepper Construction Co.	183,236.21
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Ms. Bergstein made a motion to approve the April 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 nothing to report.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Mr. Glaubinger reported that there was no meeting this month.

STAFF REPORTS

In addition to her written report, Ms. Hall announced that her book is officially out and that she has donated a copy to be added to the library's circulating collection. Ms. Hall informed the board that the photographer will be coming in July to take updated photos of the board. She also alerted the board that she will be at Director's University in Springfield at the Illinois State Library from June 3rd until June 7th. Ms. Hall invited all board members to come to the library's 50th Anniversary celebration being held on May 25th at the library. Ms. Hall reminded the board that the library will be closed on Friday, May 17th for Staff Development Day. Ms. Hall spoke about the library's float for the 4th of the July parade and invited any interested board members and their families to ride on the float.

UNFINISHED BUSINESS

Technical Service and Maintenance Project

Ms. Hall announced that we now have final occupancy and that Tech Services and Maintenance should be completely moved into the space by the end of May.

NEW BUSINESS

2019 Tax Levy Letter to Village

Mr. Glaubinger made a motion to approve the 2019 Tax Levy letter to the Village of Northbrook. Ms. Bergstein 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

Update Freedom of Information Act Policy

Ms. Bergstein made a motion to approve the updated policy as amended by Ms. Amen. Ms. Young seconded the motion. On a voice vote all Trustees voted "aye".

Review of Closed Session Minutes (5 ILCS 120/2.06(d) 21)

Review of Closed Session Minutes 4/20/17

Ms. Young made motion to approve the release of the April 20, 2017 executive session minutes. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye".

Review of Closed Session Recordings from 9/15/2016 and 4/20/2017

Ms. Young made a motion to destroy the verbatim recordings of closed session meetings from September 15, 2016 and April 20, 2017. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye".

ADJOURNMENT

There being no further business to discuss, Ms. Young moved to adjourn this meeting. Ms. Bergstein seconded the motion. On a voice vote all Trustees voted "aye". The meeting was adjourned at 7:59 p.m.

Mr. Carlos Früm, President

Ms. Jennifer McGee, Recorder