



**Board of Commissioners  
Administration and Finance Committee  
Meeting Minutes**

Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Wednesday, April 19, 2023 in person at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER— The Meeting was called to order at 6:32pm by Chair Schyman.

Members Present – Chair Schyman; Members Chambers and Ziering  
Ex-Officio Members Present – Commissioners Chalem, Curin (arrived at 6:34pm) and Simon  
Ex-Officio Member Absent – Commissioner Goodman  
Staff Present – Executive Director Hamer; Directors Baron, Leiner, Loftus, Scovic and Tokar; Executive Administrative Assistant Peterson; Parks Division Manager Meyer; Specialist Scharp; Superintendent of Athletics & Facilities Shields; Business Manager Drahos; Facilities & Fleet Manager Truhlar; IT Manager Smith; Trades Manager Vest  
Guests – Eric Anderson, Piper Sandler (left at 7:22pm)

RECOGNITION OF VISITORS

Edward Chao – Northbrook resident  
Beverly Kumar – Northbrook resident

APPROVAL OF MEETING MINUTES

Commissioner Ziering moved to approve the Minutes of the Administration and Finance Committee Meeting of March 16, 2023. Chair Schyman seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

**Eric Anderson, Piper Sandler**

Director Tokar introduced Eric Anderson of Piper Sandler. Mr. Anderson provided a presentation on resources available for capital projects. He provided a review of market trends and expectations, historical context of revenue raised through non-referendum bonding and examined alternative ways of addressing capital funding. Commissioners engaged in discussion. Chair Schyman thanked Mr. Anderson for attending the meeting.

**Quarterly Financial Update**

Director Tokar provided preliminary financial results for the three months ending March 31, 2023. Commissioners engaged in a question and answer session.

**Diversity, Equity and Inclusion Update**

Director Loftus provided an update on the Diversity, Equity and Inclusion District initiative. Currently, the Equality Institute is undergoing an analysis of District information. A community-wide survey has been developed and will be mailed to all Northbrook households the week of April 21 and will be open until May 17. A Teen Focus Group for users and non-users of District programs is in the planning stages. After the assessment, the Equality Institute will provide a Strategic Action Plan. Superintendent of Arts & Recreation Sweet will provide an update at the June Committee Meeting. Commissioners engaged in a question and answer session.

**Human Resources Division Update**

Executive Director Hamer announced Director Tokar as the interim Director of Human Resources until a permanent Director is hired. Director Tokar has secured temporary department support.

# NORTHBROOK PARK DISTRICT

## VOUCHER REVIEW

Chair Schyman called for questions. Commissioners engaged in discussion. Chair Schyman called for additional discussion. Hearing none, Commissioner Chambers made a motion to recommend the Board approve the March 2023 vouchers in the amount of \$1,218,723.84. Commissioner Ziering seconded the motion. Motion passed by voice vote.

## AUDIT TOPICS – None

## UNFINISHED BUSINESS – None

## NEW BUSINESS

### **Consider Purchase of Physical Servers**

IT Manager Smith provided background information on the purchase of physical servers. The proposal is for the replacement of four physical servers that have exceeded their operational useful life and are no longer supported. Commissioner Ziering moved to approve the purchase of four (4) Scale Computing servers, two (2) switches and backup software in the amount of \$104,628.24 from Mindsight of Downers Grove, Illinois to the full Board for approval. Commissioner Chambers seconded the motion. Motion passed by voice vote.

### **Consider Purchase of a HP 4200 Pagedwide Plotter**

IT Manager Smith provided background information on the purchase of a HP 4200 Pagedwide Plotter. The plotter printer is a large-format printer used to produce marketing materials, signage and project plans and drawings. Commissioner Ziering moved to approve the purchase of a HP 4200 Page-wide Plotter in the amount of \$32,236.44 from Konica Minolta Business Solutions U.S.A. of Palatine, Illinois to the full Board for approval. Commissioner Chambers seconded the motion. Motion passed by voice vote.

### **Executive Director Salary Discussion**

Members of the Senior Leadership Team left the room at 7:48pm. Executive Director Hamer provided market data to assist the Commissioners in establishing a salary range for the Executive Director recruitment. Commissioners engaged in discussion. By consensus, the Board agreed upon the range of \$175,000-\$195,000.

## OLD BUSINESS – None

## NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for May 16, 2023, at 6:30pm at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 8:14pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer  
Molly Hamer, Secretary  
Board of Commissioners/wp