

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
January 12, 2006**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Ms. Plumb.

ROLL CALL

The roll was called by Ms. Jean Bouacha.

Trustees present: Ms. Susan Conat, Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Joan McBride, Mr. Howard Peltz, Ms. Kathryn Plumb

Trustees absent: None

Staff Present: Mr. Chadwick Raymond, Mr. Eric Robbins, Ms. Ann Weston, Ms. Jean Bouacha

Guests Present: Mr. Paul Francois and James Novak of Pepper Construction Company

APPROVAL OF AGENDA

Ms. Plumb requested that Mr. Francois be allowed to introduce Mr. Novak, the new project manager for the HVAC/Roofing project before other agenda items. She also asked that the fines and fees discussion follow the construction report. Trustees agreed.

Construction Report:

Mr. Francois explained that Mr. Magsamen has left Pepper Construction to take a new position at another company. He introduced Mr. Novak, his replacement. Mr. Francois said that the timing of the replacement was good in that all bidding has been completed, but actual construction has not begun. Trustees asked about the lead time on HVAC equipment. Mr. Francois and Mr. Novak reported that they will have estimated arrival dates in a week or two. Mr. Raymond reported that Wayne Hanson of the Village Hall contacted him concerning the construction permit. Trustees thanked Mr. Francois and Mr. Novak for coming to the meeting, and the two guests left the meeting.

Fines and Fees Discussion:

Ms. Conat asked why the color copy charge was being reduced. Staff explained that \$1.50 is higher than any area copy service and that it dated back to when color copying technology was newer. Also, the volume of color copies is very slight.

Trustees asked about the maximum fine of \$12.00. Ms. Weston explained that the fine applies to each item. If an item is lost however, the patron must pay the cost of the material.

Mr. Peltz and Mr. Früm asked for an increase in overdue fines to \$.15 per day. Trustees Conat, Lonoff, Mayer, McBride, and Plumb preferred to leave the fine at \$.10 per day. Three changes to the schedule were proposed: Color copies reduced to \$.75, fine for projectors brought back late instated at \$1 per day, internet cards instated at \$5 for patrons with no library card.

MINUTES

Ms. McBride moved that the minutes of the Regular meeting of December 8, 2005 be approved. Ms. Conat seconded. On voice vote all Trustees voted "aye" with abstentions by Mr. Früm, Ms. Plumb and Mr. Lonoff.

PUBLIC COMMENTS

None

TREASURER'S REPORT

Ms. McBride drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of December 31, 2005 was as follows:

| | |
|---------------------------------|-----------------------|
| General Fund | \$2,857,021.18 |
| Restricted | 199,990.81 |
| IMRF | 125,758.14 |
| FICA | 118,056.64 |
| Total General Fund | <u>\$3,300,826.77</u> |
| | |
| Checking | (62,018.95) |
| Savings/Money Market | 90,705.37 |
| Investments | 2,580,567.45 |
| Illinois Funds | 690,827.90 |
| Petty Cash | 745.00 |
| Total General Fund | <u>\$3,300,826.77</u> |
| | |
| Capital Improvement Fund | \$862,260.54 |
| Debt Service Fund | 6,540.41 |

Investments:

| <u>Investment #</u> | Amount | Maturity | Rate |
|----------------------------|-----------------------|-----------------|-------------|
| <u>General Fund</u> | | | |
| LNB500109555 | 200,000.00 | 01/12/06 | 3.950 |
| LNB(gifts) | 180,567.45 | 01/26/06 | 3.900 |
| LNB500111245 | 100,000.00 | 01/26/06 | 3.950 |
| LNB500111246 | 200,000.00 | 02/08/06 | 4.050 |
| LNB500115125 | 100,000.00 | 02/23/06 | 4.075 |
| LNB500115126 | 150,000.00 | 03/09/06 | 4.075 |
| LNB500118177 | 150,000.00 | 03/09/06 | 4.100 |
| NBBT12107 | 200,000.00 | 03/15/06 | 3.235 |
| LNB500118178 | 100,000.00 | 03/29/05 | 4.175 |
| LNB500118179 | 200,000.00 | 04/13/06 | 4.175 |
| LNB500132941 | 100,000.00 | 04/28/06 | 4.250 |
| LNB | 100,000.00 | 04/28/06 | 4.325 |
| LNB500132943 | 200,000.00 | 05/11/06 | 4.300 |
| NBBT11059 | 400,000.00 | 08/07/06 | 4.250 |
| NBBT12106 | 200,000.00 | 12/10/06 | 3.750 |
| Total General Fund | <u>\$2,580,567.45</u> | | |
| <u>CIF</u> | | | |
| LNB500136502 | 100,000.00 | 1/13/06 | 4.050 |
| LNB500139412 | 120,000.00 | 1/18/06 | 4.125 |
| LNB500136515 | 100,000.00 | 2/13/06 | 4.150 |

BILLS AND CHARGES

Ms. McBride moved to approve the following Bills and Charges for December, 2005:

| | |
|--------------------------|---------------------|
| Library Claims List | \$89,854.42 |
| Librarian's Claims List | 12,100.29 |
| Payroll | 194,155.30 |
| IMRF/FICA | 30,333.25 |
| Total General Fund | <u>326,443.26</u> |
| Capital Improvement Fund | 21,931.84 |
| Debt Service | 38,119.35 |
| Total Library | <u>\$386,494.45</u> |

She also asked for approval of the following additional check:

| | | |
|-------|-------------------|-----------|
| 17463 | Euromarket Design | 15,946.28 |
|-------|-------------------|-----------|

On roll call trustees voted:

"Aye": Conat, Frum, Lonoff, Mayer, McBride, Peltz, Plumb

"Nay": None

FOUNDATION

Mr. Früm reported that the former Library Community Foundation has dissolved. Mr. Raymond reminded Trustees that the Northbrook Public Library left the Library Community Foundation in June, 2005.

EVENT COMMITTEE

Ms. Plumb reported that the staff party was planned for February 4 at 6:30 p.m. She reported that it would be a "Beach Party" theme. She asked for permission to close the library at 4:30. Mr. Peltz moved to accept her proposal. Mr. Früm seconded. On voice vote all Trustees voted "aye".

LIBRARIAN'S REPORT

Mr Raymond gave the following report:

1. Current TIF documents are available if Trustees would like copies.
2. An inventory of the 800's collection revealed a loss of 60 items from a collection of 6,239 items.
3. Training for credit card donations is scheduled for next week
4. Legislative day in Springfield is scheduled for March 1
5. A patron complained about noise made by students. Mr. Raymond and Mr. Robbins will address the issue as necessary.
6. He and Ms. Bouacha attended a meeting on impact fees at the Village Hall. He explained that the fees are based on the cost of land and must be used for capital improvements. If the library wishes to proceed with impact fees, the Village Board must pass a resolution and a hold harmless agreement with the village must be signed by the Library Board. Mr. Lonoff and Mr. Peltz agreed to assist with calculations for the fees.

UNFINISHED BUSINESS

Construction Contracts:

Mr. Lonoff moved that the Architect and Construction Manager contracts for the HVAC/Roofing project be approved. Mr. Peltz seconded. On roll call trustees voted:

"Aye": Conat, Früm, Lonoff, Mayer, McBride, Peltz, Plumb

"Nay": None

Review of Fundraising Policy:

Trustees requested the following changes to the policy as it appeared in the Board packet:

Page 1: add the words "including but not limited to" in the types of gifts accepted and add #6 "Other items of value".

Page 2: "Legal counsel" should be deleted in paragraph 5. Approval is given by the Foundation and Library Boards only. In paragraph 7 the word "individual" should be replaced with "donor".

Page 3: Omit the last sentence of the first bullet.

Ms. McBride moved that the policy be approved with the above changes. Mr. Lonoff seconded. On voice vote all Trustees voted "aye".

NEW BUSINESS

Fines and Fees Schedule: Ms. Conat moved that the fines and fee schedule be changed as stated above. Ms. McBride seconded. On roll call trustees voted:

“Aye”: Conat, Lonoff, Mayer, McBride, Plumb

“Nay”: Früm, Peltz

Auditor Selection: Mr. Peltz moved that the Board retain Mr. Inserra of McClure Inserra for the fiscal year 2006 audit. Mr. Lonoff seconded. On voice vote all trustees voted “aye”.

NSLS Reciprocal Borrowing Program Goals and Policies: Mr. Lonoff moved that the Board approve the policy statement. Ms. McBride seconded. On voice vote all trustees voted “aye”.

ALA Conference: The conference will take place in New Orleans from 6/24 through 6/27. Ms. Conat stated that she will check her schedule to see if she can attend.

January Committee of the Whole Meeting: The January 26th meeting will include a review of strategic planning progress, FY’07 budget discussion, and impact fee calculations. The Special Events committee will meet at 6:30 that evening.

ADJOURNMENT

There being no further business to discuss, Mr. Peltz moved to adjourn. Mr. Früm seconded the motion. The meeting was adjourned at 9:30 p.m.

Howard Peltz, Secretary

Jean Bouacha, Recorder