

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
February 9, 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. Jean Bouacha

**Guests Present:** Mr. John Winter of Mac Source

**APPROVAL OF AGENDA**

Ms. Plumb requested that the telephone system discussion be moved to the beginning of the agenda for the benefit of the guest. Trustees agreed.

**Telephone System:**

Mr. Raymond requested that the discussion of the telephone system be deferred until the next meeting as not all information was currently available for Trustee consideration. Trustees agreed. Staff will notify any interested vendors of the next meeting date.

**MINUTES**

Ms. Mayer moved that the minutes of the Regular meeting of January 12, 2006 be approved. Ms. Conat seconded. On voice vote all Trustees voted "aye". Ms. Conat moved that the minutes of the January 26 Committee of the Whole meeting be approved. Ms. Mayer seconded. On voice vote all Trustees voted "aye".

**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 January 31, 2006 was as follows:

General Fund	\$2,593,626.32
Restricted	206,464.45
IMRF	110,309.97
FICA	105,417.33
Total General Fund	<u>\$3,015,818.07</u>
Checking	(73,120.46)
Savings/Money Market	64,793.10
Investments	2,291,188.15
Illinois Funds	732,212.28
Petty Cash	745.00
Total General Fund	<u>\$3,015,818.07</u>

<b>Capital Improvement Fund</b>	\$861,653.39
<b>Debt Service Fund</b>	6,547.58

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
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
LNB500163140	191,188.15	03/27/06	
LNB500118178	100,000.00	03/29/06	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>\$2,291,188.15</u>		
<b><u>CIF</u></b>			
LNB500155593	100,000.00	2/13/06	4.175
LNB500157537	120,000.00	02/21/06	4.200
LNB500136515	100,000.00	2/13/06	4.150

**BILLS AND CHARGES**

Ms. McBride moved to approve the following Bills and Charges for January, 2006:

Library Claims List	\$129,498.95
Librarian's Claims List	13,408.23
Payroll	192,493.14
IMRF/FICA	<u>31,643.48</u>
Total General Fund	<u>367,043.80</u>
Capital Improvement Fund	3,187.60
Debt Service	<u>6,123.13</u>
Total Library	<u>\$376,354.53</u>

She also asked for approval of the following additional check:

17505 Elegance in Meats \$808.40

On roll call trustees voted:

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

"Nay": None

**FOUNDATION**

Mr. Früm reported that in response to the recent Pioneer Press article concerning the auditorium, the Foundation has received two checks as donations. He also stated that the Foundation is actively recruiting new members, and he encouraged Trustees to submit suggestions of potential members. He then reported that he and Mr. Raymond are currently developing a presentation that fundraisers may use when approaching future donors. He also reported that Mr. Gilchrest has resigned from the Foundation for personal reasons.

Ms. Frum also asked that Trustees submit any changes that they would like to see made on the pledge card. Ms. Plumb suggested that a matte finish be used on the paper stock for ease of writing.

## **EVENT COMMITTEE**

Ms. Plumb reported that she had received positive feedback on the staff party and that Ann Weston reported that the disruption to the Circulation work area had been manageable. Mr. Früm voiced concern that the guests were too spread out. Ms. Plumb and Ms. Conat explained that they had experimented with table setup this year, and that future parties would have more seating available. Mr. Raymond reported that some staff preferred the Friday parties to Saturday for commuting ease. He also reported on other staff concerns which were voiced at a recent staff meeting.

## **LIBRARIAN'S REPORT**

Mr Raymond gave the following report:

1. He thanked the Trustees for their work on the party.
2. The fire department set official maximum occupancy rates for the meeting rooms. A discussion followed on how to best enforce the limits.
3. He would like the Trustees to read the legal advice given concerning the bid results of the telephone system. He will provide the communication to them in their next packet.

Mr. Früm reported that he had offered a library meeting room as a staging area for State Librarian, Jesse White and the athletes who are accompanying him to the Northbrook Days celebration in August.

## **UNFINISHED BUSINESS**

### **FY 2007 Budget:**

Ms. Conat was pleased that the General Fund reserves were held to 4 months in the second draft of the budget. She asked if the carpeting project could be put off for another year. Mr. Raymond reported that the most worn area, near the stairs, would be replaced, but that the other areas could be deferred for another year. Ms. Bouacha reported that once the HVAC project was completed and the exact expenses known, the scheduling of the carpet project could be decided. Mr. Früm asked about the cost of Night Owl Reference service. Mr. Raymond reported that the cost was approximately \$5 per question. Mr. Lonoff inquired about the janitorial supplies. Ms. Bouacha said that the largest expenses were the HVAC chemicals and light bulbs.

Mr. Lonoff moved that the second draft of the FY2007 budget be approved for public inspection. Ms.

McBride seconded. On roll call trustees voted:

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

"Nay": None

## **NEW BUSINESS**

**February Committee of the Whole Meeting:** Ms. Plumb inquired about the need for a February Committee meeting. Mr. Raymond said that it would be possible to change the meeting to a Special Meeting and vote on the selection of the phone system at that time or put off the vote until the March meeting. Mr. Robbins said that he would prefer to get started on the project. Trustees decided to hold a Special Meeting on February 23.

## **ADJOURNMENT**

There being no further business to discuss, Ms. Conat moved to adjourn. Ms. McBride seconded the motion. The meeting was adjourned at 8:40p.m.

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Howard Peltz, Secretary

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Jean Bouacha, Recorder