

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
April 13, 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, Ms. Kathryn Plumb

**Trustees absent:** Mr. Howard Peltz

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

**Guests Present:** Paul Francois and Jim Novak of Pepper Construction, Dick Thompson, space consultant

**MINUTES**

Ms. Conat moved that the minutes of the March 9, 2006 meeting be approved. Ms. McBride seconded. All trustees voted aye with an abstention by Mr. Früm. Ms. McBride moved that the minutes of the Special Meeting of March 16, 2006 be approved. Ms. Plumb seconded. All Trustees voted "aye" with abstentions by Ms. Mayer and Mr. Lonoff

**APPROVAL OF AGENDA**

Ms. Plumb requested that the guest presentations be given first. Trustees agreed.

**PUBLIC COMMENTS**

None

**Pepper Construction Presentation**

Mr. Novak reported that the roofing and HVAC project had started two days ahead of schedule, and that additional time had been gained when both air handling units were removed at the same time rather than in consecutive phases. The new units have been moved to the roof and contractors are in the process of completing electrical and plumbing installation. Completion of the project is estimated for June 20, 2006. Because of the warm weather, temporary air conditioning units will be brought in as necessary. The air handling units are expected to be running by early May. The project is running on budget.

**Space Consulting Report**

Mr. Raymond introduced Mr. Richard Thompson, space consultant and former director of the Wilmette Library. Mr. Thompson described the process of creating a Building Program or Needs Assessment. He said that he prefers to work intensely for 2.5 to 3 days. He first interviews the director, staff and Board. He often shows the staff building programs from other projects as a starting point and then asks staff to modify according to their needs. Two weeks after the initial interviewing he presents the first draft of the Program. Board and staff will review this document, making changes as necessary. Four to six weeks later a second draft is produced. A third draft is often needed for grant purposes.

Mr. Thompson also described how he can assist with grant applications and fundraising. In addition to the full Program he will also present an Executive Summary which will aid with approaching potential donors. He will also help with keeping the project on a strict timeline and moving. Mr. Thompson also described his

prior projects at other libraries including considerable experience with the architectural firm of Frye, Gillan, Molinaro.

Trustees thanked Mr. Thompson for his presentation, and he left the meeting.

Trustees agreed that Mr. Thompson would provide a valuable service to the project by helping consolidate and formalize the needs assessment that the staff has already started. They also felt he would be useful in communicating library needs to the architects and providing oversight to their progress. Trustees felt that his hourly rate of \$85 was reasonable and estimated that the first phase of the program would take approximately 30 hours and cost \$2,550. They suggested hiring him for the first phase and then decide about additional consulting assistance. Mr. Früm moved that the Library Board hire Richard Thompson to assist with the creation of a Building Program. Mr. Lonoff seconded. On roll call trustees voted:

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

“Nay”: 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 March 31, 2006 as follows:

General Fund	\$3,700,903.45
Restricted	209,227.63
IMRF	158,813.23
FICA	146,908.79
Total General Fund	<u>\$4,215,853.10</u>
Checking	(108,758.62)
Savings/Money Market	38,023.35
Investments	3,122,566.30
Illinois Funds	1,163,277.07
Petty Cash	745.00
Total General Fund	<u>\$4,215,853.10</u>
<b>Capital Improvement Fund</b>	\$822,964.97
<b>Debt Service Fund</b>	320,853.62

Investments:

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<b>General Fund</b>			
LNB500118179	200,000.00	04/13/06	4.175
LNB500132941	100,000.00	04/28/06	4.250
LNB500145248	100,000.00	04/28/06	4.325
LNB500132943	200,000.00	05/11/06	4.300
LNB500176247	100,000.00	05/11/06	4.425
LNB500202034	192,566.30	05/26/06	4.650
LNB500182992	350,000.00	06/08/06	4.600
LNB500183839	320,000.00	07/13/06	4.675
NBBT11059	400,000.00	08/07/06	4.250
LNB500194460	330,000.00	08/10/06	4.725
LNB500190644	300,000.00	09/11/06	4.800
LNB500200224	330,000.00	10/11/06	4.825
NBBT12106	200,000.00	12/10/06	3.750
Total General Fund	<u>\$3,122,566.30</u>		
<b>CIF</b>			
LNB500194459	100,000.00	04/13/06	4.400
LNB500190646	120,000.00	04/13/06	4.475
LNB500194458	100,000.00	04/13/06	4.400

**BILLS AND CHARGES**

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

Library Claims List	\$132,768.82
Librarian's Claims List	13,352.64
Payroll	214,970.31
IMRF/FICA	35,487.49
Total General Fund	<u>396,579.26</u>
Capital Improvement Fund	17,218.00
Debt Service	
Total Library	<u>\$413,797.26</u>

She also asked for approval of the following additional checks:

1306	Frye, Gillan, Molinaro	1,350.00
1307	Midwest Environmental	1,950.00
1308	Pepper Construction	137,245.00
17601	American Express	1,240.02
17602	Karen Cruze	1,305.49
17603	Ruth Hafner	1,168.45
17604	Info Base	2,463.00
17605	Mary Munday	1,401.19
17606	Kathryn Plumb	1,166.74

On roll call trustees voted:

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

“Nay”: None

### **NOMINATING COMMITTEE**

Mr. Lonoff reported that the committee chose the following slate of officers:

Kathryn Plumb – President

Sue Conat – Vice President

Joan McBride – Treasurer

Howard Peltz – Secretary

### **FOUNDATION**

Mr. Früm reported that the Foundation met on March 28, 2006 to consider potential board members and solicitors as well as potential honorary members who will serve on a leadership team. He also reported that he and Mr. Raymond met telephonically with Liz Howard and discussed continuation of the process for developing the foundation and the current fund raising efforts for the auditorium. They agreed on the following steps, not in sequential order: 1) build a steering committee, 2) identify top donors, 3) identify key solicitors, 4) develop a case for support for the auditorium campaign, 5) form a financial management committee, 6) develop a list of program attendees and 7) uncover the financial capacity for donations. He also reported that he met with Steve Gianni to formulate the creation of a video of auditorium usage. He also met with Jane and Didier Lepauw and they agreed to help with the list of potential donors and are willing to help solicit support. He also reported that the Foundation Board has completed pledging at 100%.

### **EVENTS COMMITTEE**

Ms. Conat reported that Ms. Mayer will be soliciting prizes for the 2006 art show. They are researching ideas for services which might be donated for the silent auction. The opening of the art show will take place on October 6, 2006. The next committee meeting will be held at 6:30 on May 11.

### **LIBRARIAN'S REPORT**

Mr Raymond gave the following report:

1. The staff development day was a success and he thanked trustees for allowing the library to close.
2. He thanked the trustees for hiring Richard Thompson as a space consultant.

### **UNFINISHED BUSINESS**

#### **Budget**

Mr. Lonoff moved to approve draft II of the 2007 budget. Ms. Mayer seconded. On roll call trustees voted:

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

“Nay”: None

#### **Impact Fees**

Mr. Raymond reported that no further information has been received from the Village Hall concerning impact fees.

### **NEW BUSINESS**

#### **On Line Banking:**

Staff requested the limited use of online banking for viewing of bank activity, and internal library transfers only. Ms. Conat moved that approval be given. Ms. McBride seconded. On roll call trustees voted:

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

“Nay”: None

#### **CIF Transfer:**

Ms. McBride moved that the Board transfer \$75,000 to the Capital Improvement Fund for building/capital projects. Mr. Frum seconded. On roll call trustees voted:

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

“Nay”: None

**Committee of the Whole meeting**

Trustees decided to cancel the April 27<sup>th</sup> meeting.

**Annual Board Dinner**

The annual Board dinner will be held at the Bonefish Grill on April 20<sup>th</sup> at 6:30 p.m.

**ADJOURNMENT**

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

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Howard Peltz, Secretary

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Jean Bouacha, Recorder