

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
June 8, 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

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

**Guests Present:** Jim Novak and Paul Francois of Pepper Construction, John Gillan of FGM

**MINUTES**

Ms. McBride moved that the minutes of the May 11, 2006 meeting be approved. Ms. Mayer seconded. All trustees voted aye. Ms Conat moved that the minutes of the May 31, 2006 Committee of the Whole be approved. Ms. McBride seconded. All Trustees voted "aye". Ms. McBride moved that the Executive Session minutes not be released. Mr. Lonoff seconded. All Trustees voted "aye".

**APPROVAL OF AGENDA**

Ms. Plumb requested that the construction presentation be given after the Treasurer's Report. Trustees agreed.

**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 May 31, 2006 was reported as follows:

General Fund	\$3,235,581.74
Restricted	208,957.59
IMRF	138,469.95
FICA	129,377.79
Total General Fund	<hr/> \$3,712,387.07
Checking	(120,180.87)
Savings/Money Market	49,295.64
Investments	3,124,058.69
Illinois Funds	658,418.61
Petty Cash	795.00
Total General Fund	<hr/> \$3,712,387.07

<b>Capital Improvement Fund</b>	\$207,958.82
<b>Debt Service Fund</b>	\$257,207.71

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b>General Fund</b>			
LNB500182992	350,000.00	06/08/06	4.600
LNB500	194,058.69	06/26/06	4.875
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
LNB500214668	200,000.00	11/09/06	5.000
LNB500225532	200,000.00	11/09/06	5.000
LNB235258	300,000.00	12/14/06	5.100
NBBT12106	200,000.00	12/10/06	3.750
Total General Fund	<u>\$3,124,058.69</u>		
<b>CIF</b>			
LNB500235534	320,000.00	06/08/06	4.800
<b>Debt Service</b>			
LNB500225698	100,000.00	11/28/06	5.075

**BILLS AND CHARGES**

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

Library Claims List	\$140,337.74
Librarian's Claims List	13,521.73
Payroll	205,671.93
IMRF/FICA	33,345.67
Total General Fund	<u>392,877.07</u>
Capital Improvement Fund	245,645.00
Debt Service	121,892.86
Total Library	<u>\$760,414.93</u>

She also asked for approval of the following additional checks:

17729	A J Gallagher	58,784.00
17730	Netrix	997.60
17732	Sound Inc	2,669.30
17734	Village of Northbrook	709.80
17735	Sound Inc.	9,677.20

On roll call trustees voted:

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

"Nay": None

Mr. Raymond drew the attention of the Trustees to the memo in their packet concerning the refinancing of the 1998 bonds. He passed out a debt service schedule provided by the Village Finance director which detailed the new payment schedule for the bonds. Trustees questioned the lengthening of the repayment term and the accompanying increase in interest expense. Mr. Raymond explained that the refinancing had

been completed by Village staff without informing Library staff. Since the terms of the debt had already been determined and the library has no bonding authority, Trustees felt they had to defer to the Village decision. Ms. Bouacha further explained that the debt service ordinance for the refinanced bonds and the \$500,000 borrowed in 2005 had to be rewritten to break out the library portion. The Village Finance director indicated in an email that he would proceed with amending the ordinance.

### **CONSTRUCTION REPORT**

Mr. Novak reported that the major portions of the construction were complete. Training for the computerized HVAC controls will take place on June 9<sup>th</sup>. Items on the punch list are in the process of being addressed and the construction supervisor will be moving off site next week. Pepper is overseeing a landscaping project along the river bank. The project was completed at approximately \$50,000 below budget. Trustees thanked Mr. Novak, Mr. Francois and Mr. Gillan and they left the meeting.

### **FOUNDATION**

Mr. Früm reported that the North Suburban YMCA is also beginning a fund raising campaign and Trustees discussed the possible affect this might have on the library's campaign. Ms. Conat asked if the library would have drawings in time to present at the October art show. Mr. Raymond said that drawings not based on cost studies could be misleading and wanted to wait for the architects' study of costs to be complete.

### **EVENTS COMMITTEE**

Ms. Plumb reported that staff voted that the annual staff party be held on the evening of February 9, 2007.

Ms. Conat reported that entries for the 2006 Art Show are still arriving. A few international entries have been submitted. The evening of the grand opening will include a dessert buffet and coffee bar.

### **LIBRARIAN'S REPORT**

Mr Raymond gave the following report:

1. Celina and Eric have been working on the design of the new exterior library sign and are making good progress.
2. The phone system was installed with a minimum of interruptions. A few remaining issues are being worked out in the coming week.

Mr. Früm suggested that the Board write a congratulatory letter to Celina Kaspar for her ALA public relations award. Trustees agreed.

Mr. Früm asked if Mike Molinaro would be able to work on the auditorium project since his retirement. Mr. Raymond said that he would be talking to other members of the firm in the coming weeks and would inquire.

### **UNFINISHED BUSINESS**

#### **Video Loans and Fees**

Mr. Robbins reported that staff requested that fees for VHS format remain as they are currently structured to keep DVD and VHS fees consistent. VHS will be available for interlibrary loan. Trustees agreed.

#### **Network Neutrality Act**

Mr. Früm stated that he would like to support the act. Ms. McBride said that since there were so many versions of the bill, it might be a good idea to wait until one version is agreed upon. Trustees agreed. The subject was tabled for later discussion.

#### **Impact Fees**

No new information was available.

### **NEW BUSINESS**

#### **CIF Transfer**

Ms. Conat moved that \$130,000 be moved from the General Fund to the Capital Improvement Fund, as was budgeted for in the 2007 budget. Mr. Peltz seconded. The transfer was approved by unanimous vote.

**2006 Prevailing Wage Resolution:**

Ms. McBride moved to approve the 2006 prevailing wage resolution. Ms. Mayer seconded. The resolution passed unanimously.

**Security Cameras**

Mr. Raymond reported on a security audit performed by the Northbrook Police Department. Police suggested the addition of 15-20 security cameras in the building as well as the implementation of a card access at the staff entrance. Trustees asked Mr. Raymond to research the cost of the changes and report back.

**Committee of the Whole meeting**

Trustees decided to cancel the June Committee of the Whole.

**ADJOURNMENT**

There being no further business to discuss, Ms. Conat moved to adjourn. Ms. McBride seconded the motion. The meeting was adjourned at 9:10 p.m.

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Howard Peltz, Secretary

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Jean Bouacha, Recorder