

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
July 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 Mr. Eric Robbins.

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

Staff Present: Mr. Chadwick Raymond, Mr. Eric Robbins, Ms. Debra Stassen

Guests Present: None

MINUTES

Ms. Mayer moved that the minutes of the June 8, 2006 meeting be approved. Ms. McBride seconded. All trustees voted aye.

APPROVAL OF AGENDA

The agenda was approved with no changes.

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 June 30, 2006 was reported as follows:

General Fund	\$2,719,276.62
Restricted	210,738.58
IMRF	121,185.32
FICA	114,629.91
Total General Fund	<u>\$3,165,829.43</u>
Checking	(114,373.07)
Savings/Money Market	70,702.58
Investments	2,774,873.33
Illinois Funds	433,831.58
Petty Cash	795.00
Total General Fund	<u>\$3,165,829.43</u>
Capital Improvement Fund	\$257,242.26
Debt Service Fund	\$259,602.19

Investments:

Investment #	Amount	Maturity	Rate
General Fund			
LNB500183839	320,000.00	06/13/06	4.675
NBBT11059	400,000.00	06/07/06	3.750
LBN500194460	320,000.00	07/10/06	4.725
LBN500265909	400,000.00	08/10/06	5.025
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	5.050
NBBT12106	200,000.00	12/10/06	4.250
LBN235258	300,000.00	12/14/06	5.100
Total General Fund	<u>\$3,124,058.69</u>		
CIF			
LNB500235534	320,000.00	06/08/06	4.800
Debt Service			
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	\$216,374.65
Librarian's Claims List	12,393.71
Payroll	209,129.07
IMRF/FICA	33,685.39
Transfer to CIF	130,000.00
Total General Fund	<u>\$601,582.82</u>
Capital Improvement Fund	70,639.07
Debt Service	121,892.86
Total Library	<u>\$794,114.75</u>

She also asked for approval of the following additional checks:

17789	Amex	726.42
17790	Miriam Pollak & Assoc.	1680.00
17791	Limricc	700.06
17792	Thompson Gale	8,163.50

On roll call trustees voted:

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

"Nay": None

FOUNDATION

Mr. Früm reported that a patron made a \$500 donation online, and thanks to a phone call from Mr. Raymond, she increased the donation by another \$500.

EVENTS COMMITTEE

Ms. Conat reported that the Every Picture Tells a Story opening would be on October 6, from 6:30-8:30 p.m. and that there would be no preview hour. There will be no alcohol, but there will be a coffee bar, deserts, a

silent auction and "Buy a Box". Proceeds from the evening will go to the Foundation. The Salon Concert will start around 7:30.

LIBRARIAN'S REPORT

Mr. Raymond gave the following report:

1. Circulation statistics show to be up by 7%, but the staff is still confirming that figure.
2. Work on the Strategic Plan has started and as part of it Mr. Robbins will be sending out an email technology survey to the Board members.
3. Ann Weston's health is improving after surgery.
4. The revised draft of the building program is finished and the library may pursue a construction grant from the state. The library would have to file a letter of intent by the end of July and have the grant request in to the state by the end of August. The grant award that the library is eligible for is between \$25,000 and \$125,000, but preparations for it, including work by the architects could be expensive. Winning the grant would give further momentum to the auditorium project. Board approval for the grant application would have to be on the July 27 meeting agenda. Mr. Früm noted that the Village was intending to seek \$20,000,000 in bond funding over the next three years and it may be possible for the library to participate. Mr. Raymond said that he hadn't talked yet with Mr. Rowitz at the Village about it because he wanted the Library Trustee's input.
5. Mr. Raymond and Ms. Bouacha went to a meeting at the Village to discuss tax rebate options. During the meeting he learned that the library impact fees will be assessed with the Techny housing development. Mr. Poupard is having an agreement written by the Village attorneys.
6. August 6th and 27th are being considered as alternatives to September 3rd for seal coating the parking lot. The earlier dates provide alternatives in case of inclement weather.

Mr. Früm suggested that online donor be contacted and asked if the library could announce that she made the first online donation.

Mr. Früm suggested that the library submit a grant request to the Civic Foundation for portable defibrillators.

UNFINISHED BUSINESS

ALA

Ms. Mayer and Ms. Conat reported on their trip to the ALA convention in New Orleans. Among highlights of the event were a Money Maven talk, a security seminar, viewing Ms. Kaspar's winning PR entry and Ms. Conat winning a box of books from Demco.

Review of Library Security Report

Mr. Raymond reported on a security audit by the Northbrook Police Department. The police recommended using our existing alarm vendor. A consultant from Alert Alarm is in the process of generating a proposal with estimates for camera systems and keyless entry for the back door. The Trustees recommended also looking into panic buttons at various locations and to directly pursue keyless entry. Ms. Plumb asked that the estimate be available for the meeting on July 27.

Approval of New Library Sign

The Trustees reviewed sign proposals by Ms. Kaspar. Mr. Robbins noted that the proposals were for proof of concept and they hadn't been reviewed by Damar for feasibility. Mr. Raymond recommended that sign approval be considered expeditiously. The Trustee consensus was to investigate one of the designs using internal lighting, potentially with solar panels.

NEW BUSINESS

Approve FY 07 Staff Health Insurance Contributions

Mr. Früm moved to approve the FY 07 staff health insurance contributions. Mr. Peltz seconded. The motion was approved by unanimous voice vote.

Select and Approve of Art Show Purchase Prize

Ms. Conat reported that this year's show had 218 applications with over 600 images. The judges, Ms. Stephan and Mr. Gniech selected 80 works and both recommended an oil painting titled **The Book of Tea** for the purchase prize. Ms. Conat motioned for the approval of **The Book of Tea** for the purchase prize. Mr. Früm seconded. The motion was approved by unanimous voice vote.

Agenda for July 27 Meeting

Mr. Raymond reported that existing topics for the meeting were the building program, construction grant, bonding, impact fees and the security proposal. He recommended the meeting be held as a Special Board meeting.

Economic Development Report

Mr. Früm reported on the Economic Development Committee. He said that the EDC endorsed the 6b proposal. He noted that Mr. Marks is in favor of combining the EDC and the ICDC into a single committee.

ADJOURNMENT

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

Howard Peltz, Secretary

Eric Robbins, Recorder