

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
November 10, 2005**

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: Mr. Carlos Früm, Ms. Vera Mayer, Ms. Joan McBride, Ms. Kathryn Plumb

Trustees absent: Ms. Susan Conat, Mr. Marc Lonoff , Mr. Howard Peltz

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

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. McBride moved that the minutes of the Regular meeting of October 10, 2005 be approved. Ms. Mayer seconded. On voice vote all Trustees voted "aye" . Ms. McBride moved that the minutes of the Committee of the Whole meeting of October 27, 2005 be approved. Ms. Plumb seconded. On voice vote all Trustees voted "aye" with abstentions by Mr. Früm and Ms. Mayer.

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 October 31, 2005 was as follows:

General Fund	\$2,045,879.55
Restricted	195,852.04
IMRF	84,213.92
FICA	79,015.27
Total General Fund	<u>\$2,404,960.78</u>
Checking	(98,546.66)
Savings/Money Market	46,507.76
Investments	1,969,364.45
Illinois Funds	486,890.23
Petty Cash	745.00
Total General Fund	<u>\$2,404,960.78</u>

Capital Improvement Fund	\$883,351.16
Debt Service Fund	\$343,837.38

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
LNB	100,000.00	11/10/05	3.700
LNB	190,000.00	11/10/05	3.750
LNB	179,364.45	11/25/04	3.750
LNB500018414	200,000.00	11/28/05	3.375
NBBT11009	200,000.00	11/28/05	2.520
LNB500035426	100,000.00	12/08/05	3.400
LNB	200,000.00	12/08/05	3.800
NBBT12107	200,000.00	03/15/06	3.235
NBBT11059	400,000.00	08/07/06	4.250
NBBT12106	200,000.00	12/10/06	3.750
Total General Fund	<u>\$1,969,364.45</u>		
<u>CIF</u>			
LNB	100,000.00	11/14/05	3.750
LNB500077933	150,000.00	11/14/05	3.550
LNB500099561	120,000.00	12/19/05	3.825
<u>Debt Service</u>			
LNB	120,000.00	11/28/05	3.775
LNB500017444	140,000.00	11/28/05	3.350

BILLS AND CHARGES

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

Library Claims List	\$119,908.36
Librarian's Claims List	14,912.59
Payroll	194,270.12
IMRF/FICA	29,784.76
Total General Fund	<u>\$358,875.83</u>
Capital Improvement Fund	
Debt Service	
Total Library	<u>\$358,875.83</u>

On roll call trustees voted:

"Aye": Früm, Mayer, McBride, Plumb

"Nay": None

FOUNDATION

Mr. Früm said that the Foundation had not met, but asked to report on the most recent EDC meeting. He reported that discussion of the meeting had centered on the TIF proposal for the corner of Dundee and Skokie Boulevard. Many EDC members felt that the decision time was too rushed and that they felt they did not have enough information for a December 15th deadline imposed by the contractor. The issue will be discussed at the November 16th Joint Review Board meeting.

EVENT COMMITTEE

The next meeting will be Thursday, November 17, 2005.

LIBRARIAN'S REPORT

Mr Raymond gave the following report:

1. An inventory of the adult 200's section had resulted in a loss of only 17 items out of 2,879.
2. Mr. Robbins has succeeded in having the police blotter reported on the library web site.
3. The pre-bid meeting for the HVAC/roofing project was held on Wednesday, November 9th. Several contractors attended and bids will be opened on Thursday, November 17th. He showed Trustees the project manual prepared by Pepper Construction.
4. Staff is researching emergency planning options for water damage to the collection.

Mr. Früm noted that the E-pay site was finished with the design phase. Staff reported that as soon as the credit card companies issue the Library a vendor number, the site can be linked and become active.

UNFINISHED BUSINESS

Review of Legal Opinion: Trustees discussed the response from legal counsel concerning the transfer of funds to the Foundation. They agreed that before a transfer is made, they will contact the donor's representative. They directed staff to keep the major gift funds in a CD in the Library's name for the present time.

Approval of Contract: Mr. Früm moved that the contract for HVAC engineering with Calor Design be approved. Ms. McBride seconded. On roll call trustees voted:

"Aye": Früm, Mayer, McBride, Plumb

"Nay": None

Impact Fee Agreement: Trustees discussed the draft ordinance, intergovernmental agreement and legal opinion provided by Village staff. The discussion centered on the means of calculating the fee amount and the nature of expenditures it can be used for. Since a large portion of Library infrastructure is comprised of the collection, a calculation based on material costs and requirements would be most logical. Trustees asked Mr. Raymond to discuss these issues further with Mr. Poupard of the Village Planning Department.

NEW BUSINESS

Executive Director Midyear Review: Trustees deferred the review until all Trustees are present.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 8:35 p.m.

Howard Peltz, Secretary

Jean Bouacha, Recorder