

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
December 8, 2005**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Ms. Conat.

ROLL CALL

The roll was called by Ms. Jean Bouacha.

Trustees present: Ms. Susan Conat, Ms. Vera Mayer, Ms. Joan McBride, Mr. Howard Peltz

Trustees absent: Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Kathryn Plumb

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

Guests Present: Mr. Erik Magsamen (Pepper Construction), John Gillan (FGM), Robert Huston (Calor Design)

APPROVAL OF AGENDA

The discussion of the Fundraising policy was deferred to a later meeting.

MINUTES

Ms. McBride moved that the minutes of the Regular meeting of November 10, 2005 be approved. Ms. Mayer seconded. On voice vote all Trustees voted "aye" with an abstention by Ms. Conat

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 November 30, 2005 was as follows:

General Fund	\$2,903,553.15
Restricted	196,327.99
IMRF	131,827.15
FICA	122,449.41
Total General Fund	<u>\$3,354,157.70</u>
Checking	(79,363.43)
Savings/Money Market	164,288.98
Investments	2,679,943.65
Illinois Funds	588,543.50
Petty Cash	745.00
Total General Fund	<u>\$3,354,157.70</u>

Capital Improvement Fund	\$880,827.85
Debt Service Fund	6,533.38

Investments:

Investment #	Amount	Maturity	Rate
General Fund			
LNB500035426	100,000.00	12/08/05	3.400
LNB500106643	200,000.00	12/08/05	3.800
LNB500109553	100,000.00	12/28/05	3.800
LNB	100,000.00	12/28/05	3.925
LNB500109555	200,000.00	01/12/06	3.950
LNB800124707	179,943.65	01/25/06	3.900
LNB500111245	100,000.00	01/26/06	3.950
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
LNB500118178	100,000.00	03/29/05	4.175
LNB500118179	200,000.00	04/13/06	4.175
NBBT11059	400,000.00	08/07/06	4.250
NBBT12106	200,000.00	12/10/06	3.750
Total General Fund	<u>\$2,679,943.65</u>		
CIF			
LNB500099561	120,000.00	12/19/05	3.825
LNB500116397	100,000.00	12/14/05	3.850
LNB500116399	150,000.00	12/14/05	3.850

BILLS AND CHARGES

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

Library Claims List	\$98,484.27
Librarian's Claims List	10,837.89
Payroll	198,896.47
IMRF/FICA	30,392.20
Transfer to Debt Service	60,000.00
Total General Fund	<u>\$398,610.83</u>
Capital Improvement Fund	5,245.96
Debt Service	643,118.39
Total Library	<u>\$1,046,975.18</u>

She also asked for approval of the following additional checks:

17424	American Library Association	1,235.00
17425	Village of Northbrook	1,906.80

On roll call trustees voted:

"Aye": Conat, Mayer, McBride, Peltz

"Nay": None

FOUNDATION

Mr. Raymond reported that the Foundation bank account will be finalized in the coming week. On line credit card donations will be available shortly.

EVENT COMMITTEE

The next meeting will be Thursday, January 12, 2006 at 6:30 p.m.

LIBRARIAN'S REPORT

Mr Raymond gave the following report:

1. An inventory of the DVD collection revealed a loss of 63 items from a collection of 5,000 items.
2. Public bidding for the roof/HVAC project is complete.
3. An RFP for the new telephone system was sent to legal counsel for review
4. He is waiting to hear from Tom Poupard concerning a meeting on impact fees with the Village legal counsel.

Ms. McBride asked about the replacement of the broken glass panel in the second floor study room. Mr. Raymond explained that the glass company had measured incorrectly and a new panel has been ordered.

UNFINISHED BUSINESS

Construction Report: Mr. Magsamen handed out reports on the new Guaranteed Maximum Price. He reported that the bidding had gone well and that the GMP estimate had gone down by \$24,000 while adding upgrades to certain portions of the project. He said that current pricing included 90 mil EPDM roofing rather than 60 mil, new rubber pavers for a walkway across the roof to provide extra protection, and replacement of all the sprinklers in the penthouse. He reported that because the roofing bid price was so competitive, Pepper would like to allow Olsson Roofing to purchase and bill for roofing materials in March. He said all materials would be documented, photographed, stored and insured.

The project will start the last week of March and continue through the end of June. He then discussed each line item in the Guaranteed Maximum Price and explained that \$25,000 had been added for contingencies in the GMP, but that all savings on actual expenses would revert back to the Library. He explained that this was also true of several allowances that had been built into the line items; especially a \$35,000 allowance for additional fire protection that they do not think will be necessary.

Mr. Magsamen then discussed the bid alternates that were not included in the GMP. A discussion followed of alternates concerning the replacement or rebuilding of the backup cooling tower. Mr. Magsamen, Mr. Gillan and Mr. Huston all agreed that the tower repairs could be done at a later time. None of the five alternates were recommended.

Mr. Magsamen discussed the parking disruptions during the project. He said that an additional barrier would be built to minimize dust falling on cars from the roof debris. He also said that 7 parking spots on the southwest corner of the lot would be temporarily out of commission due to provisions for the construction access stairway to the roof. He explained that there would be a short period when there would be no sprinklers in the penthouse and staff as well as contractors would be made aware of the time in which that was scheduled.

Mr. Raymond then asked trustees to approve the four public bids: HVAC, Roofing, Electrical and Rough Carpentry. Mr. Peltz moved to accept the four contracts. Ms. Mayer seconded. On roll call trustees voted:
"Aye": Conat, Mayer, McBride, Peltz
"Nay": None

Review of Emergency Planning: Mr. Raymond showed Trustees the manual produced by staff concerning water emergencies. He reported that the insurance company was investigating procedures to issue to participating libraries. He also showed Trustees books which had been freeze dried at the Lake Villa Library. Ms. McBride asked about radios within the building. Mr. Raymond reported that six radios are available and they are keeping the number of radios to a minimum so as not to cause confusion during a crisis but still provide adequate communication. He said that he would report back as more information became available.

NEW BUSINESS

Closing for Staff Development Day: Ms. McBride moved that the library be closed for business on April 7 for staff training. Ms. Mayer seconded. On voice vote all Trustees voted "aye".

December Committee of the Whole: Mr. Raymond said that the following items will be discussed at the January meeting if no December Committee meeting is held: Fines and Fees Schedule, Strategic Plan progress, Auditor selection, approval of the Pepper contract, and reciprocal borrowing. Trustees decided to cancel the December committee meeting.

The Director's midyear review was deferred to a later meeting.

ADJOURNMENT

There being no further business to discuss, Ms. McBride moved to adjourn. Mr. Peltz seconded the motion. The meeting was adjourned at 9:00 p.m.

Howard Peltz, Secretary

Jean Bouacha, Recorder