

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
January 8, 2009**

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. Anna Amen.

Trustees present: Ms. Susan Conat, Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Miriam Imrem, Ms. Vera Mayer, Mr. Howard Peltz, Ms. Kathryn Plumb

Trustees absent: None

Staff Present: Mr. Chadwick Raymond, Ms. Anna Amen

APPROVAL OF AGENDA

Mr. Früm asked that an item be added to New Business. The topic to be discussed is changing the start time of the board meetings.

MINUTES

Ms. Mayer moved that the minutes of the Regular Meeting of December 11, 2008, be approved. Mr. Lonoff seconded the motion. On voice vote all Trustees voted “aye”, except Mr. Peltz who abstained.

PUBLIC COMMENTS

None

TREASURER’S REPORT

Ms. Mayer drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of December 31, 2008 was as follows:

General Fund	\$3,614,664.19
Restricted	294,390.58
IMRF	153,108.79
FICA	118,760.65
Total General Fund	\$4,180,924.21
Checking	\$181,293.00
Savings/Money Market	100,000.00
Investments	1,166,981.75
Illinois Funds	2,731,854.46
Petty Cash	795.00
Total General Fund	\$4,180,924.21

Investments:

<u>Investment #</u>	Amount	Maturity	Rate
<u>General Fund</u>			
B of A – 1028234	200,000.00	1/09/09	2.850%
B of A – 1168662	150,000.00	1/13/09	3.660%
B of A – 1028237	200,000.00	2/13/09	2.900%
B of A – 1028238	200,000.00	3/16/09	3.000%
B of A – 1028239	200,000.00	4/10/09	3.000%
B of A – Gift CD	215,046.57	6/29/09	.9500%

BILLS AND CHARGES

Ms. Mayer moved to approve the following Bills and Charges for December 2008:

Library Claims List	\$115,214.60
Librarian’s Claims List	11,607.07
Payroll	223,221.39
IMRF/FICA	35,752.85
Wire transfer to DS	
Total General Fund	<u>\$385,795.91</u>
Capital Improvement Fund	
Debt Service	
Total Library	<u>\$385,795.91</u>

She also asked for approval of the following additional bills:

19081	AT&T	1,232.76
19082	Northbrook Public Library Foundation	1,902.00
19083	Veolia	655.83
19084	Xerox	2,781.87
1501	Kelso- Burnett Co.	12,687.50

Ms. Plumb seconded the motion. On roll call vote, trustees voted:

“Aye”: Früm, Lonoff, Imrem, Mayer, Peltz, Plumb, Conat

“Nay”: None

FOUNDATION

Mr. Früm reported that the cash balance as of 12/31/08 is \$65,273.92. He also mentioned that the Foundation has received correspondence from Grainger Matching Charitable Gifts Program. Apparently a Grainger employee has requested that a donation be made to the Foundation. Ms. Amen is following up with them.

Mr. Raymond reported that he is planning on attending a fundraising and marketing seminar at Northwestern in February for 2 1/2 days. Ms. Howard suggested that he attend the seminar and has provided a scholarship to help defray the cost of the seminar for the Foundation. Mr. Raymond asked Ms. Kaspar to complete the fundraising brochures for class discussion purposes.

SPECIAL EVENTS COMMITTEE

Ms. Plumb reported that plans are progressing for the Holiday Party on 1/30/09. She requested that Mr. Raymond reserve the Business Office Conference Room for the day on January 22nd and to post a notice of this meeting.

LIBRARIAN’S REPORT

Mr. Raymond commented on the following items:

- Library usage is up
- He will be on vacation the week of February 22nd
- Young Adult Area – bidding process has been extended due to the holidays
- Electrical Project – the project is proceeding and an exhaust fan has been added to the scope of the project
- Pepper has signed the contract as prepared by our attorney at Klein Thorpe and Jenkins
- Youth Services - 245 children have signed up for the Family Winter Reading Program and Live Homework Help is being well received by the young patrons
- A patron stopped by to discuss behavior of youth in the Library. A copy of the Public Code of Behavior was given to him.

UNFINISHED BUSINESS

None

NEW BUSINESS

Discuss/Approve Budgeting for Art Show

Ms. Conat made reference to the Art Show Report in the packet. She commented that the need to fund the Art Show is due to the change from being a fundraising event to a program at the library. Discussion revolved around increasing revenue and decreasing expenses. A motion was made by Ms. Plumb to allocate up to \$5,000 to the Art Show. Ms. Imrem seconded the motion. On roll call vote, trustees voted:

“Aye”: Früm, Lonoff, Imrem, Mayer, Peltz, Plumb, Conat

“Nay”: None

Annual Review of Fines and Fees Schedule

Mr. Früm mentioned that the Chicago Public Library has increased the fine for overdue books and expects to double the income generated from fines. Discussion took place regarding this increase, lost card replacement, and used books. Answers to questions raised during the discussion will be provided at the February Meeting.

Selection of 2009 Auditor

Mr. Peltz motioned that McClure Inserra & Co should be retained for the 2009 audit. Mr. Lonoff seconded the motion. On roll call vote, trustees voted:

“Aye”: Früm, Lonoff, Imrem, Mayer, Peltz, Plumb, Conat

“Nay”: None

Discussion to Change Start Time of Board Meetings

Mr. Früm presented a written request to change the start time of the Board Meeting from 7:30 to 7:00. The By-Laws were reviewed and discussed. A motion was made by Mr. Früm to change the start time of the February 2009 Board Meeting to 7:00 PM to determine if this change is good for the Board. Mr. Peltz seconded the motion. On voice vote all Trustees voted “aye”.

Determine Need/Agenda/Date for Committee of the Whole Meeting

Mr. Raymond reported that there are two items that could be discussed at the Committee of the Whole Meeting. It was determined that Mr. Raymond will review the Pepper Contract and determine if there is a need for a meeting before the February Board Meeting. He will share his findings with Ms. Conat and a decision will be made at that time.

ADJOURNMENT

There being no further business to discuss, Ms. Plumb moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 8:30 p.m.

Howard Peltz, Secretary

Anna M. Amen, Recorder