

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
February 10, 2011**

**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, Ms. Sharon Bergstein, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

**Trustees Absent:** Mr. Carlos Früm

**Staff Present:** Mr. Chadwick Raymond, Mr. Eric Robbins, Ms. Anna Amen

**Guests Present:** None

**APPROVAL OF AGENDA**

Approved as presented.

**MINUTES**

Ms. Mayer moved that the minutes of the Special Events Committee Meeting of January 13, 2011 and January 23, 2011, be approved. Ms. Bergstein seconded the motion. On voice vote, the Trustees serving on the Special Events Committee voted unanimously "aye".

Ms. Mayer moved that the minutes of the Regular Meeting of January 23, 2011 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye".

**PUBLIC COMMENTS**

None

**TREASURER'S REPORT**

**Financial Statements**

Ms. Mayer drew attention to the financial report as exhibited in the Board packet.

The financial status of the library funds as of January 31, 2011 was as follows:

General Fund	\$3,583,829.37		
Restricted	297,615.17		
IMRF	90,731.81		
FICA	92,724.07		
Total General Fund	\$4,064,900.42		
Total Capital Improvement		\$413,680.97	
Total Debt Service			\$5,828.30
	General Fund	Capital Improvements	Debt Service
Checking	\$2,835,396.37	\$111,939.17	\$586.38
Savings/Money Market	466,427.47		
Investments	447,219.26	301,261.02	5,241.92
Illinois Funds	315,062.32	480.78	
Petty Cash	795.00		
Total	\$4,064,900.42	\$413,680.97	\$5,828.30

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
NB&T – 16706	75,000.00	2/5/11	.70%
NB&T – 16707	75,000.00	3/5/11	.80%
Centrust – 3265	120,000.00	3/5/11	1.50%
NB&T – 16708	75,000.00	4/5/10	.80%
NB&T – 16209	102,219.26	5/22/11	.75%
<b><u>Capital Improvements</u></b>			
NB&T - 16808	301,261.02	6/23/11	.85%
<b><u>Debt Service</u></b>			
NB&T – 16829	5,241.92	7/13/11	.85%

### **Bills and Charges**

Ms. Mayer moved to approve the following Bills and Charges for January, 2011:

General Fund	
Library Claims List	\$117,296.05
Librarian’s Claims List	16,086.08
Payroll	241,322.01
IMRF/FICA	44,979.46
ACH to IPBC	35,948.67
Total General Fund	<u>\$455,632.37</u>
Capital Improvement Fund	\$4,700.00
Debt Service Fund	
Total Library	<u>\$460,332.27</u>

She also asked for approval of the following additional bills:

20091	Center Point Energy	\$7,530.67
20092	Interior Investments	\$4,100.00
20093	Veolia	\$610.10
20094	XEROX	\$2,447.52

Ms. Bergstein seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Bergstein, Glaubinger, Imrem, Lonoff, Mayer, Conat

“Nay”: None

### **FOUNDATION**

Mr. Raymond stated that there was nothing to report.

### **SPECIAL EVENTS COMMITTEE**

Ms. Conat reported that plans for the staff party are progressing nicely. The Committee will be setting up for the party tomorrow; the Library will close at 4:00 and the party starts at 6:30. The vendors that will be providing services are Elegance in Meats, Crepes A Latte and the servers from previous years.

## **NORTH SUBURBAN LIBRARY SYSTEM**

Mr. Raymond reported that the merger was approved by the five systems (Alliance, DuPage, Metropolitan, North Suburban and Prairie Area). On Monday, [February 28](#), from 1 - 3 p.m., library staff from the five merging systems are meeting to get to know each other, network and share information. The group will meet at the Prairie Area Library System in Shorewood. The meeting will also be available via v-tel at other system locations, including NSLS in Wheeling.

## **LIBRARIAN'S REPORT**

In addition to his report, Mr. Raymond made the following comments

- He was very pleased with Library and Village staff in regards to Snow Removal and the closing and opening of the Library. Everything went smoothly and it appears that we closed and opened at the appropriate times.

## **UNFINISHED BUSINESS**

### **Discuss/Approve Electronic Library Board Packet Arrangements (Website location/Access)**

Ms. Conat asked that the documents be saved in both Word/Excel and PDF and posted on the website. Mr. Robbins said that this would not be a problem.

### **Consider/Approve Architectural Services Proposal/Board Representation in Discussions**

Ms. Conat summarized the meeting from earlier today with Rick McCarthy, from PSA-Dewberry, Vera Mayer, Chad Raymond and herself. She presented the proposal/agreement that PSA-Dewberry would like to enter into with the Library. The agreement presented is phase one of the project - a fact finding phase with the Village and Library to determine what can be done to the first floor at the Library. PSA-Dewberry feels that this process will encourage the parties to work together to maximize the project potential. Mr. Raymond suggested that legal counsel review the architectural agreement before the Board votes to approve it. The Board agreed with his recommendation and asked that the agreement be forwarded to legal counsel for review and that action will take place at a future meeting.

Ms. Conat suggested that a Building Committee be formed to work on this project. Ms. Mayer, Mr. Glaubinger and Ms. Conat volunteered to be on this committee.

### **Auditorium Improvements/Parking – Further Discussion/Approvals**

Mr. Raymond stated that nothing new has surfaced regarding parking.

### **Annual Review/Approval of Fines and Fees Schedule**

Ms. Conat presented the revised Fines and Fees Schedule based upon the discussion at the January meeting. Ms. Mayer moved to approve the Fines and Fees Schedule as presented. Ms. Imrem seconded the motion. On roll call vote, trustees voted:

“Aye”: Bergstein, Glaubinger, Imrem, Mayer, Lonoff, Conat

“Nay”: None

### **Preliminary Discussion of Draft 2011-2012 Annual Budget**

Ms. Amen presented the changes made in draft II of the FY2012 Budget. Mr. Raymond commented that the changes are based on a group effort and that much consideration has been put into the changes. It was agreed that the budget be approved at a later meeting since the Village has not requested the final budget.

**NEW BUSINESS**

**Review/Approve Draft Strategic Plan**

Mr. Robbins discussed the creation of the Strategic Plan and explained that it is a working document. He asked that the Trustees contact him if they had any recommendations.

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

Trustees decided that there was not a need for a Committee of the Whole Meeting later in February.

**ADJOURNMENT**

There being no further business to discuss, Ms. Imrem moved to adjourn. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:25 p.m.

\_\_\_\_\_  
Susan Conat, President

\_\_\_\_\_  
Anna M. Amen, Recorder