

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
March 11, 2010**

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. Anna Amen.

Trustees Present: Mr. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Kathryn Plumb

Trustees Absent: Ms. Sue Conat, Mr. Howard Peltz

Staff Present: Mr. Eric Robbins, Ms. Anna Amen

Guests Present: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Mr. Früm moved that the minutes of the Regular Meeting of February 11, 2010, be approved. Mr. Lonoff seconded the motion. On voice vote, the Trustees voted "aye".

Ms. Mayer moved that the minutes of the Special Events Meeting of February 11, 2010, be approved. Ms. Imrem seconded the motion. On voice vote, the Trustees voted "aye" except Mr. Früm and Mr. Lonoff 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 February 28, 2010 was as follows:

General Fund	\$3,495,716.65
Restricted	220,978.03
IMRF	129,493.52
FICA	94,202.97
Total General Fund	<u>\$3,940,391.17</u>
Checking	\$1,558,211.52
Savings/Money Market	100,732.34
Investments	657,056.02
Illinois Funds	1,623,596.29
Petty Cash	795.00
Total General Fund	<u>\$3,940,391.17</u>

Investments:

Investment #	Amount	Maturity	Rate
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General Fund

FB of HP – 10093	140,000.00	3/22/10	2.25%
NB&T – 16209	100,000.00	5/22/10	2.05%
Centrust – 2987	122,100.53	6/26/10	1.30%
NB&T – 16208	75,789.11	7/22/10	.60%
GSB – 350320	219,166.38	1/3/11	1.00%

BILLS AND CHARGES

Ms. Mayer moved to approve the following Bills and Charges for February, 2010:

General Fund	
Library Claims List	\$91,796.32
Librarian’s Claims List	13,221.06
Payroll	238,177.80
IMRF/FICA	41,331.40
ACH to IPBC	31,631.12
Total General Fund	<u>\$416,157.70</u>
Capital Improvement Fund	
Debt Service Fund	
Total Library	<u><u>\$416,157.70</u></u>

She also asked for approval of the following additional bills:

19639	AT&T	\$638.01
19640	AT&T	\$1,262.64
19641	Blackbaud	\$1,558.87
19642	CCS	\$10,860.57
19643	Lace	\$625.00
19644	Sage	\$4,292.00
19645	Snow Systems	\$3,375.00
19646	Village of Northbrook, Water Dept	\$613.20
19647	Xerox	\$2,781.87
19648	Lil Guys/My Pie	\$710.40

Ms. Imrem seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Früm stated there was nothing to report.

SPECIAL EVENTS COMMITTEE

Ms. Plumb stated there was nothing to report

LIBRARIAN’S REPORT

In addition to Mr. Raymond’s report, Mr. Robbins added:

- March Movies are being well attended and all is going well
- Maintenance staff are working on a wire management project in Reference and it is going well
- The Library purchases many Caldecott and Newberry books and thought it would be nice to donate these items to the local schools that are in need of these types of books rather than donating them to schools outside of the community

- The Library will be closed on March 19th for Staff Development Day – Howard Schultz, Executive Director of the YMCA will be speaking and there will be training on Autism during the day
- The Library will open early on Sunday, April 25th for the Autism Community

UNFINISHED BUSINESS

Review/Approval of Draft 2010-2011 Annual Budget

Ms. Amen referred the Trustees to her memo in the packet and asked for a change to Program expense. She explained that staff has requested additional funds for programs in FY 2010/2011. Mr. Lonoff made a motion to approve the budget with a maximum change to Programs of \$2,000 to be released for public inspection. Ms. Mayer seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

Discuss Electronic Board Packet Procedures

Mr. Robbins explained the work that will be done to make the Civic Room WiFi accessible. He also recommended that this not be started until after the new website is rolled out in May to ensure a smooth transition. The Board agreed with that suggestion.

NEW BUSINESS

Elect Board Nominating Committee

Ms. Plumb suggested that the Trustees on the nominating committee be randomly selected. This selection process formed the following committee: Ms. Conat, Mr. Früm and Ms. Imrem. The committee will meet April 8, 2010 at 6:30 and be chaired by Ms. Imrem. Ms. Plumb asked the trustees if they had an interest in a specific position to contact Ms. Imrem.

Approve Sale and Fee Structure of Nonresident Library Service

Mr. Lonoff motioned to approve the existing Fee Structure and Sale of Non-Resident Library Service. Ms. Imrem seconded the motion.

On roll call trustees voted:

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

“Nay”: None

Amend/Update Library Internet Policy

Mr. Robbins explained that the proposed changes to the Internet Acceptable Use Policy are due to the growing use of personal laptop computers in the Library. Trustees discussed the changes and it was decided that the attorney should review them prior to voting on the revised policy. Mr. Robbins will send the revised policy to the attorney for review and will present the reviewed policy at the April meeting.

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

Trustees discussed the annual board dinner. A suggestion was made that due to the economic times, that a simple dinner be planned and a donation be made to a worthy cause. Trustees agreed with this suggestion and choose May 13th at 6:30 as the night for the Board Dinner.

ADJOURNMENT

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

Kathryn Plumb, Vice President

Anna M. Amen, Recorder