

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
April 8, 2010**

**CALL TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:32 p.m. by Ms. Conat.

**ROLL CALL**

The roll was called by Ms. Anna Amen.

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

**Trustees Absent:** Mr. Howard Peltz

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

**Guests Present:** Janice Hand, Trustee from the Vernon Area Public Library

**APPROVAL OF AGENDA**

Approved as presented.

**MINUTES**

Mr. Früm moved that the minutes of the Regular Meeting of March 11, 2010, be approved. Ms. Plumb seconded the motion. On voice vote, the Trustees voted “aye”, except Ms. Conat who abstained.

Ms. Plumb moved that the minutes of the Special Events Meeting of February 23, 2010, be approved. Ms. Mayer 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 March 31, 2010 was as follows:

General Fund	\$5,387,591.11
Restricted	265,318.20
IMRF	215,044.97
FICA	170,254.60
Total General Fund	<hr/> \$6,038,208.88
Checking	\$1,390,411.38
Savings/Money Market	243,162.42
Investments	1,237,056.02
Illinois Funds	3,166,784.06
Petty Cash	795.00
Total General Fund	<hr/> \$6,038,208.88

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
NB&T – 16209	100,000.00	5/22/10	2.05%
NB&T – 16701	75,000.00	6/5/10	.35%
Centrust – 2987	122,100.53	6/26/10	1.30%
NB&T – 16625	75,789.11	7/22/10	.60%
NB&T – 16702	75,000.00	8/5/10	.35%
NB&T – 16703	75,000.00	9/5/10	.60%
NB&T – 16704	75,000.00	11/5/10	.60%
NB&T – 16705	75,000.00	12/5/10	.70%
GSB – 350320	219,166.38	1/3/11	1.00%
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%

**BILLS AND CHARGES**

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

General Fund

Library Claims List	\$134,153.13
Librarian's Claims List	19,477.12
Payroll	109,224.79
IMRF/FICA	19,890.87
ACH to IPBC	31,631.12
Transfer to Debt Service	58,148.94

Total General Fund	<u>\$372,525.97</u>
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Capital Improvement Fund

Debt Service Fund

Total Library	<u>\$372,525.97</u>
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She also asked for approval of the following additional bills:

19690	Xerox	\$2,781.87
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Ms. Imrem seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

**NOMINATING COMMITTEE REPORT**

Ms. Imrem reported that the nominating committee had met and chosen the following slate of officers: Ms. Conat - President; Ms. Plumb - Vice President; Ms. Mayer - Treasurer; Ms. Imrem - Secretary. Mr. Früm moved that the Board accept the nominations. Ms. Imrem seconded the motion.

On roll call trustees voted:

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

“Nay”: None

**FOUNDATION**

Mr. Früm stated there was nothing to report.

**SPECIAL EVENTS COMMITTEE**

Ms. Conat stated there was nothing to report.

## **NORTH SUBURBAN LIBRARY SYSTEM REPORT**

Mr. Früm stated he attended the March 22<sup>nd</sup> NSLS Board Meeting. He reported that the 5 library systems are discussing ways to consolidate efforts.

## **LIBRARIAN'S REPORT**

In addition to his report, Mr. Raymond added:

- The Library is very busy – Circulation for March was over 80,000 items
- We have had 25 architects respond to the RFP for the auditorium project

## **UNFINISHED BUSINESS**

### **Review/Approval of Draft 2010-2011 Annual Budget**

Ms. Conat stated that at the last meeting the Board had approved the budget for inspection but wanted to confirm that there were no additional comments or concerns. Ms. Plumb motioned that the FY 2010/2011 Annual Budget be approved. Ms. Mayer seconded the motion .

On roll call vote, trustees voted:

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

“Nay”: None

### **Amend/Update Library Internet Policy**

Ms. Conat commented that this policy was discussed at the last meeting and since she was not at the meeting, she met with Chad and Eric to discuss the Board's concerns about the policy. She stated that a revision was made that addresses the issues and would like the Board's opinion prior to giving to legal counsel. Trustees agreed that the change made addressed the issues and should now be given to legal counsel for review. It was also suggested that the attorney review the Public Code of Behavior. Mr. Robbins asked to send these policies to the attorney with the Social Networking Policy. All 3 policies will be presented at the May Meeting for Board Approval.

### **Approve Purchase of Leased Library Vehicle**

As discussed in the past, Ms. Conat reported that Library Staff would like to purchase the Trailblazer when the lease ends for Library use. Mr. Lonoff motioned to purchase the Trailblazer at the end of the lease. Ms. Mayer seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

## **NEW BUSINESS**

### **Transfer of General Funds to the Capital Improvement Fund**

Ms. Amen recommended that \$100,000 be transferred from the General Fund to the Capital Improvement Fund. This transfer would include the traditional/budgeted amount of \$75,000 and an additional amount to purchase the Trailblazer. Ms. Mayer motioned to transfer \$100,000 from the General Fund to the Capital Improvement Fund. Ms. Plumb seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

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

Ms. Conat discussed the need to review the RFP's related to the Auditorium Project. Rather than have each architectural firm create a document for each trustee, she proposes that 1 document be sent to the Library and kept in the Business Office for review. Once all documents are received and ready for review, Trustees can come to the office and rate the architects. Mr. Früm and Mr. Raymond will research, coordinate and provide an appropriate document that Trustees may use when ranking each firm. Based upon this review process, the top firms can then be discussed at the next Board Meeting. Trustees agreed with this proposal. Mr. Raymond will let the Trustees know when the documents are ready for review.

**ADJOURNMENT**

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

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Susan Conat, President

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Anna M. Amen, Recorder