

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Business Office Conference Room
April 16, 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. Sue 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: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Plumb moved that the minutes of the Regular Meeting of March 12, 2009, be approved. Ms. Mayer seconded the motion. On voice vote all Trustees voted "aye", except Ms. Conat who abstained.

Ms. Imrem moved that the minutes of the Nominating Committee of March 25, 2009 be approved. Mr. Früm seconded the motion. On voice vote all Trustees in attendance voted "aye".

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, 2009 was as follows:

General Fund	\$5,219,596.77
Restricted	291,186.40
IMRF	128,218.13
FICA	98,183.90
Total General Fund	<u>\$5,737,185.20</u>
Checking	\$232,780.00
Savings/Money Market	331,596.27
Investments	666,891.75
Illinois Funds	4,505,032.18
Petty Cash	795.00
Total General Fund	<u>\$5,737,185.20</u>

FOUNDATION

Mr. Früm reported that the fundraising brochure is being finalized.

Ms. Amen presented the financial statements in the board packet and stated that the Foundation received a matching gift contribution from Grainger. This matching gift relates to an earlier brick donation.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported that the committee did not meet this month and the next meeting is scheduled for May 14, 2009 at 6:30 pm in the Business Office Conference Room.

ECONOMIC DEVELOPMENT COMMITTEE

Ms. Conat reported that the next EDC meeting will be in May 2009.

LIBRARIAN'S REPORT

Mr. Raymond commented on the following items:

- The wonderful article about Reva Auerbach in the Northbrook Star this week
- That the van will need to be replaced in the next fiscal year. He asked the Trustees for input on how to dispose of the existing van (via dealer/Car Max, via individual, via staff member or via donation) based upon guidelines set in the Illinois State Statute. The approximate value of van is \$1,000. Per the Statute, items of this value may be disposed of as the board may determine. The Trustees would like to dispose of van via dealer/Car Max option.
- Young Adult Grand Opening will take place when the project is complete and prior to the end of the school year. Trustees mentioned that if Library Staff or Teen Advisory Board need help they are willing and able.
- The Library has been very busy due to the academic year and the economy.
- Gary Lewis has officially retired and will be missed.

UNFINISHED BUSINESS

Review of Public Survey Results

Mr. Robbins reported that the Library Administration was not pleased with the survey results report prepared by MCIC. The issues have been discussed and MCIC was apologetic about the quality of the report and is working on a new report that should be available April 17th. It was determined that this report will be sent to the trustees for their review and based upon this review, they will notify Mr. Robbins if a representative from MCIC will need to attend the May Board Meeting to review the report results. Further Board discussion regarding survey results will take place at the May meeting. Mr. Robbins noted that the purpose of the survey was to obtain a Needs Analysis from patrons and it is already yielding valuable information.

Review/Approve Banking Arrangement/Documents

Ms. Amen referred to the banking memo in the board packet. She asked the Board to approve opening a CD account and savings account at Glenview State Bank and First Bank of Highland Park and to open a CD account at CenTrust. Ms. Mayer motioned that accounts be opened at Glenview State Bank, First Bank of Highland Park and CenTrust. Mr. Früm seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

Approve FY 2009/2010 Annual Budget

Ms. Plumb motioned that the FY 2009/2010 Annual Budget be approved. Ms. Mayer seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

Update on Young Adult Area Construction and Lap Top Computer Study Accommodations

Mr. Robbins reported that the construction is progressing and the building portion should be complete on Tuesday, April 21st and that the furniture is expected to be delivered mid May. He suggested that the Board take a tour of the area upon completion of the discussion regarding the lap top computer study accommodations. Mr. Robbins referred to the memo in the Board Packet about the Quiet Study Area/Bowling Alley. Mr. Robbins discussed the various options cited in the memo. The Board then took a tour of the Young Adult area and the second floor to discuss the options. The Board asked Mr. Robbins to have plans drawn for the next meeting that move the Lap Top User Space to the area outside Mr. Raymond's office.

NEW BUSINESS

Transfer of General Funds to Capital Improvement Fund

Ms. Amen presented a forecasted income statement for the General Fund and Capital Improvements Fund and recommended that current year forecasted Capital Improvement Expenditures (approximately \$90,000) be funded by the transfer from the General Fund. Mr. Früm motioned that \$90,000 be transferred from General Fund to the Capital Improvement Fund in FY 2009. Ms. Mayer seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

Schedule Board Dinner

Ms. Conat asked for Trustees to look at their calendars to determine a date for this year's Board Dinner. It was decided that the dinner would be held at J Alexanders on Monday, April 27th at 7:00 pm.

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

Agenda items for the next regular meeting should include, but are not limited to:

Survey

Plans for Lap Top Study Area

Swearing in of Officers

Report on Legislative Day

The Committee of the Whole will not meet in April.

ADJOURNMENT

There being no further business to discuss, Ms. Plumb moved to adjourn. Ms. Imrem seconded the motion. The meeting was adjourned at 8:55 p.m.

Susan Conat, President

Anna M. Amen, Recorder