

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
May 13, 2010**

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, 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 April 8, 2010, be approved. Mr. Früm seconded the motion. On voice vote, the Trustees voted "aye".

Ms. Imrem moved that the minutes of the Nominating Committee of April 8, 2010, be approved. Mr. Früm seconded the motion. On voice vote, the Trustees voted "aye" except Mr. Lonoff, Ms. Mayer and Ms. Plumb 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 April 30, 2010 was as follows:

| | |
|----------------------|----------------------|
| General Fund | \$4,559,243.54 |
| Restricted | 261,168.87 |
| IMRF | 181,671.54 |
| FICA | 144,708.24 |
| Total General Fund | <hr/> \$5,146,792.19 |
| Checking | \$1,777,020.00 |
| Savings/Money Market | 243,294.21 |
| Investments | 1,237,056.02 |
| Illinois Funds | 1,888,626.96 |
| Petty Cash | 795.00 |
| Total General Fund | <hr/> \$5,146,792.19 |

Investments:

| Investment # | Amount | Maturity | Rate |
|----------------------------|---------------|-----------------|-------------|
| <u>General Fund</u> | | | |
| 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 April, 2010:

| | |
|--------------------------|------------------------------|
| General Fund | |
| Library Claims List | \$143,585.45 |
| Librarian’s Claims List | 20,274.62 |
| Payroll | 392,350.92 |
| IMRF/FICA | 68,490.82 |
| ACH to IPBC | 31,631.12 |
| Transfer to CIF | 100,000.00 |
| Transfer to Debt Service | 285,119.96 |
| Total General Fund | <u>\$1,041,452.89</u> |
| Capital Improvement Fund | |
| Debt Service Fund | |
| Total Library | <u><u>\$1,041,452.89</u></u> |

She also asked for approval of the following additional bills:

| | | |
|-------|------------------|-------------|
| 19735 | American Express | \$3,138.10 |
| 1521 | GMAC | \$17,618.70 |

Mr. Früm seconded the motion.

On roll call vote, 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. Lonoff reported that he attended the April 26th NSLS Board Meeting. The financial state of NSLS was discussed. All indications show that funds will not be available for NSLS to function in its current capacity and services will decrease.

LIBRARIAN'S REPORT

In addition to his report, Mr. Raymond added:

- Additional comments on the status of NSLS
- Thom Morris is recuperating and appears to be doing very well
- The Library was closed today due to issues with the large amount of rain received the prior night

UNFINISHED BUSINESS

Amend/Approve Library Policies

Public Code of Behavior, Patron Suspension, Internet Acceptable Use Policy, Social Software Policy for Northbrook Public Library Users, Social Software Policy for Northbrook Public Library Staff and Collection Development Policy

It was decided to review and vote on each policy individually. The Board made a number of recommended modifications, then decided to table the discussion on all policies except the Collection Development Policy until the changes have been incorporated into the policies. Ms. Plumb motioned to approve the Collection Development Policy as presented. Ms. Mayer seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

Review/Modify Long Term Disability Insurance

As discussed during the budget review process, Ms. Amen asked the Board to review long term disability insurance. Currently, Full Time Library employees receive long term disability insurance from IMRF and NSLS. The coverage from IMRF is free and the Library pays for the coverage from NSLS. After some discussion, the Board decided to discontinue long term disability coverage with NSLS. Ms. Plumb motioned to discontinue long term disability coverage with NSLS. Ms. Lonoff seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

Review/Select Architects for Interviews

Ms. Conat disclosed the top 3 architects that were selected during the review process – Wold Architects & Engineers, PSA-Dewberry and Engberg Anderson. These architects will be asked to make a presentation to the Board at a June Special Meeting. Mr. Raymond suggested engaging Dick Thompson as a consultant during this process. The Board agreed that this was a good idea and asked that he come to the June Regular Meeting.

NEW BUSINESS

Nominating Committee Report and Election of Officers

Ms. Imrem reported that the Nominating Committee had met in April and chose the following slate of officers:

| | |
|----------------|-------------------|
| President | Ms. Susan Conat |
| Vice President | Ms. Kathryn Plumb |
| Treasurer | Ms. Vera Mayer |
| Secretary | Ms. Miriam Imrem |

Ms. Imrem motioned to approve the slate presented. Mr. Früm seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

Approve 2010 Tax Levy Letter to Village of Northbrook

Ms. Plumb motioned to approve the 2010 Tax Levy Letter to Village of Northbrook. Ms. Mayer 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

Discussed during Review/Select Architects for Interviews

ADJOURNMENT

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

Susan Conat, President

Anna M. Amen, Recorder