

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
May 14, 2009**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Ms. Conat.

OATH OF OFFICE

Ms. Conat, Ms. Mayer and Mr. Früm recited the oath of office and were sworn in as Library Trustees.

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.

LIBRARIAN'S ANNUAL EVALUATION

Ms. Conat asked for the trustees to go into executive session for the Executive Librarian's annual evaluation.

Upon leaving Executive Session, Ms. Plumb moved effective May 1, 2009 to have the salary for the Executive Librarian increased by 4.054%, which would be \$154,000 annually. Ms. Mayer seconded the motion.

On roll call trustees voted:

"Aye": Früm Imrem, Lonoff, Mayer, Plumb, Conat

"Nay": None

MINUTES

Ms. Mayer moved that the minutes of the Regular Meeting of April 16, 2009, be approved. Ms. Plumb seconded the motion. On voice vote all Trustees 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 April 30, 2009 was as follows:

General Fund	\$4,214,735.35
Restricted	205,750.52
IMRF	183,811.63
FICA	134,806.43
Total General Fund	<u>\$4,738,383.93</u>

Checking	\$431,234.03
Savings/Money Market	536,608.01
Investments	791,981.75
Illinois Funds	2,977,765.14
Petty Cash	795.00
Total General Fund	<u>\$4,738,383.93</u>

Investments:

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>General Fund</u>			
NB&T – 16046	50,000.00	5/12/09	1.540%
NB&T – 16047	50,000.00	6/12/09	1.540%
B of A – Gift CD	216,981.75	6/29/09	.9500%
NB&T – 16048	50,000.00	7/12/09	1.540%
NB&T – 16206	75,000.00	7/22/09	1.050%
NB&T – 16049	50,000.00	8/12/09	1.540%
NB&T – 16050	50,000.00	10/12/09	1.640%
NB&T – 16207	75,000.00	10/22/09	1.250%
NB&T – 16208	75,000.00	1/22/10	1.400%
NB&T – 16209	100,000.00	5/22/10	2.050%

BILLS AND CHARGES

Ms. Mayer moved to approve the following Bills and Charges for April 2009:

General Fund

Library Claims List	\$271,383.40
Librarian's Claims List	14,605.10
Payroll	373,868.15
IMRF/FICA	61,885.73
Transfer to Capital Improvements	90,000.00
Transfer to Debt Service	282,727.23
Total General Fund	<u>\$1,094,469.61</u>

Capital Improvement Fund

Claims List	\$17,494.98
Transfer to General Fund	836.00
	<u>\$18,330.98</u>

Total Library

\$1,112,800.59

She also asked for approval of the following additional bills:

Library Account

19242	American Express	\$1,217.78
19243	Hallett Movers	\$1,837.50
19244	North Suburban Library System	\$29,026.91
19245	Veolia	\$701.90
19246	Xerox	\$7,033.18
19247	Single Path, LLC	\$1,370.00

Capital Improvement Account

1513	Pepper Construction	\$31,451.00
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Ms. Plumb seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

GENERAL FUND TRANSFER TO DEBT SERVICE FUND

Ms. Mayer referred Trustees to the memo in the packet from Ms. Amen requesting a transfer from the General Fund to the Debt Service Fund to eliminate the negative fund balance. Ms. Mayer moved that a transfer of \$11,497.31 be made from the General Fund to the Debt Service Fund.

On a roll call vote, the trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Früm reported that the fundraising brochure has been finalized, however he is requesting that a special meeting be set to discuss the future of the Foundation and the auditorium project prior to the printing of the fundraising brochure. The Trustees felt that this was a good idea and a meeting was set for June 4, 2009 at 7:30.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported that the committee met earlier this evening and the following was discussed:

- Staff Appreciation Week will be September 14th – September 18th
- Staff Party will be held January 29, 2010

ECONOMIC DEVELOPMENT COMMITTEE

Ms. Conat attended the May 13, 2009 meeting and reported that the following items were discussed:

- Some business/developments that were interested in Northbrook locations are either withdrawing their intentions or have found it difficult to raise the desired funds to move forward. Economic downturn and taxes are seen as major obstacles.
- Office space vacancies have continued to increase and as much as doubled in the last month.
- Village President Früm addressed the meeting and expressed her interest in revisiting the purpose and structure of the EDC. She hopes to come to a conclusion by the end of the summer.
- William Landwehr addressed the meeting with a proposal for a career networking center based in Northbrook.

LIBRARIAN’S REPORT

Mr. Raymond commented that it was a pleasure to attend Legislative Days in Washington DC with Trustee Plumb this week. He commented that they were both disappointed with the news that Libraries will not receive stimulus money as was previously thought.

UNFINISHED BUSINESS

Review of Public Survey Results

Mr. Robbins reported that the current version of the survey report is in a better format than the prior report prepared by MCIC. The Trustees discussed various items from the report and methods to improve upon current practices. Based upon the format of the revised report, the Trustees decided that MCIC did not need to make a presentation at a meeting. Mr. Robbins will inquire if survey results can be broken down in further detail since a formal presentation is not needed.

Approval of IPBC (Health Insurance) Benefit Program Application

Ms. Amen explained that the applications from Blue Cross/Blue Shield were to create a specific account for the Library in the system and to set up eligibility requirements specific to the Library. Mr. Früm moved that the Blue Cross/Blue Shield documents be signed. 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 on the following:

- Quotes are being received and reviewed to wire the area outside Mr. Raymond’s office for the new Lap Top Computer Study Area
- Quotes are being received for low voltage wiring in the Young Adult Area
- The Grand Opening of the Young Adult Area is scheduled for May 31, 2009 at 2:00 pm

NEW BUSINESS

Nominating Committee Report

Ms. Conat reported that Mr. Peltz would like to relinquish the position of Secretary. He has suggested that Ms. Imrem be nominated as Secretary. Ms. Plumb motioned that Ms. Imrem be slated as Secretary. Mr. Lonoff seconded the motion. On voice vote all Trustees voted “aye”.

Election of Officers

Mr. Lonoff made a motion that the following slate of officers be elected.

President	Susan Conat
Vice President	Kathryn Plumb
Secretary	Miriam Imrem
Treasurer	Vera Mayer

Mr. Früm seconded the motion. On voice vote all Trustees voted “aye”.

Approve 2009 Tax Levy Letter to Village of Northbrook

Ms. Plumb moved that the letter from Mr. Raymond to Village Finance Director, Mr. Rowitz concerning the 2009 levy be approved. Ms. Mayer seconded the motion. On voice vote all Trustees voted “aye”.

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

Ms. Conat mentioned that a special meeting will be held on June 4, 2009 at 7:30 to discuss the Foundation and the auditorium project.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Plumb seconded the motion. The meeting was adjourned at 9:05 p.m.

Susan Conat, President

Anna M. Amen, Recorder