

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEE
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
June 9, 2011**

CALL TO ORDER

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

OATH OF OFFICE

Ms. Bergstein recited the oath of office and was sworn in as a Library Trustee.

ROLL CALL

The roll was called by Mr. Robbins.

Trustees Present: Ms. Susan Conat, Ms. Sharon Bergstein, Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: None

Staff Present: Mr. Chadwick Raymond, Mr. Eric Robbins

Guests Present: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Conat moved that the minutes of the Regular Meeting of May 12, 2011 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye".

Ms. Conat motioned that, in keeping with previous years, the Executive minutes remain confidential. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye".

PUBLIC COMMENTS

None

TREASURER'S REPORT

Financial Statements

Mr. Glaubinger reported that he had met with Mr. Inserra and that a draft of the audit report should be out within a month and the completed report in August.

Mr. Glaubinger drew attention to the financial report as exhibited in the Board packet.

The financial status of the library funds as of May 31, 2011 was as follows:

General Fund	\$4,664,555.17
Restricted	285,820.05
IMRF	122,922.41
FICA	137,862.50
Total General Fund	<u>\$5,211,160.13</u>

Total Capital Improvement	\$506,028.06
---------------------------	--------------

Total Debt Service	\$289,056.19
--------------------	--------------

	General Fund	Capital Improvements	Debt Service
Checking	\$2,230,471.39	\$53,661.95	\$257.44
Savings/Money Market	467,488.80		
Investments	450,000.00	451,885.25	288,798.75
Illinois Funds	2,062,404.94	480.86	
Petty Cash	795.00		
Total	\$5,211,160.13	\$506,028.06	\$289,056.19

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
NB&T – 16787	75,000.00	12/05/11	.35%
NB&T – 16788	75,000.00	03/05/12	.58%
NB&T – 16789	100,000.00	01/05/11	.35%
NB&T – 16790	100,000.00	04/05/11	.58%
NB&T – 16791	100,000.00	02/22/12	.35%
<u>Capital Improvements</u>			
NB&T - 16808	451,885.25	6/23/11	.55%
<u>Debt Service</u>			
NB&T – 16829	288,798.75	7/13/11	.55%

Bills and Charges

Mr. Glaubinger moved to approve the following Bills and Charges for May, 2011:

General Fund	
Library Claims List	\$190,100.39
Librarian's Claims List	12,712.73
Payroll	251,545.47
IMRF/FICA	46,874.83
ACH to IPBC	35,948.67
Transfer to Debt Service	269,448.35
Total General Fund	<u>\$806,630.44</u>
Capital Improvement Fund	
Debt Service Fund	\$88,257.17
Total Library	<u><u>\$894,887.61</u></u>

He also asked for approval of the following additional bill:

20259	Amex	\$791.59
-------	------	----------

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Conat, Bergstein, Früm, Glaubinger, Imrem, Lonoff, Mayer

“Nay”: None

Mr. Lonoff noted that the higher than average Operating Fund total was due to the recent transfer to Debt Service.

FOUNDATION

None.

SPECIAL EVENTS COMMITTEE

None.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mr. Raymond stated that, after Mr. Lonoff declined the option, he voted for RAILS board candidates.

LIBRARIAN'S REPORT

In addition to his report, Mr. Raymond made the following comments:

- It was good to see circulation on the rise
- The staff is looking at changing patterns of service
- Ms. Hicks will be retiring this month and will be missed

Mr. Früm asked about the Reference by Appointment service. Mr. Raymond and Mr. Robbins described the program. Mr. Früm asked that it be noted that he objected to the Library providing the service.

UNFINISHED BUSINESS

Consider/Approve Architectural Services Proposal

Mr. Glaubinger reported that Klein Thorpe & Jenkins forwarded a corrected version of the contract with an attached rider and then PSA-Dewberry returned a digitally-signed version with the corrections and rider included into the contract. The Board discussed the AIA document provided by PSA-Dewberry.

Mr. Glaubinger moved to approve the Revised AIA contract supplied by PSA-Dewberry. Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Conat, Bergstein, Früm, Glaubinger, Imrem, Lonoff, Mayer

“Nay”: None

NEW BUSINESS

Approve Bank Documents

Ms. Mayer moved to approve the bank signature documents from the Northbrook Bank and Trust, Glenview State Bank and the First Bank of Highland Park. Ms. Bergstein seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Conat, Bergstein, Früm, Glaubinger, Imrem, Lonoff, Mayer

“Nay”: None

Approve Recurring Financial Transfer for Health Insurance

Mr. Lonoff moved to approve the transfer of funds to IPBC. Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Conat, Bergstein, Früm, Glaubinger, Imrem, Lonoff, Mayer

“Nay”: None

Approve 2011 Prevailing Wage Rates

Ms. Mayer moved to approve the 2011 Prevailing Wage Rates. Ms. Conat seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Conat, Bergstein, Früm, Glaubinger, Imrem, Lonoff, Mayer

“Nay”: None

Review Fourth of July Plans

Ms. Conat explained the parade for the new Trustees. Mr. Robbins said that a similar float to last year was being rented and that the theme will tie in to a library card campaign. He asked that any Trustees that wanted to participate contact him within a week.

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

Trustees decided that there was not a need for a Committee of the Whole Meeting later in June.

ADJOURNMENT

There being no further business to discuss, Ms. Mayer moved to adjourn. Mr. Früm seconded the motion. The meeting was adjourned at 8:20 p.m.

Marc Lonoff, President

Eric Robbins, Recorder