

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
June 10, 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, Mr. Howard Peltz, Ms. Kathryn Plumb

Trustees Absent: None

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

Guests Present: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Mayer moved that the minutes of the Regular Meeting of May 13, 2010, be approved. Ms. Plumb seconded the motion. On voice vote, the Trustees voted “aye”, except Mr. Peltz who abstained.

Mr. Peltz moved that the Executive Session minutes not be released. Ms. Plumb seconded the motion. On a 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 May 31, 2010 was as follows:

General Fund	\$4,220,862.30
Restricted	260,805.13
IMRF	159,970.58
FICA	128,117.21
Total General Fund	<u>\$4,769,755.22</u>
Checking	\$1,746,235.92
Savings/Money Market	243,485.96
Investments	1,239,275.28
Illinois Funds	1,539,963.06
Petty Cash	795.00
Total General Fund	<u>\$4,769,755.22</u>

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
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%
NB&T – 16209	102,219.26	5/22/11	.75%

BILLS AND CHARGES

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

General Fund	
Library Claims List	\$163,473.84
Librarian’s Claims List	16,256.32
Payroll	242,867.93
IMRF/FICA	42,520.06
ACH to IPBC	31,631.12
Total General Fund	<u>\$496,749.27</u>
Capital Improvement Fund	
Claims List	\$17,618.70
Debt Service Fund	
Debt - Interest Payment	<u>\$96,910.60</u>
Total Library	<u><u>\$611,278.57</u></u>

She also asked for approval of the following additional bills:

19777	Arthur J Gallagher	\$57,924.00
19778	AT&T	\$1,275.91
19779	Blue Cross Blue Shield	\$1,804.79
19780	Veolia	\$579.93
19781	Village of Northbrook – Water	\$600.60
19782	XEROX	\$2,781.87

Ms. Plumb seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Früm stated there was nothing to report.

SPECIAL EVENTS COMMITTEE

Ms. Conat stated there was nothing to report. Ms. Plumb asked that a meeting be scheduled on June 17, 2010 at 4:30.

NORTH SUBURBAN LIBRARY SYSTEM REPORT

Ms. Mayer reported that she and Mr. Raymond attended the May 24th NSLS Board Meeting. The closure of NSLS was discussed and its impact on the Libraries. Two main topics of discussion were Van Service and Merger Status. Mr. Raymond stated that for an interim period of 3 months the Libraries have been asked to pay for Van Service based upon a usage formula; Des Plaines Public Library is the only Library that has chosen not to participate. He also commented that he has heard that the Illinois State Library would like to have 1 Library System in the future.

LIBRARIAN'S REPORT

In addition to his report, Mr. Raymond provided:

- An update on the sidewalk project
- DCEO grant is complete and the project is closed with the State
- Thom Morris is back to work on a part time basis

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

The Board was pleased with the modifications and voted on the policies individually.

- Patron Suspension Policy
Ms. Mayer motioned to approve the policy as presented. Ms. Imrem seconded the motion. On voice vote, the Trustees voted "aye".
- Public Code of Behavior
Ms. Mayer motioned to approve the policy as presented. Mr. Lonoff seconded the motion. On voice vote, the Trustees voted "aye".
- Internet Acceptable Use Policy
Ms. Conat recommended wording changes; Everyone agreed with the changes. Ms. Mayer motioned to approve the policy with the amended changes. Mr. Peltz seconded the motion. On voice vote, the Trustees voted "aye".
- Social Software Policy for Northbrook Public Library Users
Mr. Früm motioned to approve the policy as presented. Ms. Mayer seconded the motion. On voice vote, the Trustees voted "aye".
- Social Software Policy for Northbrook Public Library Staff
Ms. Imrem motioned to approve the policy as presented. Mr. Früm seconded the motion. On voice vote, the Trustees voted "aye".

Review/Finalize Arrangements for Architectural Interviews

Ms. Conat reminded the Trustees that a Special Meeting will be held on June 17, 2010. Dinner will be served at 5:00 pm and the interviews will start at 6:00 pm.

NEW BUSINESS

Declaration of Library Trustee Vacancy

Ms. Conat presented a resolution written by Mr. Raymond to honor Kathryn Plumb's service as a Trustee. A motion to approve the resolution was made with unanimous consent by the Trustees. On voice vote, the Trustees voted "aye".

Discussion then took place regarding the Application for a New Trustee. Mr. Raymond provided statutory provisions and it was decided that Ms. Conat and Ms. Mayer would work on the Application and asked for suggestions from the Trustees, if they had any. A notice to publicize the opening will be made after the July Board Meeting.

Review Fourth of July Plans

Mr. Raymond reported that Mr. Robbins, Ms. Preston and Ms. Anetsberger were working on the plans. Mr. Robbins reported that the Library will have a float for the parade and lots of items to hand out.

Approve 2010 Prevailing Wage Rates

Ms. Plumb moved to approve the 2010 prevailing wage resolution. Ms. Mayer seconded the motion. On a roll call vote, trustees voted:

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

“Nay”: None

Approve Recurring Financial Transfer for Health Insurance

Mr. Früm motioned to approve the wire transfer schedule as presented. Ms. Mayer seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

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

It was determined that an additional meeting was not needed since the Board is meeting on June 17, 2010.

Executive Librarian’s Annual Evaluation – Executive Session

Ms. Conat moved for the trustees to go into executive session for the Executive Librarian’s Annual Evaluation. Mr. Früm seconded the motion. Approved by unanimous consent.

Upon leaving Executive Session, Mr. Früm motioned to approve a salary increase for the Executive Librarian; effective May 1, 2010, the Executive Librarian’s salary will be \$160,000. Ms. Imrem seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

ADJOURNMENT

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

Susan Conat, President

Anna M. Amen, Recorder