

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Business Office Conference Room
July 9, 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: Ms. Joan McBride

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Plumb moved that the minutes of the Special Meeting of June 4, 2009, be approved as amended. Mr. Lonoff seconded the motion. On voice vote, the Trustees voted "aye", with the exception of Mr. Früm who abstained.

Mr. Früm moved that the minutes of the Regular Meeting of June 18, 2009, be approved. Ms. Mayer seconded the motion. On voice vote all Trustees voted "aye".

PUBLIC COMMENTS

Ms. McBride passed on to the Board a suggestion that has been made to her by various acquaintances. They asked her if the Northbrook Public Library would consider offering a "Self Check In Service" like the Glenview Public Library offers. This service allows patrons to check in their books upon return to the Library. The Library administration will look into this service and provide details to the Board at a future meeting.

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 June 30, 2009 was as follows:

| | |
|----------------------|-----------------------|
| General Fund | \$3,424,238.47 |
| Restricted | 237,025.74 |
| IMRF | 144,781.23 |
| FICA | 99,248.35 |
| Total General Fund | <u>\$3,905,293.79</u> |
| | |
| Checking | \$926,230.61 |
| Savings/Money Market | 881,264.71 |
| Investments | 855,000.00 |
| Illinois Funds | 1,242,003.47 |
| Petty Cash | 795.00 |
| Total General Fund | <u>\$3,905,293.79</u> |

Investments:

| <u>Investment #</u> | <u>Amount</u> | <u>Maturity</u> | <u>Rate</u> |
|----------------------------|---------------|-----------------|-------------|
| <u>General Fund</u> | | | |
| 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% |
| Centrust - 2985 | 120,000.00 | 9/25/09 | 2.780% |
| NB&T – 16050 | 50,000.00 | 10/12/09 | 1.640% |
| NB&T – 16207 | 75,000.00 | 10/22/09 | 1.250% |
| Centrust - 2987 | 120,000.00 | 12/2/09 | 2.780% |
| NB&T – 16208 | 75,000.00 | 1/22/10 | 1.400% |
| FB of HP – 10093 | 140,000.00 | 3/22/10 | 2.250% |
| 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 June 2009:

| | | |
|--------------------------|--|---------------------|
| General Fund | | |
| Library Claims List | | \$218,800.57 |
| Librarian’s Claims List | | 15,738.69 |
| Payroll | | 238,615.70 |
| IMRF/FICA | | 39,188.92 |
| Total General Fund | | <u>\$512,343.88</u> |
| Capital Improvement Fund | | |
| Claims List | | <u>\$10,764.60</u> |
| Total Library | | <u>\$523,108.48</u> |

She also asked for approval of the following additional bills:

| | | |
|-----------------|-------------------------------|-------------|
| Library Account | | |
| 19343 | American Express | \$654.25 |
| 19344 | North Suburban Library System | \$29,026.91 |
| 19345 | Xerox | \$2,781.87 |
| 19346 | Veolia | \$710.80 |

Ms. Plumb seconded the motion.

On roll call vote, trustees voted:

“Aye”: Früm, Imrem, Lonoff, Mayer, Plumb, Conat
 “Nay”: None

SPECIAL EVENTS COMMITTEE

Ms. Plumb reported that the committee met earlier in the evening and discussed the theme, menu and execution of the Staff Party on January 29, 2010.

ECONOMIC DEVELOPMENT COMMITTEE

Ms. Conat reported on the following items discussed at the last EDC meeting:

- Village President Früm has indicated that the Village Board would like to see the EDC meet semiannually (Jan and July) and take on a more “information sharing” role. Next meeting is second Wed in January, 2010. A name change might be appropriate.
- The village board would like all taxing bodies to examine the village’s comprehensive plan (due out in fall) and see if it is in-line with their plans. Also provide village with constructive input, if any.
- All village meetings will be held on Tuesdays to provide consistency.

- Taxing bodies discussed challenges. Common problems were interest rate declines and healthcare costs.
- The number of business buildings for sale have increased in the past few months.
- High School District #225 is looking to put in turf fields at both schools and will be seeking \$1M per school in donations from public. The district will kick in the additional \$1M of the total \$3M projected cost. They are considering naming rights.

LIBRARIAN’S REPORT

Mr. Raymond commented on the request for a local library representatives to the NSLS. The Board asked for additional information. Mr. Raymond will research and provide a report.

UNFINISHED BUSINESS

Discuss Library Foundation

Based upon the June 4th Special Meeting, it was determined that a public survey about the patrons interest in the auditorium be considered. Ms. Conat referred to Mr. Robbins report in the Board Packet. The Board discussed the various options and determined that they would like to complete a survey in a cost efficient manner. It was determined that a sub committee should be created to create questions and determine the proper venue for the survey. The sub committee will consist of Mr. Lonoff, Ms. Plumb and Mr. Robbins. Ms. Conat asked if the Foundation was looking for additional Board Members since Ms. McBride has expressed an interest. Ms. Conat will further discuss with Ms. Bride and have her contact Mr. Raymond directly.

Discussion/ALA Annual Conference Attendance

Mr. Raymond provided his schedule at the ALA conference this weekend.

NEW BUSINESS

Approval Banking Documents

Ms. Amen reported that documents needed to be signed to reflect the change in the Board. Mr. Früm moved that the documents be approved. Ms. Mayer seconded the motion. On voice vote all Trustees voted “aye”.

Approval of Hosting 2009 Rotary 800 Event

Ms. Conat referred the Board to the request made by Mr. Richard Rivkin, Rotary President, to reduce the rental cost. Ms. Conat commented that this event has been held at the Library for the last 2 years and has been successful for all parties involved. Various comments were discussed by the Board while making the decision to reduce the rental cost to \$2,500. A letter will be sent to Mr. Rivkin stating the reduction of the charge. Mr. Lonoff moved to reduce the rental cost by \$1,000. Ms. Imrem seconded the motion.

On roll call vote, trustees voted:

- “Aye”: Imrem, Lonoff, Plumb, Conat
- “Nay”: None
- “Abstain”: Früm, Mayer

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 July.

ADJOURNMENT

There being no further business to discuss, Ms. Plumb moved to adjourn. Ms. Imrem seconded the motion. The meeting was adjourned at 8:15 p.m.

Susan Conat, President

Anna M. Amen, Recorder