

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
July 14, 2011**

CALL TO ORDER

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

ROLL CALL

The roll was called by Ms. Anna Amen.

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

Trustees Absent: Ms. Sharon Bergstein

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

Guests Present: Mr. Paul Inserra

APPROVAL OF AGENDA

Trustees agreed to move the Auditor's report to be the first item of business.

AUDITORS REPORT

Mr. Inserra presented the auditor's report for the fiscal year ending on April 30, 2011, which he said received a clean opinion. He reviewed the report and the management letter with the Trustees. During his explanation he went through the Independent Auditor's Report; the Management's Discussion and Analysis; the Basic Financial Statements; the Required Supplementary Information; and the Additional Information section, as well as answering questions from the Board. Overall, he said that the library is in a strong financial position.

MINUTES

Mr. Lonoff moved that the minutes of the Regular Meeting of June 9, 2011 be approved. Mr. Früm seconded the motion. On voice vote, all Trustees voted "aye".

PUBLIC COMMENTS

None

TREASURER'S REPORT

Financial Statements

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

The financial status of the library funds as of June 30, 2011 was as follows:

General Fund	\$4,226,770.45
Restricted	277,834.40
IMRF	96,325.65
FICA	<u>119,253.14</u>
Total General Fund	\$4,720,183.64

Total Capital Improvement \$506,239.16

Total Debt Service \$289,152.28

	General Fund	Capital Improvements	Debt Service
Checking	\$2,013,050.31	\$53,661.95	\$257.44
Savings/Money Market	467,729.40		
Investments	450,000.00	452,096.34	288,894.84
Illinois Funds	1,788,608.93	480.87	
Petty Cash	795.00		
Total	4,720,183.64	\$506,239.16	\$289,152.28

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
NB&T – 16787	75,000.00	12/5/11	.35%
NB&T – 16788	75,000.00	3/5/12	.58%
NB&T – 16789	100,000.00	1/5/12	.35%
NB&T – 16790	100,000.00	4/5/12	.58%
NB&T – 16791	100,000.00	2/22/12	.35%
<u>Capital Improvements</u>			
NB&T - 16808	452,096.34	6/23/12	.55%
<u>Debt Service</u>			
NB&T – 16829	288,894.84	7/13/11	.55%

Bills and Charges

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

General Fund	
Library Claims List	\$189,144.41
Librarian's Claims List	18,817.70
Payroll	260,351.22
IMRF/FICA	47,909.93
ACH to IPBC	35,948.67
Total General Fund	<u>\$552,171.93</u>
Capital Improvement Fund	
Debt Service Fund	
Total Library	<u>\$552,171.93</u>

He also asked for approval of the following additional bills:

20308	American Express	\$976.38
20309	CenterPoint Energy Services	\$1,009.32
20310	Jim Gill	\$750.00
20311	Andrea Johnson	\$1,889.56
20312	LIMRiCC	\$1,100.42
20313	Veolia	\$618.82

Mr. Früm seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Raymond reported on the financial statements and drew attention to the continuing brick sales.

SPECIAL EVENTS COMMITTEE

Ms. Conat stated that the committee did not meet this month and there was nothing to report.

ECONOMIC DEVELOPMENT COMMISSION REPORT/ACTION

Ms. Amen reported that the Economic Development Commission (EDC) met on July 13, 2011. The following was discussed at the meeting:

- status of projects – ongoing, proposed and no activity
- Downtown Northbrook Area Plan online survey
- occupancy rate – retail, industrial and office
- task force created by Village to look into 6b and other types of incentives that can be offered to prospective businesses looking to locate in Northbrook
- consolidating school districts

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mr. Raymond presented the highlights from the board meeting.

LIBRARIAN'S REPORT

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

- He was impressed by the handwritten thank you note from IPBC our medical insurance provider.
- The Village has requested that we inform the community about the Downtown Northbrook Area Plan online survey.
- He passed around patron highlights and requests from June.
- He stated that the Secretary of State has encouraged us to apply for the FY2012 Per Capita Grant.
- The Library will take part in the Chamber Business Expo & After Hours – Lori Siegel, Sue Anetsberger and Chad Raymond will attend
- A patron has asked that the Library participate in the 9/11 Anniversary Memorial
- He noted that judging for the 9th Annual Art Show – Catawampus – will take place on Sunday, July 17th
- CSPAN will be airing a program “Behind the Scenes of the Library of Congress” on Monday, July 18th at 8:00 pm
- The ILA conference will be in Rosemont. The dates are October 18th through the 20th.

UNFINISHED BUSINESS

Architectural Services Update

Mr. Raymond reported that PSA-Dewberry has started working on gathering information for the feasibility study. They have made copies of the existing Library drawings and have had preliminary discussions with the Village. He will provide more information as it becomes available.

Recurring Health Insurance Payment Approval

Ms. Amen referred to the memo in the packet and asked for the Board to approve the recurring ACH debit that will be taken by IPBC for medical insurance for the period July 2011 – June 2012. Mr. Früm motioned to approve the transfer schedule as presented. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

New Library Sign/Status Report

Ms. Amen informed the Board that she met with Dan Schumann from Poblocki Sign Company, LLC in Wisconsin. This company was referred to the Library by PSA-Dewberry. Mr. Schumann took pictures of the building and will ask the art department to provide us with some options. Ms. Mayer, Ms. Conat and Ms. Imrem volunteered to work with Ms. Amen on the Library Sign Project.

NEW BUSINESS

**Compliance of FY2012 Illinois Public Library Per Capita Grant Application
Annual Report, Standards Chapter Review, Collaboration and Cooperation,
Library's Promotion and Programming, Trustees (analyze library revenues)**

Ms. Amen referred to the handout in the packet and explained the procedure that will be used to complete the application. At the next meeting the Trustees will be asked to complete the sections that need their attention. The grant application will be finalized for the September Board Meeting and will need to be approved at that time.

American Library Association Conference/Comments

Mr. Glaubinger stated that he found the conference was very interesting, offered great programs and he enjoyed learning about different library items on the exhibit floor. He asked questions of vendors that he felt would benefit the first floor project and will have suggestions for items that he thinks should be considered when plans are created.

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, Mr. Früm moved to adjourn. Ms. Conat seconded the motion. The meeting was adjourned at 9:15 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder