

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
August 13, 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 Mr. Eric Robbins.

Trustees Present: Ms. Sue Conat, Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Kathryn Plumb

Trustees Absent: Ms. Miriam Imrem, Mr. Howard Peltz

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

Guests Present: Mr. Paul Inserra

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Mayer moved that the minutes of the Special Events Committee Meeting of July 7, 2009, be approved. Ms. Plumb seconded the motion. On voice vote, the Trustees serving on the Special Events Committee voted unanimously "aye".

Ms. Mayer moved that the minutes of the Regular Meeting of July 7, 2009, be approved. Mr. Früm seconded the motion. On voice vote all Trustees voted "aye".

PUBLIC COMMENTS

None

AUDITOR'S REPORT

Mr. Inserra presented the auditor's report for the fiscal year ending on April 30, 2009, which he said was clean, with no concerns or problems. He reviewed the five elements of the report: the Independent Auditor's Report; the Management's Discussion and Analysis; the Basic Financial Statements; the Required Supplementary Information; and the Additional Information section. He did note that interest income was down \$95,000 from the previous fiscal year, but this is actually a comparatively good figure in light of the economy. The Salaries and Employee Benefits line did see an 6.5% increase, but this is due to the library offering a larger dependent insurance subsidy in FY09 as compared to the previous year. He said that the library is in a strong financial position.

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 July 31, 2009 was as follows:

General Fund	\$2,979,427.78
Restricted	239,477.43
IMRF	124,235.76
FICA	81,445.75
Total General Fund	<u>\$3,424,586.72</u>

Checking	\$1,468,980.66
Savings/Money Market	563,340.68
Investments	948,012.41
Illinois Funds	343,401.81
Petty Cash	795.00
Total General Fund	<u>\$3,424,586.72</u>

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
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%
FB of HP - 10093	140,000.00	3/22/10	2.250%
GSB - 350320	218,012.41	1/03/10	1.050%
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 July 2009:

General Fund	
Library Claims List	\$191,241.33
Librarian's Claims List	17,973.79
Payroll	242,802.29
IMRF/FICA	39,901.77
ACH to IPBC	31,631.12
Total General Fund	<u>\$523,550.30</u>
Capital Improvement Fund	
Claims List	\$6,270.00
Debt Service	
	-
Total Library	<u><u>\$529,820.30</u></u>

She also asked for approval of the following additional bills:

Library Account		
Check # 19385	AMEX	\$1,130.65
19386	Veolia	\$715.24
19387	Embury, Ltd.	\$2,664.20

Ms. Plumb seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

FOUNDATION

No report

SPECIAL EVENTS COMMITTEE

No report.

LIBRARIAN'S REPORT

In addition to his written report, Mr. Raymond noted:

- The State Library cut funding to library systems by 16%.
- The library had its highest monthly circulation ever during July and Youth Services had their highest participation in their summer reading program.

Mr. Robbins noted:

- Ms. Gwyn Stupar was hired for the new Web Services Librarian position and will be working on the updated website project.
- Ms. Anetsberger, Ms. Bishop and Ms. Filmore all took part in representing the library at the Farmer's Market. Ms. Anetsberger organized the event and has been working diligently to increase awareness of the library in the community.

UNFINISHED BUSINESS

Approve 2009 Rotary 800 Agreements/Licensing/Permits

Ms. Conat noted that the agreement reflected a decreased fee, as had been previously discussed. The time for the event to close should be changed from 12 p.m. to 12 a.m.

Ms. Plumb moved to approve the agreement with the time change. Mr. Lonoff seconded.

On roll call vote, trustees voted:

“Aye”: Lonoff, Plumb, Conat

“Abstain” Früm, Mayer

“Nay”: None

Review/Approve Draft First Floor Improvements Survey

Ms. Plumb reviewed the survey wording. Mr. Lonoff discussed how the affect on the annual tax bills was determined. The Board entered into discussion on possible funding methods and the information that is needed to accurately determine project costs. Board consensus was to table the survey and have Mr. Raymond contact Mr. Dick Thompson to assist in locating firms to assist in developing a budget.

Finalize Staff Appreciation Week Arrangements

Mr. Lonoff and Mr. Früm donated funds for the week. Ms Conat, Ms. Mayer and Ms. Plumb graciously volunteered to see that staff were provided with treats.

NEW BUSINESS

Approve First Place Library Art Show Entry

Mr. Robbins showed the Board the three top pieces as determined by the judges and talked about the pieces and selection process. The Board debated the merits of the First and Second Place pieces and how they fit into the library collection. Mr. Früm moved to approve the judge's selected First Place painting, *Big Idea Man*, by Tom David. Mr. Lonoff seconded.

On roll call vote, trustees voted:

“Aye”: Früm, Lonoff, Conat

“Nay”: Mayer, Plumb

Approve (9-6-09) Closing of Library Parking Lot for Maintenance

Ms. Plumb moved to approve closing the library for parking lot maintenance over the Labor Day weekend. Mr. Früm seconded the motion.

On voice vote all Trustees voted “aye”.

Compliance of FY 2010 Illinois Public Library Per Capita Grant Application/Requirements Board Review of Legal Compliance and *Administrative Ready Reference*

Mr. Raymond described the process as indicated by Per Capita Grant application and the importance of both the Illinois Library Act and the Administrative Ready Reference in providing guidance to the library. Mr. Raymond then reviewed particularly salient sections of the Act. The Board discussed some of the implications of the laws in affecting the library policy. Mr. Raymond then reviewed with the Board a number of helpful aspects of the Administrative Ready Reference and how they have, and can in the future, assist the Library Board, Administration and staff.

Consider/Appoint Northbrook Library Trustee as North Suburban Library System Representative

The Trustees discussed the responsibilities of the Representative position. It was decided to put off further discussion until the September Board Meeting.

Determine Need/Agenda/Date for Additional Meeting(s)

The Board consensus was that there was no need for an additional meeting before the September Regular Meeting.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Plumb seconded the motion. The meeting was adjourned at 9:23 p.m.

Susan Conat, President

Eric Robbins, Recorder