

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
November 12, 2009**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:34 p.m. by Ms. Conat.

ROLL CALL

The roll was called by Ms. Anna Amen.

Trustees Present: Ms. Sue Conat, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Kathryn Plumb

Trustees Absent: Mr. Carlos Früm, Mr. Howard Peltz

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

Guests Present: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Plumb moved that the minutes of the Regular Meeting of October 8, 2009, be approved. Ms. Imrem seconded the motion. On voice vote, the Trustees voted "aye", except Ms. Mayer who abstained.

Ms. Plumb moved that the minutes of the Special Events Meeting of October 8, 2009, be approved. Ms. Imrem seconded the motion. On voice vote, the Trustees voted "aye", except Ms. Mayer who abstained.

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 October 31, 2009 was as follows:

General Fund	\$1,899,785.28
Restricted	239,011.04
IMRF	62,568.11
FICA	30,257.32
Total General Fund	<u>\$2,231,621.75</u>

Checking	\$1,465,953.46
Savings/Money Market	100,346.38
Investments	653,012.41
Illinois Funds	11,514.50
Petty Cash	795.00
Total General Fund	<u>\$2,231,621.75</u>

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
Centrust - 2987	120,000.00	12/2/09	2.780%
GSB - 350320	218,012.41	1/3/10	1.050%
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 October, 2009:

General Fund	
Library Claims List	\$88,480.08
Librarian’s Claims List	18,933.86
Payroll	235,903.76
IMRF/FICA	38,408.71
ACH to IPBC	31,631.12
Total General Fund	<u>\$413,357.53</u>
Capital Improvement Fund	
Debt Service Fund	
Total Library	<u><u>\$413,357.53</u></u>

She also asked for approval of the following additional bills:

19489	American Express	\$1,031.20
19490	Ebsco	\$36,095.07
19491	Embury	\$897.75
19492	Snow Systems	\$3,112.00
19493	Truly Remarkable Loon	\$610.00
19494	Veolia	\$716.83
19495	Xerox	\$7,558.58

Ms. Imrem seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Raymond reported that all annual filings (Annual Report for the Secretary of State and the Federal and State returns) were filed in a timely manner. He also mentioned that the Board will be looking to recruit some new members in the near future.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported that the committee did not meet this month but should meet next month due to the preparation for the Staff Party in January. The next meeting will take place on December 10th at 6:30 pm.

LIBRARIAN'S REPORT

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

- thanked the staff for the wonderful art show last weekend
- the Rotary event on Saturday went very well and thanked the maintenance staff for their help
- presented the advertisement placed in the Northbrook Lifestyle magazine
- circulated an email from Chris Henning, a member of the Northbrook Bicycle Club and explained that the club would like to donate a commuter type bicycle to the Library to use for short trips/errands rather than using a car – this bicycle will be offered to the Village and Park district – the Board asked Mr. Raymond to review insurance implications

UNFINISHED BUSINESS

Determine 2009 Tax Levies

Ms. Conat referred to the information in the packet. Mr. Raymond mentioned that due to the economy, we have made an effort to keep expenses flat; increases have been made for the staff and the collection. The Board discussed the increase in circulation and patronage of the Library. Mr. Lonoff moved to approve Levy Draft III as presented, which represents a 6% levy increase. Ms. Plumb seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

Review/Approve Website Vendor Bid(s)

Mr. Robbins referred to the report in the packet and presented the firm that he and Gwyn Stupar feel will do the best job – Duo Consulting. He stated the reasons for this decision – large staff; long standing company history; good references; impressive client list; local business; good hosting package. Discussion revolved around various topics, including Celina Preston’s involvement with the design, when the new website will be complete and hosting a website grand opening. The Board agreed with the firm presented and Mr. Lonoff moved that Duo Consulting be retained for the website redesign. Ms. Plumb seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

Review of Non-Resident Library Fees

Ms. Conat referred to prior month’s board decisions and discussions involving changing the calculation for non-resident fees and the recent article in the Northbrook Star. Mr. Raymond reported that approximately 10 non-residents have approached Ms. Amen regarding a refund and that they have only asked for a refund for the prior library card purchased. Ms. Imrem motioned to grant a refund to those who request and provide proper documentation (2nd installment property tax bill and a cancelled check/receipt of payment) by 12/31/09 for the prior library card purchased (1 refund per household for 1 year). Ms. Plumb seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

NEW BUSINESS

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 November.

ADJOURNMENT

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

Susan Conat, President

Anna M. Amen, Recorder