

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
July 12, 2012**

**CALL TO ORDER**

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

**ROLL CALL**

The roll was called by Ms. Anna Amen.

**Trustees Present:** Ms. Sharon Bergstein, Ms. Susan Conat, Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem

**Trustees Absent:** Mr. Marc Lonoff, Ms. Vera Mayer

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

**Guests Present:** Mr. Gerald Angelo, Ms. Jennifer Betancourt, Dewberry, Mr. Derek Ward, Frederick Quinn Corp.

**APPROVAL OF AGENDA**

Approved as presented.

**OVERVIEW OF DEPARTMENT SERVICES** – Mary Munday, Reference Services

Ms. Munday thanked the Board for the opportunity to speak about the Reference Department. She began by thanking the Trustees and Administration for the support provided in their endeavors. Using examples from the department, Ms. Munday explained the various tasks of the Reference Department – Collection Development, Answering Questions, Classes for the Public, Networking and Continuing Education, Computer Assistance and Outreach. Mr. Früm commented by saying “The Reference Librarians were more important than the Library Collection.”

**MINUTES**

Ms. Conat moved that the minutes of the Regular Meeting of June 14, 2012 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

Ms. Imrem moved that the minutes of the Special Meeting of June 22, 2012 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye” except Ms. Bergstein who abstained.

**PUBLIC COMMENTS**

Mr. Ward from Frederick Quinn Corp introduced himself to the Board, stated that he has been following the project for a few years and feels that Frederick Quinn Corp would be a good fit for the project.

Mr. Angelo asked the Board why there is a fee for DVD’s and not for any other items in the catalog. He stated that DVDs were the least expensive item purchased (exceptions are CDs and paperback books) and based upon his financial review, the revenue is minimal. Mr. Früm explained that the Board reviews Fines & Fees on an annual basis and will take his comments into consideration during the next review in February 2013.

**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, 2012 was as follows:

General Fund	\$4,436,719.33
Restricted	273,332.03
IMRF	37,804.23
FICA	119,950.61
Total General Fund	<u>\$4,867,806.20</u>

Total Capital Improvement \$563,170.38

Total Debt Service \$311,704.71

	General Fund	Capital Improvements	Debt Service
Checking	\$2,492,815.06	3,238.38	\$420.63
Savings/Money Market	470,347.14		
Investments		559,450.88	311,284.08
Illinois Funds	1,903,849.00	481.12	
Petty Cash	795.00		
Total	<u>\$4,867,806.20</u>	<u>\$563,170.38</u>	<u>\$311,704.71</u>

<b><u>Investment #</u></b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
<b><u>Capital Improvements</u></b>			
NB&T - 16808	559,450.88	6/24/13	.35%
<b><u>Debt Service</u></b>			
NB&T - 16829	311,284.08	7/13/12	.35%

**Bills and Charges**

Mr. Glaubinger moved to approve the following Bills and Charges for June, 2012:

Operating Funds	
Library Claims List	\$ 205,053.27
Librarian's Claims List	17,702.76
Payroll	270,146.58
Fica/IMRF	52,219.88
ACH to IPBC	41,656.23
Total Operating Funds	<u>\$ 586,778.72</u>
Capital Improvement Fund	
CIF Claims List	<u>\$ 11,978.93</u>
Grand Total Library	<u><u>\$ 598,757.65</u></u>

He also asked for approval of the following additional bills:

General Library Checks

20806	American Express	\$ 1,055.34
20807	Associated Attractions Enterprises	\$ 800.00
20808	Margaret Ciszek	\$ 1,277.87
20809	LIMRiCC	\$ 1,399.35
20810	McClure, Inserra & Co. Chtd	\$ 4,100.00
20811	Philadeplphia Insurance Companies	\$ 9,405.00
20812	Veolia ES Solid Waste Management	\$ 657.71
20813	Xerox	\$ 1,897.73

CIF Checks

1506	Full Aperture Systems	\$ 645.00
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Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Bergstein, Conat, Glaubinger, Imrem, Früm

“Nay”: None

**FOUNDATION**

Nothing to report.

**SPECIAL EVENTS COMMITTEE**

Ms. Conat asked that the committee meet at 6:45 prior to the Regular Board Meeting on August 9<sup>th</sup>.

**REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)**

Nothing to report.

**LIBRARIAN’S REPORT**

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

- He was asked and agreed to be a grant reviewer for the Illinois State Library Grant Construction Program
- The Library received a dividend check from the JSIP Insurance Program.
- Excitement at the Library earlier today – the Fire Department was performing a rescue drill that included a helicopter landing in the grass knoll behind the Library.
- Pleased to see the increase in circulation during June.

Mr. Früm commented that Ms. Peg Ciszek received a letter of commendation for her work on the Caldecott Committee. The letter was in the green folders distributed at the Board Meeting.

**UNFINISHED BUSINESS**

**Discuss/Approve PSA Dewberry Architectural Contract/Exhibits**

Mr. Früm asked that the discussion regarding the contract be tabled until the attorney responds to our questions. The board agreed to have a special meeting in June if necessary.

Ms. Betancourt presented revised plans for the renovation/addition project based upon comments from the schematic design meeting. She feels that this plan addresses the critical success factors discussed at the meeting. The Board was pleased with the changes that have been made.

**Status/Preparations for Northbrook Architectural Control and Planning Commission Meetings**

Ms. Betancourt reported on the Architectural Control Commission Meeting that took place earlier in the evening - The Commission liked the concept but was concerned about the pattern. They would like to see a mock up panels prior to submitting a recommendation to the Village Board. Dewberry will contact a distributor and get panels of the mock up for July 15<sup>th</sup> and July 26<sup>th</sup>.

**NEW BUSINESS**

**Approve Recurring Health Insurance Payment**

Ms. Amen presented the recurring payment schedule to Intergovernmental Personnel Benefit Cooperative. Mr. Glaubinger motioned to approve the recurring payment schedule. Ms. Bergstein seconded the motion. On a roll call vote, trustees voted:

“Aye”: Bergstein, Conat, Glaubinger, Imrem, Früm

“Nay”: None

**Compliance of FY2013 Illinois Public Library Per Capita Grant Application  
Annual Report, Standard Chapter Review, Collaboration and Cooperation, Library’s  
Promotion and Programming, Trustees**

Mr. Robbins stated that we are providing the Board with the requirements for the FY2013 Public Library Per Capita Grant. These items will be reviewed with the Board at a future meeting.

**Illinois Library Association Conference/Trustee Day, October 10, 2012, Peoria**

Mr. Raymond invited trustees to attend the Illinois Library Association Conference in Peoria.

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

The Board agreed a Special Meeting will be needed later in the month to discuss the architect’s contract. The date will be determined when information has been obtained.

**ADJOURNMENT**

There being no further business to discuss, Ms. Conat moved to adjourn. Ms. Bergstein seconded the motion. The meeting was adjourned at 9:00 p.m.

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Carlos Früm, Vice President

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Anna M. Amen, Recorder