

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
December 9, 2010**

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. Susan Conat, Ms. Sharon Bergstein, Mr. Jay Glaubinger, Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: Ms. Miriam Imrem

Staff Present: Mr. Chadwick Raymond, Ms. Anna Amen, Ms. Laurie Prioletti

Guests Present: None

APPROVAL OF AGENDA

Ms. Conat suggested that the topic Discuss/Approve Revised Personnel Policy be moved to after Public Comments and Questions. The Trustees agreed with this change.

Mr. Früm asked that Packet Discussion be added to New Business. The Trustees agreed with this addition.

MINUTES

Ms. Mayer moved that the minutes of the Regular Meeting of November 11, 2010, be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye", except for Mr. Früm who abstained.

PUBLIC COMMENTS

None

NEW BUSINESS

Discuss/Approve Revised Personnel Policy

Ms. Conat thanked Ms. Prioletti for all the work that had been performed on the policy and asked Ms. Prioletti to clarify what had happened to the policy since the discussion at the November meeting. Ms. Prioletti explained that:

- She reformatted the document to incorporate the discussion from the November meeting and the order of presentation of the items in the policy
- She met with Kelly Hayden, attorney from Management Association, to review the revised policy
- She incorporated suggestions/changes from Ms. Hayden into the policy presented today.

Ms. Mayer asked about the Good Health Benefit. Mr. Raymond stated that the benefit is modeled after a Village policy. Ms. Prioletti explained the calculation of the benefit. The Board discussed the advantages and disadvantages of the benefit and determined that it is beneficial for both the Library and staff. Ms. Conat asked that some wording and grammatical changes be made to the policy. Since no further discussion was needed, Mr. Lonoff moved to approve the Personnel Policy with noted changes. Ms. Bergstein seconded the motion. On roll call vote, Trustees voted:

"Aye": Bergstein, Glaubinger, Früm, Lonoff, Mayer, Conat

"Nay": None

TREASURER'S REPORT

Financial Statements

Ms. Mayer drew attention to the financial report as exhibited in the Board packet.
The financial status of the library funds as of November 30, 2010 was as follows:

General Fund	\$1,705,778.84		
Restricted	262,822.61		
IMRF	29,631.43		
FICA	30,961.81		
Total General Fund	<u>\$2,029,194.69</u>		
Total Capital Improvement		\$418,104.17	
Total Debt Service			\$5,810.16
	General Fund	Capital Improvements	Debt Service
Checking	\$917,676.95	\$116,639.17	\$586.38
Savings/Money Market	244,665.47		
Investments	865,355.98	300,984.30	5,223.78
Illinois Funds	701.29	480.70	
Petty Cash	795.00		
Total	<u>\$2,029,194.69</u>	<u>\$418,104.17</u>	<u>\$5,810.16</u>

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
NB&T – 16705	75,000.00	12/5/10	.70%
GSB – 350320	220,253.21	1/3/11	1.00%
NB&T – 16706	75,000.00	2/5/11	.70%
NB&T – 16707	75,000.00	3/5/11	.80%
Centrust – 3265	120,000.00	3/5/11	1.50%
NB&T – 16708	75,000.00	4/5/10	.80%
NB&T – 16209	102,219.26	5/22/11	.75%
Centrust – 2987	122,883.51	12/23/10	1.00%
<u>Capital Improvements</u>			
NB&T - 16808	300,825.23	6/23/11	.85%
<u>Debt Service</u>			
NB&T – 16829	5,223.78	7/13/11	.85%

Bills and Charges

Ms. Mayer moved to approve the following Bills and Charges for November, 2010:

General Fund	
Library Claims List	\$106,749.37
Librarian’s Claims List	17,100.26
Payroll	245,812.68
IMRF/FICA	42,132.27
ACH to IPBC	35,948.67
Transfer to Debt Service	391,944.67
Total General Fund	<u>\$839,687.92</u>
Capital Improvement Fund	\$1,102.24
Debt Service Fund	
Debt Service Payment – 2004	\$634,787.50
Debt Service Payment – 2005	32,400.63
Debt Service Payment - 2006	4,756.54
Total Debt Service	\$671,944.67
Total Library	<u><u>\$1,512,734.83</u></u>

She also asked for approval of the following additional bills:

General Fund		
20007	ATT	\$1,249.35
20008	Center Point Energy	\$3,569.39
20009	Innovation Experts	\$4,473.00
20010	Village of Northbrook – Water	\$1,302.00
20011	XEROX	\$2,615.23

Mr. Lonoff seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Nothing to report.

SPECIAL EVENTS COMMITTEE

Ms. Conat stated that the committee met earlier in the evening and discussed the Staff Party on February 11, 2011. She asked that during the January meeting the Board discuss closing the Library early for set up of the party.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Raymond reported that he attended a meeting earlier in the week regarding the merger of the Library Systems. The expected outcome is to have two library systems – one in the south and one in the north.

LIBRARIAN’S REPORT

Mr. Raymond had nothing to add to his report and asked if there were any questions. None were asked.

UNFINISHED BUSINESS

Consider/Approve Architectural Contract

Mr. Raymond reported that he met with PSA Dewberry about the First Floor/Auditorium project. At this meeting it was discussed that the project should be broken down into two phases. Phase One is fact finding – they will contact the Village to see what changes can be made based upon zoning requirements. They would like a letter of agreement to be signed for this phase. Phase Two is the building project. They would like a contract to be signed for this phase. The Board agreed that this is a good way to proceed with the project. Mr. Raymond has not received the letter of agreement from them for the fact finding phase of the project.

Auditorium Parking – Further Discussion

Mr. Raymond reported that he received an answer from Dr. Hewitt, Superintendent of District 28, regarding additional parking across the street. Based upon a prior discussion between Mr. Raymond and Dr. Hewitt, the library asked if additional parking could be created during the Gymnasium project between District 28 and the Park District. Dr. Hewitt looked into the options available and said that based upon the zoning policies that additional parking would not be available across the street.

NEW BUSINESS

Executive Session Minutes/Semi Annual Review

Mr. Lonoff moved that the minutes from the executive session not be made public. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

Packet Discussion

Mr. Früm asked if the password protection could be removed when the Trustees log in to get Board Packets. The Board agreed that it would be easier if the password was removed. The Board suggested that since this information is made available to the public it would be easier if it could be put on the website and accessed from there. Mr. Raymond will have Mr. Robbins look into this.

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 December.

ADJOURNMENT

There being no further business to discuss, Ms. Mayer moved to adjourn. Mr. Früm seconded the motion. The meeting was adjourned at 8:30 p.m.

Susan Conat, President

Anna M. Amen, Recorder