

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
September 13, 2012**

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. Sharon Bergstein, Ms. Susan Conat, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: Mr. Carlos Früm,

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

Guests Present: Ms. Jennifer Betancourt, Mr. Paul Inserra

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Conat moved that the minutes of the Special Events Committee Meeting of August 9, 2012 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees in attendance voted “aye”.

Ms. Bergstein moved that the minutes of the Regular Meeting of August 9, 2012 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye”.

Ms. Conat moved that the minutes of the Special Meeting of August 16, 2012 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”, except Ms. Bergstein and Ms. Imrem who abstained.

Ms. Mayer moved that the minutes of the Special Meeting of August 23, 2012 be approved. Ms. Bergsterin seconded the motion. On a voice vote, all Trustees voted “aye”, except Ms. Imrem who abstained.

Ms. Bergstein moved that the minutes of the Special Meeting of August 30, 2012 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

PUBLIC COMMENTS

OVERVIEW OF DEPARTMENT SERVICES – STEVE GIANNI, MULTI MEDIA DEPARTMENT

Mr. Gianni reported on the MultiMedia Department. He explained how the department is responsible for all of the non print items in the Library, excluding scores and libretto which are print items that are part of MultiMedia. Two items that the Library should be proud of – the collection size and the collection depth. He also stated that the MultiMedia collection is 11% of the total Library collection and averages 28% of the circulation. He commented that he has a great staff – their expertise varies and therefore can cover all genres. He also commented on the programming that this is done by his department as well as the publicity that it receives from the media.

AUDITORS REPORT

Mr. Inserra presented the auditor’s report for the fiscal year ending on April 30, 2012, which he said was clean, with no concerns or problems. He reviewed the five elements of the report: the Independent Auditor’s Report; the Basic Financial Statements; the Required Supplementary Information; the Additional Information section and the SAS114 Letter – the auditors communication with those charged with governance. He said that the library is in a strong financial position.

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 August 31, 2012 was as follows:

General Fund	\$6,284,733.89		
Restricted	271,152.12		
IMRF	121,310.40		
FICA	189,159.96		
Total General Fund	<u>\$6,866,356.37</u>		
Total Capital Improvement		\$525,926.04	
Total Debt Service			\$499,919.51
	General Fund	Capital Improvements	Debt Service
Checking	\$4,051,023.84	\$(19,330.51)	\$435.29
Savings/Money Market	470,672.65		
Investments		544,775.34	499,484.22
Illinois Funds	2,343,864.88	481.21	
Petty Cash	795.00		
Total	<u>\$6,866,356.37</u>	<u>\$525,926.04</u>	<u>\$499,919.51</u>

<u>Investment #</u>	Amount	Maturity	Rate
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	544,775.34	6/24/13	.35%
<u>Debt Service</u>			
NB&T – 16829	499,484.22	7/13/13	.35%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 125,774.23
Librarian's Claims List	15,974.58
Payroll	265,669.63
Fica/IMRF	50,539.78
ACH to IPBC	47,813.71
Transfer to Debt Service	188,014.66
Total Operating Funds	<u>\$ 693,786.59</u>
Capital Improvement Fund	
CIF Claims List	<u>\$ 22,310.30</u>
Grand Total Library	<u><u>\$ 716,096.89</u></u>

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Nothing to report.

SPECIAL EVENTS COMMITTEE

Nothing to report.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

LIBRARIAN’S REPORT

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

- Village just told us that the curb at the entrance will be repaired next week. He is concerned about traffic safety as they will close one lane entering the Library. It was decided that someone should be hired for traffic safety.
- He attended the Chamber meeting earlier in the day. He received many positive comments about the library and the trustees.

UNFINISHED BUSINESS

Discuss/Approve PSA Dewberry Architectural Contract/Exhibits

Ms. Amen reported that she and Mr. Raymond had a conference call to discuss the contract and rider with Ms. Betancourt and Mr. Doug Pfeiffer of Dewberry and James Wargo of Klein Thorpe and Jenkins. Mr. Wargo made changes to the rider which were sent to Dewberry for their review. Dewberry agreed with most of the changes – they had 2 modifications. Klein Thorpe and Jenkins had not reviewed the modifications prior to the meeting. Ms. Amen recommended that the contract not be signed until the attorney could review them. Mr. Lonoff asked that the contract approval be put on the agenda for the next meeting.

In regards to the first modification, Ms. Amen pointed out that Kathie Henn, attorney at Klein Thorpe and Jenkins wanted to make sure that the Board was aware that there was a minimum fee being charged in the contract. Ms. Betancourt explained that the architects are creating designs based upon the 3rd party cost estimate which was 3.5 million. The Board felt that this was reasonable.

In regards to the second modification, it was clarified that

- the cooling tower will not be part of this project - we will be repairing the cooling tower not replacing it after discussion with Calor Design
- RFID installation will not be part of this project however power and data should be considered.

Status of Northbrook Architectural Control and Plan Commission Meetings

Mr. Lonoff reported that the Architectural Control Commission liked the revised façade design and it has been approved. The next meeting will be with the Village Board on Monday, September 24th.

Review/Approve Auditorium Schematic Design

Mr. Lonoff proposed that the design could be reviewed however he would like Pepper Construction to become involved in the project prior to signing off on the schematic design. Ms. Betancourt presented a design with the following changes

- Acoustical treatments in the lobby – wall and flooring
- Glass wall added in the café
- Removal of the water feature

Consideration/Selection of Construction manager (pending contract)

Ms. Amen reported that conversations have been conducted with the attorney and Pepper regarding the AIA document that should be used. Pepper is preparing the document for our review.

Discuss/Approve Purchase of Library Vehicle

Ms. Amen explained that the Library van needs to be replaced. Mr. Raymond has looked and found the car that he would like to get. Due to some issues with getting a lease with Nissan Corporation, Ms. Amen asked if the car can be purchased rather than leased. Mr. Glaubinger motioned that the car be purchased. Ms. Conat seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

Library Trustee Retirement/Vacancy/Appointment

Mr. Lonoff informed the Trustees that we have received 5 applications for the open Trustee seat. It was decided that the candidates would be interviewed on Thursday, September 20th starting at 7:00 p.m.

NEW BUSINESS

Trustee Resolution/Recognition

Mr. Lonoff presented a resolution written by Mr. Raymond to honor Susan Conat’s service as a Trustee. A motion to approve the resolution was made with unanimous consent by the Trustees. On voice vote, the Trustees voted “aye”.

Approval of Per Capita Grant Application

The Trustees discussed the Per Capita Grant Application presented. Ms. Mayer motioned to approve the FY 2013 Per Capita Grant Application. Ms. Imrem seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

Discuss FY2012 Tax Levy

Ms. Amen presented the Draft FY2012 Tax Levy and explained the timing relating to the bond issuance and how it will affect the tax levy. Board asked questions about the timing of bond payments. Ms. Amen will discuss with Village Finance Staff.

Approve Early Closing for Art Show (4:30 p.m. / 10/12/12)

Mr. Robbins requested that the Library close at 4:30 on October 12, 2012 for the Art Show. Ms. Mayer motioned that the library close early on 10/12/12 for the staff to prepare for the art show. Ms. Bergstein seconded the motion. On voice vote, the Trustees voted “aye”.

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

The Board agreed a Special Meeting will be needed on Thursday, September 20th at 6:30 pm to interview applicants for the open Trustee position.

ADJOURNMENT

There being no further business to discuss, Ms. Conat moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 9:55 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder