

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
November 8, 2012**

**CALL REGULAR MEETING TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:35 p.m. by Mr. Lonoff.

**ROLL CALL**

The roll was called by Ms. Anna Amen.

**Trustees Present:** Ms. Sharon Bergstein, Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

**Trustees Absent:**

**Staff Present:** Mr. Chadwick Raymond, Mr. Eric Robbins, Ms. Anna Amen, Ms. Laurie Prioletti, Ms. Andrea Johnson

**Guests Present:**

Mr. Raymond asked if he could interrupt the meeting and share some good news. He announced that the Northbrook Public Library was named as one of the Chicago Tribune Top 100 Workplaces for 2012. The listing will be published in the Chicago Tribune on Tuesday, November 13<sup>th</sup>. He invited the Trustees to cake and refreshments with the staff on Tuesday at 10:30 a.m.

Ms. Prioletti explained that the Library was nominated by an employee in the spring and that staff completed an employee engagement survey over the summer. The survey results were compiled and we were awarded a Top Workplace designation.

Mr. Raymond also shared that Library Journal has designated the Northbrook Public Library as a 5 star library for 2012. Mr. Robbins explained that libraries are divided into groups based upon expenditures and information from the Illinois Public Library Annual Report (IPLAR). This report was used as a basis for the rankings.

**APPROVAL OF THE FOLLOWING AGENDA**

Approved as presented.

**OVERVIEW OF DEPARTMENT SERVICES – ANDREA JOHNSON, YOUTH SERVICES DEPARTMENT**

Ms. Johnson started with a video of Youth Services. She felt that pictures were better than words to show the range of services that the department offers. She then explained that the Youth Services Department serves a wide array of age groups – from children to the adults who care for them. 2012 has been a year of change for the department – long time team members have retired and new staff has been welcomed. The new staff and changes in technology have created a need for a Library social media team (which is mostly comprised of youth services staff), a technology training program for the department and new programs for the patrons. She ended by saying Thank You to the Trustees for their support – she and the staff are very grateful that they are able to provide the wide array of services to the community of Northbrook.

**MINUTES OF THE PREVIOUS MEETINGS**

Mr. Früm moved that the minutes of the Regular Meeting of October 11, 2012 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”, except Ms. Imrem who abstained.

**PUBLIC COMMENTS AND QUESTIONS FROM THE AUDIENCE**

**MONTHLY TREASURER'S REPORT**

**Review Monthly Financial Statements as Prepared by Accounting Staff**

Mr. Glaubinger drew attention to the financial report as exhibited in the Board packet.

The financial status of the library funds as of October 31, 2012 was as follows:

General Fund	\$5,490,631.62		
Restricted	298,764.08		
IMRF	65,936.85		
FICA	156,040.60		
Total General Fund	<u>\$6,011,373.15</u>		
Total Capital Improvement		\$457,186.29	
Total Debt Service			\$692,676.09
	General Fund	Capital Improvements	Debt Service
Checking	\$4,089,568.23	\$21,642.79	\$399.67
Savings/Money Market	470,961.03		
Investments		435,062.20	692,276.42
Illinois Funds	1,450,048.89	481.30	
Petty Cash	795.00		
Total	<u>\$6,011,373.15</u>	<u>\$457,186.29</u>	<u>\$692,676.09</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	435,062.20	6/24/13	.35%
<b><u>Debt Service</u></b>			
NB&T - 16829	692,276.42	7/13/13	.35%

**Bills and Charges**

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

Operating Funds	
Library Claims List	\$ 102,258.63
Librarian's Claims List	17,169.82
Payroll	267,221.81
Fica/IMRF	51,320.66
ACH to IPBC	47,813.71
Transfer to Debt Service	<u>192,464.38</u>
Total Operating Funds	<u>\$ 678,249.01</u>
Capital Improvement Fund	
CIF Claims List	<u>\$ 14,265.10</u>
Grand Total Library	<u><u>\$ 692,514.11</u></u>

He also asked for approval of the following additional bills:

20980	American Express	\$ 1,147.85
20981	FEMA Flood Payments	\$ 3,376.00
20982	General Binding Corp	\$ 608.45
20983	Snow Systems	\$ 1,556.00
20984	Veolia	\$ 719.74
20985	XEROX	\$ 1,527.37

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Ms. Neirick, Mr. Lonoff

“Nay”: None

### **MONTHLY FOUNDATION REPORT**

Ms. Amen asked if the Library could use the Foundation as the 501 C 3 organization to apply for grants. The Board thought that conferring with the attorney should take place prior to action being taken.

### **SPECIAL EVENTS COMMITTEE REPORT**

Ms. Mayer reported on the meeting that took place earlier in the evening - Staff Appreciation week will be November 15<sup>th</sup> through November 21<sup>st</sup> and Staff Party will be January 25<sup>th</sup> and plans are being made.

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

Mr. Raymond provided an update in his Librarian’s Report.

### **LIBRARIAN’S MONTHLY REPORT**

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

- Due to an amendment to the Open Meetings Act, effective January 1, 2013, agenda items must provide adequate detail to ensure the public knows the action being taken. Mr. Raymond has changed the agenda titles to comply with this amendment.
- A new Trustee Orientation has been scheduled for the afternoon on Monday, November 19<sup>th</sup> with Daphna Neirick
- A meeting took place with the Friends to discuss the construction project. The Friends have decided to close the gift shop during construction. During the meeting it was determined that the Friends need more space than is allocated in the design.
- He is working with Doug Downey to update the written account of the Library’s history.
- That Randy Romei contacted him to verify Trustee office terms.
- He and Nancy attended the Village Family Dinner on Wednesday, November 7<sup>th</sup>.
- He referenced an article from *American Libraries* written by Will Manly – “Trust in your Trustees”

### **UNFINISHED BUSINESS**

#### **Approval/Signature of Village of Northbrook Ordinance 2012-54 Amending and Reinstating Ordinance 97-64 – Library Expansion**

Ms. Mayer motioned to approve the Village of Northbrook Ordinance 2012-54 amending and Reinstating Ordinance 97-64 – Library Expansion. Ms. Lonoff seconded the motion. On roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Ms. Neirick, Mr. Lonoff

“Nay”: None

**Discuss/Approve PSA Dewberry Architectural Contract/Exhibits for the Purpose of Improving and Expanding the Library Auditorium**

Ms. Amen reported that Dewberry and Pepper met earlier in the day to discuss the mechanical system and the Trespa cladding. Once Pepper is comfortable with the action that needs to be taken in these two areas, the budget can be finalized. After the budget is finalized the contract can be signed.

Ms. Amen presented a letter to the Board from Dewberry asking for an additional fee to be paid for services outside the scope of the contract. After some discussion, it was determined that the Board feels that the services performed regarding the elevations should be considered part of the project/basic services and an additional fee should not be paid. They also stated that if work to be done is outside of the scope of the contract they should be notified prior to starting the work not after the work is complete.

**Review/Approve Auditorium Schematic Design for the Purpose of Refining Architectural Drawings for optimal Public Use, Performance and Safety**

Ms. Amen reported that Dewberry and Pepper met earlier in the day to discuss the mechanical system and the Trespa cladding. Once Pepper is comfortable with the action that needs to be taken in these two areas, Pepper can provide comments and suggestions regarding the design. The Board agreed to wait until Pepper has provided input before approving the Schematic Design.

**Approval of Construction Manager Contract for the Purpose of Professional Management to Ensure Timely and Safe Progress/Completion of the Auditorium improvements and Expansion**

Ms. Amen reported that James Wargo, attorney at Klein Thorpe and Jenkins has reviewed the contract but has some issues that he would like to get clarification on prior to submitting his comments to the Board.

**Approve FY2012 Tax Levies for the Purpose of Financing Library Operations, Services and Capital Development**

Trustees discussed the levy documents in the packet. Ms. Neirick motioned to approve the tax levy as presented. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Ms. Neirick, Mr. Lonoff

“Nay”: None

**NEW BUSINESS**

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

If an additional meeting is needed it will be Thursday, November 29<sup>th</sup>.

**ADJOURNMENT**

There being no further business to discuss, Ms. Mayer moved to adjourn. Mr. Früm seconded the motion. The meeting was adjourned at 9:05 p.m.

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Marc Lonoff, President

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Anna M. Amen, Recorder