

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
January 10, 2013**

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. Jay Glaubinger, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

Trustees Absent: Mr. Carlos Früm, Ms. Miriam Imrem

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

Guests Present: Ms. Jenni Betancourt, Mr. Jim Creath, Mr. Lance Tritsch, Mr. Gerald Angelo

APPROVAL OF THE FOLLOWING AGENDA

Approved as presented.

MINUTES OF THE PREVIOUS MEETINGS

Ms. Bergstein moved that the minutes of the Regular Meeting of December 13, 2012 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye".

Ms. Mayer moved that the Executive Session minutes not be released. Ms. Bergstein seconded the motion. On a roll call vote all Trustees voted "aye".

PUBLIC COMMENTS AND QUESTIONS FROM THE AUDIENCE

Mr. Angelo of 2376 Farnsworth, Northbrook addressed the Trustees regarding the fee charged for Videos. He wanted the Board to explain the movie fee. To him, the fee seems to be arbitrary and a by-product of what has been done in the past. He suggested to stop charging for catalog titles (non-new releases) and to expand the window of new releases from 3 months to 6 months. That way a title has 26 weeks to make back its purchase price of ~\$20. If there is need to charge for some materials the fee should subside after that material has made back its purchase price. A plan of charging for new releases only could meet that criteria. The Trustees thanked him for his comments and will consider them when they review the fines and fees schedule.

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 December 31, 2012 was as follows:

General Fund	\$4,647,143.60	
Restricted	303,275.84	
IMRF	6,448.07	
FICA	119,578.41	
Total General Fund	<u>\$5,076,445.92</u>	
Total Capital Improvement		\$442,847.29
Total Debt Service		\$5,992.23

	General Fund	Capital Improvements	Debt Service
Checking	\$3,730,535.96	\$7,077.80	\$499.84
Savings/Money Market	471,240.78		
Investments		435,288.11	5,492.39
Illinois Funds	873,874.18	481.38	
Petty Cash	795.00		
Total	<u>\$5,076,445.92</u>	<u>\$442,847.29</u>	<u>\$5,992.23</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	435,288.11	6/24/13	.30%
<u>Debt Service</u>			
NB&T - 16829	5,492.39	7/13/13	.25%

Bills and Charges

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

Operating Funds

Library Claims List	\$	93,654.67
Librarian's Claims List		12,028.29
Payroll		258,920.11
Fica/IMRF		49,302.97
ACH to IPBC		47,813.71
Total Operating Funds	<u>\$</u>	<u>553,133.76</u>

Capital Improvement Fund

CIF Claims List	\$	11,313.00
Grand Total Library	<u>\$</u>	<u>473,032.75</u>

He also asked for approval of the following additional bills:

Operating Fund

21062 American Express	\$	932.09
21063 Snow Systems	\$	1,556.00
21064 3 M	\$	4,412.81
21065 TBS	\$	1,262.00
21066 XEROX	\$	1,579.61

Capital Improvement Fund

1571 Dewberry	\$	3,172.50
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Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

MONTHLY FOUNDATION REPORT

Nothing to report. Mr. Raymond would like to talk to Mr. Früm about starting a donation campaign.

EDC/ICDC COMMITTEE REPORT

Mr. Glaubinger reported that the semi annual meeting of the EDC took place on Wednesday, January 9th. The meeting consisted of the following

- Presentation from the North Shore Convention Bureau and the Northbrook Chamber of Commerce
- 6B Update
 - Village board created a committee to examine the process to obtain a 6B. It was determined that the process needed to be expedited however governing bodies still needed to be involved in the decision making process. They committee is still reviewing options.
- Village Update
- New Developments – major concern is traffic
 - Skokie Blvd and Dundee – Mariano’s & Housing Complex
 - Com Ed Property on Skokie Blvd – Walmart
- Each Governing Body submitted a report

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer reported that the committee met earlier in the evening to discuss the staff party which will be held on Friday, January 25th. Plans for the party are progressing.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report. The next RAILS meeting is January 30, 2013.

LIBRARIAN’S MONTHLY REPORT

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

- Thanks to Sue Anetsberger for the nice job that she did on the newspaper article for Northbrook Tower - outlining the last year in review
- The American Library Association Annual Conference will be in Chicago this summer. Please let us know if you would like to attend.
- Northbrook Administrators luncheon is next Wednesday, January 16th
- He plans to focus his next newsletter article on the First Floor Project unless he received objections from the Trustees.
- Boring testing occurred today in the parking lot.
- He does not have an explanation for the decrease in circulation but plans to inquire with staff

BUILDING COMMITTEE REPORT

Mr. Lonoff reported that the Building Committee met last week with Pepper and Dewberry to review suggestions for project cost reductions. A list totaling \$700K was compiled and will be presented to the Trustees for discussion and review.

UNFINISHED BUSINESS

Status of Dewberry Architectural Contract/Exhibits for the Purpose of Improving and Expanding the Library Meeting Rooms/Auditorium

Ms. Amen reported that there are still open items on the contract before it can be signed – the biggest one being the project budget.

Status of Construction Manager Contract for the Purpose of Professional Management to Ensure Timely and Safe Progress/Completion of the Meeting Rooms/Auditorium Improvements

Ms. Amen reported she was waiting for information from the insurance company regarding the contract. Once that is received it will be forwarded to Klein Thorpe and Jenkins to finalize the contract.

Review/Discuss Meeting Rooms/Auditorium Renovation Project Cost

Ms. Mayer commented that 2 trustees are not present at the meeting and finalizing the project budget and approving project cost reductions are major decisions that should be discussed by the entire board. The Trustees decided to hold a special meeting (if needed) to finalize the project budget and project cost reductions.

Mr. Lonoff presented the list of potential project cost reductions with assistance from Pepper and Dewberry.

NEW BUSINESS

Approval to Close the Library Early at 5:00 p.m. on January 25th for a Special Library Event in Recognition of the Library Staff Members and Volunteers

Ms. Mayer motioned to close the library at 5:00 p.m. on January 25th for a Special Library Event. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted “aye”.

Annual Review/Adjustment of the Library Fines and Fees Schedule as considered by the Administrative Staff and Library Board Trustees

The Trustees reviewed the Fines and Fee Schedule. Ms. Amen commented that the managers did not have any comments regarding the schedule. The Trustees discussed and commented on Mr. Angelo’s observations earlier in the meeting and requested information from staff to be presented at the next meeting so that a decision could be made.

Selection of Auditor for the Review/Audit of the 2012/13 Fiscal Year and Reporting Accordingly in a Timely Manner

The Trustees requested that a Request for Proposal be sent to qualified auditing firms for the Fiscal Year 2012/13 audit.

Determine Need/Agenda/Date for Additional Meeting(s) for the Purpose of Timely Organizational Planning for Library Operations and Development

If possible, Trustees will hold a Committee of the Whole Meeting or a special meeting later in January to discuss project budget and cost reductions.

ADJOURNMENT

There being no further business to discuss, Ms. Mayer moved to adjourn. Ms. Bergstein seconded the motion. The meeting was adjourned at 10:00 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder