

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
February 14, 2013**

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 Mr. Robbins.

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

Trustees Absent: Ms. Miriam Imrem

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

Guests Present:

APPROVAL OF THE FOLLOWING AGENDA

Mr. Lonoff asked that the Annual Review of the Fines and Fees Schedule be moved up so that Mr. Gianni wouldn't have to wait through the rest of the meeting.

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

Mr. Gianni presented a report on probable outcomes if the DVD/Blu-ray fee were to be eliminated. He noted that Skokie Public Library had a 100% increase in DVD circulation when they eliminated fees and that his staff would not be able to keep up with the additional processing. This was in addition to the loss of fees covering virtually all of his DVD/Blu-ray budget. He said that Ms. Weston also expressed concern about the additional impact to her staff. The Trustees discussed the movie fees and possible alternatives.

Mr. Früm moved to approve the standing fine and fee schedule without changes. Mr. Lonoff seconded the motion.

On roll call vote, Trustees voted:

“Aye”:

“Nay”: None

MINUTES OF THE PREVIOUS MEETING

Ms. Amen noted three changes to the January 10 draft minutes: that the financial library funds on page one should read December 31, not 30; and on page two, the check number 21065 should be to TBS for \$1,262 and check number 21066 to Xerox for \$1,579.61. Ms. Bergstein moved that the minutes of the Regular Meeting of January 10, 2013 be approved as amended. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”, except for Ms. Neirick, who abstained.

PUBLIC COMMENTS AND QUESTIONS FROM THE AUDIENCE

None

Mr. Glaubinger asked that the Monthly Treasurer's Report and EDC/ICDC Reports be postponed to later in the agenda.

MONTHLY FOUNDATION REPORT

Ms. Amen reported that Ms. Auerbach had made a donation to the Foundation.

She also noted that Ms. Amy Holcomb of the Youth Services Department had submitted a well-prepared grant proposal to the Northbrook Women's Club for equipment and furniture to support a literacy program. The

proposal was put forth under Foundation auspices. Mr. Früm said that the Foundation would need to meet and approve the transfer of funds if the grant were to be approved.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer reported that the Staff Party had been very successful and the Committee was already working on ideas for next year.

BUILDING COMMITTEE REPORT

Mr. Lonoff reported that the Committee was gathering information on 3 priority issues: HVAC, soil conditions and the 35mm movie projector. As a result of the boring test by Holmes Testing, Dewberry and Pepper staff reported that a number of micropiles would be needed to shore up non-load bearing walls. This will increase building costs. It is not currently known how many of the piles will be needed and it is possible that conditions under the auditorium will be better than where the test cores were bored. The Trustees discussed the issue and asked that an independent analysis of the Holmes report take place and that an estimate be sought on possible additional testing.

On the HVAC system, Mr. Lonoff reported that the Calor Group reviewed the plans of Pepper Construction and Dewberry and proposed a number of options. These will not be addressed until the soil condition situation is resolved.

On planning for 35mm projection for the auditorium, Mr. Lonoff noted that movie programming would be reduced without it and one of the primary goals of the auditorium renovation was increasing programming. After some discussion, the Trustees agreed to bring in Mr. Gianni to discuss the place of the 35mm projector in Library programming. Mr. Lonoff noted that Mr. Wargo, of Klein, Thorpe and Jenkins, had advised the Library that it was proper to separate out a 35mm projector project into its own design-build package. Mr. Lonoff said that this should be done soon because the architects needed information associated with the project.

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 January 31, 2013 was as follows:

General Fund	\$4,246,875.08		
Restricted	300,762.37		
IMRF	(24,804.09)		
FICA	100,059.13		
Total General Fund	<u>\$4,622,892.49</u>		
Total Capital Improvement		\$436,218.79	
Total Debt Service			\$5,993.39
	General Fund	Capital Improvements	Debt Service
Checking	\$3,580,201.45	338.38	\$499.84
Savings/Money Market	471,382.72		
Investments		435,399.02	5,493.55
Illinois Funds	570,513.32	481.39	
Petty Cash	795.00		
Total	<u>\$4,622,892.49</u>	<u>\$436,218.79</u>	<u>\$5,993.39</u>

<u>Investment #</u>	Amount	Maturity	Rate
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	435,399.02	6/24/13	.30%
<u>Debt Service</u>			
NB&T - 16829	5,493.55	7/13/13	.25%

Bills and Charges

Mr. Glaubinger moved to approve the following Bills and Charges for January, 2013:

Operating Funds

Library Claims List	\$	100,963.59
Librarian's Claims List		17,853.53
Payroll		259,062.29
Fica/IMRF		50,681.56
ACH to IPBC		47,813.71
Total Operating Funds	\$	<u>476,374.68</u>
Capital Improvement Fund		
CIF Claims List	\$	6,793.42
Debt Service Fund		
Grand Total Library	\$	<u><u>483,114.10</u></u>

He also asked for approval of the following additional bills:

21127	Advanced Disposal	\$ 730.40
21128	Call One	\$ 789.79
21129	Reserve Account	\$5,000.00
21130	Restaurante Abruzzo	\$ 625.00
21131	Xerox	\$1,304.99

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

“Aye”:

“Nay”: None

EDC/ICDC COMMITTEE REPORT

No Report

UNFINISHED BUSINESS

Review/Discuss Meeting Rooms/Auditorium Renovation Project Cost

Tabled

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

Tabled

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

Tabled.

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

Ms. Amen reported that she had sent out a Request for Proposals for an Auditor as directed by the Trustees and of the responses, there were only 3 that did not include errors. These firms were McClure Inserra & Company; Miller, Cooper & Co. LTD; and Sikich LLP. The Trustees discussed the merits of switching from an auditor who was already performing well to a new auditor

Ms. Neirick moved to retain McClure Inserra & Co. Mr. Glaubinger seconded

On roll call vote, all Trustees voted:

“Aye” except for Mr. Früm who abstained

NEW BUSINESS

Review/Approval of Draft Investment Policy

Ms. Amen reported that because of the ending of the FDIC Transaction Account Guarantee Program, Northbrook Bank and Trust contacted her concerning collateral options for the Village and Library. Because the Village and Library share a FEIN number, the Village will continue to be collateralized, but the Library won't. Ms. Amen contacted Klein Thorpe and Jenkins to get clarification on Library Policy towards collateralization. Ms. Henn of KT&J sent back a revised policy (concerning investment restrictions and types of investments) and noted that Illinois statute does not require a percentage, but several of their clients use 110%. The Board concurred with the 110% collateralization as recommended by the attorney.

Mr. Glaubinger moved to accept the recommendations of the attorney. Ms. Bergstein seconded.

On roll call vote, Trustees voted:

“Aye”:

“Nay”: None

Review/Approval of Draft 2013-2014 Annual Budget

The Board reviewed data selected by Anna Amen from the LACONI survey of Library pay levels. Based on this data and related wage scale changes the Board reset the wage and salary increase for staff to 2% in the budget for the 2013-2014 fiscal year. The Board also asked that additional funds be budgeted to the Capital Improvement Fund.

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

Trustees decided that no additional meetings would be planned until they had additional information.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 9:52 p.m.

Marc Lonoff, President

Eric Robbins, Recorder