

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
May 8, 2014**

**CALL REGULAR MEETING 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:** Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

**Trustees Absent:** Ms. Sharon Bergstein

**Staff Present:** Mr. Chadwick Raymond, Mr. Andrew Kim, Ms. Anna Amen

**Guests Present:** Mr. Doug Williams

**APPROVAL OF THE FOLLOWING AGENDA**

Approved as presented.

**MINUTES OF THE PREVIOUS MEETINGS**

Ms. Mayer moved that the minutes of the Nominating Meeting of April 10, 2014 be approved. Ms. Neirick seconded the motion. On a voice vote, all Trustees in attendance voted "aye".

Ms. Mayer moved that the minutes of the Regular Meeting of April 10, 2014 be approved. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye", Ms. Imrem abstained.

Mr. Glaubinger moved that the minutes of the Special Meeting of April 16, 2014 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye", Ms. Imrem and Ms. Neirick abstained.

**PUBLIC COMMENTS AND QUESTIONS FROM THE AUDIENCE**

Mr. Williams presented information on Electric Vehicle Charging Stations and asked the Board to consider installing one in the parking lot of the Northbrook Public Library.

**MONTHLY TREASURER'S REPORT**

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

Ms. Amen drew attention to the financial report as exhibited in the Board packet.

The financial status of the library funds as of April 30, 2014 was as follows:

General Fund	\$5,954,647.72	
Restricted	347,635.67	
IMRF	66,949.40	
FICA	169,310.51	
Total General Fund	<u>\$6,538,543.30</u>	
Total Capital Improvement		\$6,971,542.19
Total Debt Service		\$483,707.64

	<b>General Fund</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
Checking – NBT	\$2,393,764.15	\$619.15	\$3.15
Checking – CTB		845,623.27	
Money Market – GSB	223,270.99		
Money Market – CTB		240,414.55	
Investments		816,866.97	5,134.58
Illinois Funds	109,645.15	483.75	
IMET	3,811,068.01	5,067,534.50	478,569.91
Petty Cash	795.00		
<b>Total</b>	<b>\$6,538,543.30</b>	<b>\$6,971,542.19</b>	<b>\$483,707.64</b>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<b><u>Capital Improvements</u></b>			
NB&T - 16808	818,866.97	6/24/14	.25%
<b><u>Debt Service</u></b>			
NB&T – 16829	5,134.58	7/13/14	.20%

### **Bills and Charges**

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

Operating Funds	
Library Claims List	\$ 166,085.08
Librarian's Claims List	16,119.87
Payroll	136,094.52
Fica/IMRF	26,507.38
ACH to IPBC	56,487.90
Transfer to Capital Improvement Fund	179,598.68
Transfer to Debt Service Fund	453,446.71
<b>Total Operating Funds</b>	<b>\$ 1,034,340.14</b>
Capital Improvement Fund	
Claims List	\$ 5,117.00
Construction Fund	
Claims List	\$ 13,614.22
Transfer to Operating Fund	117.00
<b>Total Construction Fund</b>	<b>\$ 13,731.22</b>
<b>Grand Total Library</b>	<b>\$ 1,053,188.36</b>

He also asked for approval of the following additional bills:

Operating Fund	
21755 Advanced Disposal	689.69
21756 AMEX	682.04
21757 Naviant	600.00
21758 3M	3,603.54
21759 XEROX	1,144.41

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

**MONTHLY FOUNDATION REPORT**

Nothing to report.

**EDC/ICDC COMMITTEE REPORT**

Mr. Glaubinger reported that the EDC met on April 30<sup>th</sup> and discussed the 6b request from TZAM Diagnostics/HP Real Estate LLC. for the property at 1880 Holste Road which will be discussed later in the meeting and provided updates for pending projects in Northbrook.

**SPECIAL EVENTS COMMITTEE REPORT**

Nothing to report.

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

Nothing to report.

**LIBRARIAN’S MONTHLY REPORT**

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

- He attended the Chamber Board Meeting earlier today
- He will be presenting at the North Shore Senior Center
- He is completing staff reviews
- 2014 Student Government Day was a success
- He continues to host the Northbrook Administrators Luncheon – this is a good venue for the leaders of the Northbrook government entities to update each other
- Groundbreaking on Monday, May 5<sup>th</sup> was a success

**BUILDING REPORT**

Ms. Amen provided the architects input on the chairs based upon looking at the other design items in the auditorium. Based upon this information, the Trustees discussed and agreed that the chairs should have the blue fabric, an ebony wood stain and silver plates. They also asked about how scratches could be repaired and if the formula of the stain could be obtained. Ms. Amen will contact Irwin to obtain this information.

**COMPENSATION COMMITTEE REPORT**

Ms. Amen reported that full time raises will be given on the May 15<sup>th</sup> payroll.

**UNFINISHED BUSINESS**

**Discuss/Approve Bid Results – HVAC and Water Feature**

Ms. Amen referred to Trustees to the memo that was emailed earlier this week with the information regarding the credit received from Siemens for the HVAC work that is being done as part of the project. The Board agreed to move the credit to the contingency. She also asked the Trustees if a decision could be made regarding the water feature. The Board asked if a less expensive option could be found to remove the water feature. Ms. Amen will ask Pepper Construction for the alternatives.

**NEW BUSINESS**

**Discuss/Approve Nominating Committee Report and Election of Officers**

Ms. Neirick presented the slate:

President	Mr. Lonoff
Vice President	Mr. Glaubinger
Treasurer	Ms. Imrem
Secretary	Ms. Bergstein

Mr. Lonoff asked for comments or changes to the slate presented – there were none. Ms. Neirick motioned to elect the slate as presented. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye”.

**Approve 2014 Tax Levy Letter to Village of Northbrook**

Mr. Lonoff motioned to approve the 2014 Tax Levy Letter to the Village of Northbrook. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

**Discuss/Approve Directors and Officers Insurance Options**

Ms. Amen referred the trustees to the memo emailed earlier in the week regarding the options for Directors & Officers and Crime Insurance. Based upon the options presented, the Board agreed that the Travelers Insurance option was the proper one to proceed with. Ms. Amen will notify Cook & Kocher of the decision.

**Discuss/Approve 6B Request from TZAM Diagnostics for 1880 Holste**

Mr. Glaubinger reported on the information obtained at the EDC meeting regarding the 6B Request from TZAM Diagnostics for 1880 Holste. He also stated that the Village Board agreed that the property is a good candidate for a 6B designation. The property has been vacant since 2010, increase in employment and will provide an incentive for the company to move business into Northbrook. The Board discussed the advantages and disadvantages of this request and decided to support the request. Mr. Glaubinger made a motion to approve the 6B request from TZAM Diagnostics for 1880 Holste. Mr. Früm seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: Mr. Lonoff

**Discuss/Approve Performance and Payment Bond Amendment to Construction Manager Contract**

Ms. Amen explained that Pepper Construction is asking for an amendment to the Construction Manager Contract. The original contract was written stating that Pepper would provide the payment and performance bond on the entire project. However the sub-contractors are providing a payment and performance bond for the work they are performing so rather than having this expense charged to the library twice Pepper would like to only have a payment and performance bond on the unassigned allowances, general conditions, pre-construction, contingency and insurance. The board agreed that this made sense. Mr. Glaubinger made a motion to approve the Construction Manager Bond Agreement. Ms. Neirick seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

**Discuss/Approve Agreement for Contractor Parking**

Discussion tabled until additional information can be obtained from Jay Heitman.

**Executive Librarian’s Review – Executive Session**

Mr. Lonoff moved for the Trustees to go into executive session for an Executive Librarian’s Review. Ms. Mayer seconded the motion. Approved by unanimous consent.

Upon leaving the Executive Session, Mr. Lonoff stated that Mr. Raymond will be retiring on January 4, 2015.

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

**ADJOURNMENT**

There being no further business to discuss, Ms. Imrem moved to adjourn. Mr. Glaubinger seconded the motion. The meeting was adjourned at 9:25 p.m.

\_\_\_\_\_  
Marc Lonoff, President

\_\_\_\_\_  
Anna M. Amen, Recorder