

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Business Office
June 26, 2014**

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

Trustees Absent: Ms. Sharon Bergstein, Mr. Carlos Früm

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

Guests Present:

APPROVAL OF THE FOLLOWING AGENDA

Approved as presented.

MINUTES OF THE PREVIOUS MEETINGS

Ms. Mayer moved that the minutes of the Regular Meeting of May 8, 2014 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye".

Ms. Neirick moved that the minutes of the Special Meeting of June 5, 2014 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye", Ms. Imrem abstained.

Ms. Mayer moved that the Executive Session minutes not be released. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye".

PUBLIC COMMENTS AND QUESTIONS FROM THE AUDIENCE

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 May 31, 2014 was as follows:

General Fund	\$5,295,006.25	
Restricted	343,538.91	
IMRF	38,472.31	
FICA	151,011.03	
Total General Fund	<u>\$5,828,028.50</u>	
Total Capital Improvement		\$6,979,813.36
Total Debt Service		\$483,850.00

	General Fund	Capital Improvements	Debt Service
Checking – NBT	\$2,186,557.15	\$10,774.55	\$3.15
Checking – CTB		847,016.59	
Money Market – GSB	223,307.69		
Money Market – CTB		240,475.81	
Investments		812,026.91	5,134.58
Illinois Funds	230,770.31	482.75	
IMET	3,186,598.35	5,069,036.75	478,569.91
Petty Cash	795.00		
Total	\$5,828,028.50	\$6,979,813.36	\$483,707.64

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T - 16808	812,026.91	6/24/14	.25%
<u>Debt Service</u>			
NB&T – 16829	5,135.42	7/13/14	.20%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 156,105.60
Librarian's Claims List	15,047.41
Payroll	409,724.33
Fica/IMRF	49,871.94
ACH to IPBC	56,487.90
Transfer to Debt Service Fund	165,926.78
Total Operating Funds	\$ 853,163.96
Capital Improvement Fund	
Claims List	\$ 1,149.60
Construction Fund	
Claims List	\$ 18,678.93
Grand Total Library	\$ 872,992.49

He also asked for approval of the following additional bills:

Operating Fund	
21801 Advanced Disposal	689.69
21802 AMEX	824.27
21803 American Library Association	900.00
21804 Chicago Backflow, Inc	1,513.00
21805 L.H. Klein & Associates	664.64
21806 Proforma North Shore Marketing	4,079.83
21807 Three M Business Products	1,895.08
21808 Travelers CL Remittance Center	8,926.00
21809 Xerox Corporation	1,340.04
21810 AT&T	1,061.91
21811 CenterPoint Energy	2,405.11
21812 Target Bank	1,254.14
21813 Widmer, Inc	34,087.15

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

MONTHLY FOUNDATION REPORT

Nothing to report.

EDC/ICDC COMMITTEE REPORT

Nothing to report.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer asked the Board if the annual staff appreciation party could be combined with a retirement party for Chad. She would like to host this party off site and asked the Board if she could look into a banquet facility to host the party. She will obtain information and report on her findings before proceeding. The Board agreed and asked Ms. Mayer to proceed in gathering information.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mr. Raymond reported that he attended a video conference meeting and the following was discussed

- Focus is being made on communication to libraries
- Focus is being made on offering continuing education to library employees
- Consulting Services are offered to libraries
- Strategic Plan is available on the website
- Environment Plan is being worked on
- Working with consultants to streamline processes
- Trying to focus on member engagement
- Delivery
 - Performance rate is 92%
 - Safety is a priority
 - A typical route is approximately 8 to 9 hours long
 - Looking to increase efficiencies
 - An accountability report will be released shortly

LIBRARIAN'S MONTHLY REPORT

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

- July/August Newsletter was mailed out
- On July 16th, he will be hosting the Northbrook Administrators luncheon
- Thank you to Mr. Lonoff and Ms. Mayer for attending the weekly OAC meetings
- Thank you to Pepper Construction for assigning Pat Rioux to our project
- A no firearm sign will be posted in the parking lot
- Staff appreciated the pizza lunch hosted by Pepper Construction last week
- Irv Leavitt is writing an article about the Library project
- RAILS will continue to administer the Laconi Salary Survey
- Thank you to Northbrook Public Works for fixing our sink hole in the west parking lot.

UNFINISHED BUSINESS

Building Report

Ms. Amen stated that overall the project is progressing nicely. However a couple of issues have arisen:

- Additional concrete was found during the excavation. The work has been completed and Pepper is finalizing the additional charges related to this. The excavation of the additional concrete has delayed the project a little but Pepper feels that the project end date can still be met.

- The gas line on the south side of the building needs to be attended to during the excavation. Pepper has been in contact with NICOR. NICOR has not shared the final plans with Pepper to date. Pepper is concerned about this delaying the project.

Discuss/Approve Project Open Items – Water Feature, Security, Bricks, Projectionist Viewing Window

Ms. Amen referred the Board to the information in the packet

- Removal of Water Feature - As requested, Pepper Construction provided a breakdown of cost by trade for the Board’s review. The Board decided that due to the extra costs associated with the excavation of the concrete this is not a priority and the water feature should remain.
- Security – Ms. Amen presented options available for material security. The options were discussed and the Board instructed Mr. Kim and Ms. Amen to create a committee to obtain additional information regarding RFID so that an informed decision could be made.
- Bricks – Ms. Mayer reported that bricks were saved during the demolition and thoughts of selling the bricks upon opening the meeting rooms and auditorium have been discussed.
- Projectionist Viewing Window – MultiMedia requested that an additional viewing window be added to the projection booth. After discussion of the document presented, Mr. Lonoff moved that the additional viewing window be added to the projection booth. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

NEW BUSINESS

Review Library Fourth of July Plans

Ms. Amen reported

- Ms. Weston will be in charge of the Library’s involvement in the parade
- The Trailblazer will be used not a float
- Tshirts have been created
- Sunglasses, flashlights and other misc items will be handed out

Approve Resolution 2014-1 Prevailing Wage Rate

Mr. Lonoff moved to approve the 2014 Prevailing Wage Resolution. Ms. Mayer seconded the motion.

On a roll call vote, trustees voted:

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

“Nay”: None

Approve ACH Transfer for July 2014 – June 2015 for Intergovernmental Personnel Benefit Cooperative

Ms. Amen presented the recurring payment schedule to Intergovernmental Personnel Benefit Cooperative. Ms. Mayer motioned to approve the recurring payment schedule. Mr. Glaubinger seconded the motion.

On a roll call vote, trustees voted:

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

“Nay”: None

Discuss/Approve Furniture Proposal

Ms. Amen presented the results from the Furniture bid process. The low bidder was Widmer, Inc. from Peoria. Based upon Dewberry’s review, they recommended that the contract be awarded to Widmer, Inc. Ms. Mayer motioned to accept Dewberry’s recommendation and sign the contract with Widmer, Inc. Ms. Imrem seconded the motion. On a roll call vote, trustees voted:

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

“Nay”: None

Discuss/Approve Banking Documents

Ms. Amen explained that due to the change in officers, new resolutions and signature cards need to be completed and signed by the appropriated Trustees. Ms. Mayer motioned that the appropriate bank documents be signed. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye”.

Discuss/Approve Jury Selection for Pip Squeak Art Show Prizes

Ms. Amen reviewed the pieces that were selected by the jurors as the purchase prize, second place prize and third place prize. The Trustees discussed the selection and Ms. Mayer made a motion to approve the juror’s recommendation for the purchase prize, second place prize and third place prize. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted “aye”.

Discuss Possible Piano Purchase

Ms. Amen referred the Trustees to a memo regarding purchasing a mid-teens vintage 6’2" Steinway model A piano. The Board would like to obtain more information regarding this piano before a decision is made. Ms. Amen will obtain this information and report back.

Executive Librarian’s Review – Executive Session

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

Upon leaving the Executive Session, Mr. Lonoff stated that Mr. Raymond’s performance over the last year was discussed.

Discuss/Approve Contract for Executive Director Search Consultant

Ms. Amen stated that the contract from Alice Calabrese-Berry was reviewed by the attorney. The attorney has some comments that need to be discussed with Ms. Berry. She is not available to discuss these comments till June 30th. Further action cannot be taken until the next meeting.

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

Mr. Lonoff requested that the July Regular Meeting be moved from Thursday, July 10th to Tuesday, July 15th. Board agreed with this change.

ADJOURNMENT

There being no further business to discuss, Ms. Mayer moved to adjourn. Ms. Neirick seconded the motion. The meeting was adjourned at 9:06 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder