

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Business Office
July 15, 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: Ms. Sharon Bergstein, Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: Ms. Daphna Neirick

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

Guests Present: Mr. Doug Williams

APPROVAL OF THE FOLLOWING AGENDA

Mr. Lonoff asked if the EV Charging Station Discussion could be moved after Minutes of the Previous Meeting. The trustees agreed with this change.

MINUTES OF THE PREVIOUS MEETINGS

Ms. Imrem moved that the minutes of the Regular Meeting of June 26, 2014 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye", Ms. Sharon Bergstein, Mr. Carlos Früm abstained.

UNFINISHED BUSINESS

Discuss EV Charging Station

Mr. Williams presented information he compiled on the EV Charging Station. In summary, he feels that EV cars are the future and the community needs to have the infrastructure to support them. The Trustees listened to Mr. Williams's presentation and provided their own comments which did not support installing a charging station in the Library parking lot at this time. They would reconsider their decision as technology changes and advances are made with these cars and the charging stations. Mr. Williams thanked the Trustees for listening to his presentation.

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 June 30, 2014 was as follows:

General Fund	\$5,055,258.68	
Restricted	316,933.70	
IMRF	7,993.62	
FICA	<u>131,595.59</u>	
Total General Fund	\$5,511,781.59	
Total Capital Improvement		\$6,718,486.41
Total Debt Service		\$318,023.99

	General Fund	Capital Improvements	Debt Service
Checking – NBT	\$2,084,431.02	\$(2069.28)	\$3.15
Checking – CTB		596,817.99	
Money Market – GSB	223,345.62		
Money Market – CTB		240,535.11	
Investments		812,199.53	5,136.28
Illinois Funds	2,225.02	482.75	
IMET	3,200,984.93	5,070,520.51	312,884.56
Petty Cash	795.00		
Total	\$5,511,781.59	\$6,718,486.41	\$318,023.99

Investment # Capital Improvements	Amount	Maturity	Rate
NB&T -16808	\$812,199.33	6/24/15	.25%
Debt Service			
NB&T - 16829	\$5,136.28	7/13/15	.20%

Bills and Charges

Ms. Imrem moved to approve the following Bills and Charges for June, 2014:

Operating Funds

Library Claims List	\$147,658.69
Librarian's Claims List	10,697.89
Payroll	256,791.29
FICA/IMRF	49,253.86
ACH to IPBC	56487.90
Total Operating Funds	\$520,889.63
Capital Improvement Fund	
Claims List	\$12,843.83
Construction Fund	
Claims List	\$250,260.71
Debt Service	
Interest Payment	\$165,926.78
Grand Total Library	\$949,920.95

She also asked for approval of the following additional bills:

Operating Fund

21837 AMEX	1,792.49
21838 Center Point Energy	995.19
21839 Crystal Maintenance	4,105.00
21840 Cathleen Doyle	1,043.93
21841 Amy Holcomb	857.11
21842 LiMRICC	1,198.52
21843 Reserve Account	5,000.00
21844 Three M Business Products	4,253.32
21845 Xerox Corporation	1,541.02

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

MONTHLY FOUNDATION REPORT

Nothing to report.

EDC/ICDC COMMITTEE REPORT

Mr. Glaubinger reported that the EDC had a meeting last week that he did not attend but spoke to David Schoon about the meeting. The meeting focused on current development projects in the Village and future meetings will be held on a quarterly basis.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer reported on venue research that had been done for the staff party and Mr. Raymond's retirement. The Renaissance Chicago North Shore Hotel at 933 Skokie Boulevard has been selected. The date selected is January 10, 2015. A contract and pricing are being drawn up. It has been decided that non staff members and their guests will pay to attend this event.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

LIBRARIAN'S MONTHLY REPORT

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

- Library participated in Art in the Park this past weekend
- Due to parking lot being closed this week for the gas line move, we engaged the services of a security Guard to assist with traffic control
- I responded to a false alarm on Monday morning
- Board assistance will be needed to complete the FY2015 Illinois Public Library Per Capita Grant requirements
- Richard Sherman, CCS Director, will be retiring in 2015
- This week NICOR has been on site moving the gas line from the south side of the building to the north side of the building
- Tomorrow book stacks will be moved on the second floor to allow the HVAC work to be completed
- I have completed my column for the September/October newsletter
- I have received many questions about my retirement
- Staff appear to be coping well during construction
- Thanked Board for discussing the EV Charging Station with Mr. Williams

UNFINISHED BUSINESS

Building Report

Ms. Amen reported on:

- NICOR – this week NICOR was on site and is in the process of moving the gas line from the south side of the building to the north side of the building. Work should be completed by Thursday.
- Hearing System – Ms. Amen presented an email discussion between Steve Gianni and Roger Baron. Mr. Baron was inquiring on the hearing system being installed in the meeting rooms and auditorium. Mr. Gianni explained to Mr. Baron that an RF system was being installed. Mr. Baron was disappointed with this decision and provided information on the loop system and asked that it be presented to the Trustees. Ms. Amen presented the information and the Trustees stated that a decision had already been made regarding the hearing system and due to the budget a change could not be made.
- Waterproofing – Ms. Amen presented an email from Dewberry Architects asking the Board to consider removing the under slab waterproofing from the project. The Board reviewed the email and had some questions that Ms. Amen will present to Dewberry for answers prior to a decision being made.
- Concrete Removal – Ms. Amen reported that a final number has not been presented regarding the removal of the additional concrete that was found during the excavation. Once received the amount will be passed along.

Discuss Possible Piano Purchase

Discussion tabled since additional information has not been received on this topic.

Discuss/Approve Contract for Executive Director Search Consultant

Ms. Amen presented the contract from Alice Calabrese Berry for executive director search consulting services. Ms. Calabrese made the changes requested by our attorney. Ms. Bergstein made a motion to hire Alice Calabrese Berry as the executive search consultant for a fee of \$15,000. Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

Mr. Lonoff reported that Ms. Calabrese would like to meet with the Trustees to finalize the posting and discuss the process. The Trustees determined that Monday July 21st at noon would be a good time for the meeting.

Discuss/Approve Banking Documents

Ms. Amen presented a resolution and signature cards from Cole Taylor Bank. Mr. Lonoff motioned that the bank documents be signed by the appropriate Trustees. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

NEW BUSINESS

Discuss/Approve GMP Amendment to Pepper Contract

Ms. Amen presented the GMP amendment to the Pepper Construction Contract. The purpose of this document is to add a dollar amount to the contract. The amendment has been reviewed and approved by our attorney. Mr. Lonoff made a motion to approve the GMP Amendment which states the dollar value of the contract is \$5,703,576.20. Ms. Bergstein seconded the motion.

On a roll call vote, trustees voted:

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

“Nay”: None

Compliance of FY2015 Illinois Public Library Per Capita Grant Application

Ms. Amen explained that one member of library staff must attend an instructional course to fulfill an education and training requirement of the FY2015 Illinois Public Library Per Capita Grant. Also, to fulfill the technology requirement one member of the library staff and one board member must attend an informational webinar about The Edge Initiative. Completion of both requirements can be accomplished by participating in a webinar on Thursday July 24th. It was decided that Mr. Kim and Mr. Lonoff will participate in the webinar on July 24th to fulfill the requirement.

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

A Special Meeting will take place on Monday, July 21st at noon.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:45 p.m..

Marc Lonoff, President

Anna M. Amen, Recorder