

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Business Office
August 19, 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, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

Trustees Absent: Ms. Miriam Imrem

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

Guests Present:

APPROVAL OF THE FOLLOWING AGENDA

No changes

MINUTES OF THE PREVIOUS MEETINGS

Ms. Mayer moved that the minutes of the Regular Meeting of July 15, 2014 be approved. Mr. Früm seconded the motion. On a voice vote, all Trustees voted “aye”, Ms. Neirick abstained.

Ms. Mayer moved that the minutes of the Special Meeting of July 21, 2014 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

PUBLIC COMMENTS AND QUESTIONS FROM THE AUDIENCE

None

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 July 31, 2014 was as follows:

General Fund	\$5,987,346.12	
Restricted	312,545.64	
IMRF	54,239.79	
FICA	159,725.93	
Total General Fund	<u>\$6,513,857.48</u>	
Total Capital Improvement		\$6,498,371.70
Total Debt Service		\$318,121.58

	General Fund	Capital Improvements	Debt Service
Checking – NBT	\$1,947,928.54	\$6,934.56	\$3.15
Checking – CTB		378,905.49	
Money Market – GSB	223,382.33		
Money Market – CTB		240,596.39	
Investments		799,364.71	5,137.13
Illinois Funds	1,453,507.41	482.75	
IMET	2,888,244.20	5,072,087.80	312,981.30
Petty Cash	795.00		
Total	\$6,513,857.48	\$6,498,371.70	\$318,121.58

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T - 16808	799,364.71	6/24/15	.25%
<u>Debt Service</u>			
NB&T – 16829	5,137.13	7/13/15	.20%

Bills and Charges

Ms. Amen drew attention to the following Bills and Charges for July, 2014 and the additional bills listed below:

Operating Funds

Library Claims List	\$ 98,069.06
Librarian's Claims List	13,882.05
Payroll	263,337.93
Fica/IMRF	50,921.77
ACH to IPBC	49,139.08
Total Operating Funds	\$ 475,349.89

Capital Improvement Fund

Claims List	\$ 3,996.16
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Construction Fund

Claims List	\$ 217,956.85
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Debt Service

Grand Total Library	\$ 697,302.90
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Additional Bills

Operating Fund

21867	Advanced Disposal	689.69
21868	Amazon	3,380.78
21869	AMEX	1,130.66
21870	Eco Clean Maintenance	3,546.00
21871	Simplex Grinnell	4,199.86
21872	Three M Business Products	1,313.34
21873	Xerox	1,443.03

Construction Fund

1024	Pepper Construction	257,850.00
1025	U.S. Security Associates, Inc	1,267.50

Ms. Bergstein made a motion to approve the July Bills and Charges and additional bills as listed. Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

“Abstain” : Mr. Glaubinger

MONTHLY FOUNDATION REPORT

Nothing to report.

EDC/ICDC COMMITTEE REPORT

Nothing to report

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

- Laurie Prioletti has returned from medical leave
- The Library will participate in the Farmers Market tomorrow August 21st
- The Library will participate in the Chamber Meal Packing Event on August 28th
- He has been approached about the construction project – all conversations have been positive
- We have weekly OAC meeting with Pepper and Dewberry regarding the project’s progress
- He met with Brian Shepard from Indian Trails – various topics, applications and operation procedures were shared

UNFINISHED BUSINESS

Building Report

Ms. Amen reported on:

- In the last OAC meeting Pepper reported that we have experienced delays related to the additional concrete excavation and removal, the relocation of gas line and additional work needed to ensure a correct waterproofing product will be installed
- It has been determined that additional costs for waterproofing measures will be incurred. The additional costs are due to the change in product, additional waterproofing of areas and additional drain tiles.

Discuss/Approve Contract for Executive Director Search Consultant

Ms. Amen presented the report from Alice Calabrese Berry. Overall the search is progressing well and qualified candidates have submitted resumes and applications as well as interest in the position.

Compliance of FY2015 Illinois Public Library Per Capita Grant Application

Ms. Amen explained that the Board needs to complete some areas of the FY2015 Per Capita Grant Application.

- Standards Chapter Review – The library administration and board of trustees must review *Chapter 7, “Collection Management and Resource Sharing,” of Serving Our Public 3.0: Standards for Illinois Public Libraries.*
 - The Board was sent this chapter of the manual to review for the meeting. The Board reviewed each of the standards and determined that the library meets all the standards. The policy is reviewed every 2 years and we are currently due for a review of the policy. The Board asked that we proceed with a staff review and present the requested changes.
- Trustee Review of Library Budget – All members of the library board must analyze the library’s current budget to determine whether revenues and expenditures are sufficient.
 - The Board received a copy of the FY2015 budget, results from the environmental scan and the response from the prior year Per Capita Grant related to the environmental scan. The Board discussed their review process – this process starts in the fall with the levy preparation and

concludes with the budget being completed in the spring. Library staff and community requests are considered when preparing the budget. The Board feels that the revenues received are adequate to meet the needs of the community. However they would like the staff to focus on programming over the next few years to fully utilize the new meeting rooms and auditorium. Additional expenses might be incurred to fulfill these programming requests.

- Planned Use of Per Capita Grant Funds
 - The Board discussed various options and decided that the funds should be used for Furniture and Equipment needed in the building.

Mr. Kim reported that the informational webinar about The Edge Initiative was cancelled earlier today. He was told that information will be provided as to how to satisfy the FY2015 Per Capita Grant Technology requirement over the next few days.

NEW BUSINESS

Discuss/Approve Additional Work/Services for AV Package

Ms. Amen explained how during a recent review of the AV package, the MultiMedia staff asked for additional equipment. This request requires additional services from Dewberry and additional equipment to be purchased. A service proposal from Dewberry was presented to the Board. The Board asked questions and would like additional information before a decision can be made.

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. Neirick moved to adjourn. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:30 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder