

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Business Office
October 10, 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: Ms. Sharon Bergstein, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: Mr. Carlos Früm, Ms. Daphna Neirick

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 September 11, 2014 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye”, Ms. Bergstein abstained.

Ms. Bergstein moved that the minutes of the Special Meeting of October 1, 2014 be approved. Ms. Imrem 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. Imrem drew attention to the financial report as exhibited in the Board packet.

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

General Fund	\$7,242,179.05		
Restricted	313,876.93		
IMRF	113,576.54		
FICA	196,351.72		
Total General Fund	\$7,865,984.24		
Total Capital Improvement		\$5,845,322.47	
Total Debt Service			\$318,328.59
	General Fund	Capital Improvements	Debt Service
Checking – NBT	\$2,125,121.63	\$5,203.22	\$3.15
Checking – CTB		224,017.78	
ProPay	131.09		
Money Market – GSB	223,458.22		
Money Market – CTB		240,644.52	
Investments		799,704.20	5,138.87
Illinois Funds	121,977.32	482.75	
IMET	5,394,500.98	4,575,270.00	313,186.57
Petty Cash	795.00		
Total	<u>\$7,865,984.24</u>	<u>\$5,845,322.47</u>	<u>\$318,328.59</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T - 16808	799,704.20	6/24/15	.25%
<u>Debt Service</u>			
NB&T - 16829	5,138.87	7/13/15	.20%

Bills and Charges

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

Operating Funds			
Library Claims List		\$	104,788.10
Librarian's Claims List			16,988.43
Payroll			256,604.54
Fica/IMRF			48,315.90
ACH to IPBC			49,139.08
Total Operating Funds		\$	<u>475,836.05</u>
Capital Improvement Fund			
Claims List		\$	<u>1,731.34</u>
Construction Fund			
Claims List		\$	<u>372,206.52</u>
Debt Service			
Grand Total Library		\$	<u>849,773.91</u>

Additional Bills

Operating Fund			
21920	Advanced Disposal		689.69
21921	AMEX		1,959.52
21922	B&H Photo Video		1,999.00
21923	Eco Clean Maintenance		3,546.00
21924	GovConnection		1,440.00
21925	LiMRICC		728.37
21926	3M		1,905.36
21927	Warehouse Direct		8,240.78
21928	Xerox		1,074.42
Construction Fund			
1032	Pepper Construction		604,900.00

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

On roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Mr. Lonoff
 “Nay”: None

MONTHLY FOUNDATION REPORT

Discussion regarding Chair Fundraiser was tabled until Mr. Früm is present.

EDC/ICDC COMMITTEE REPORT

Mr. Glaubinger reported the next meeting is October 15th.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer reported that Staff Appreciation week will be November 19th through November 25th. Nothing to report on the Staff Appreciation Party - We are waiting on information from the hotel.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

LIBRARIAN’S MONTHLY REPORT

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

- Construction Project is progressing nicely
- Attended the Northbrook Chamber Board Meeting – the Chamber fundraiser is October 27th
- Caucus has met a few times in the Business Office Conference Room
- He has been asked by the Illinois State Library to review grants
- He believes circulation numbers are down due to the construction project
- Richard Shurman from CCS has announced his retirement

UNFINISHED BUSINESS

Building Report

Ms. Amen stated that in the OAC meeting Pepper is trying to make up time that was lost due to additional concrete, moving of the gas line and the waterproofing delays - this will affect the work to be done in the Lobby. They are putting together a plan to move the work in Phase 5 to be done during the other phases of the project. The tentative plan is to close the West entrance and half of the lobby in Mid-November for work to be performed and then to close the East entrance. Additional information will be shared when a formal plan is put together.

Approve FY2015 Illinois Public Library Per Capita Grant Application

Ms. Amen presented the final draft of the Per Capita Grant Application. Ms. Mayer made a motion to approve the FY2015 Per Capita Grant Application. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

Discuss/Approve Additional Work/Services for AV Package

Ms. Amen presented a letter from Pepper Construction which discussed the history of the AV Package and the recommendation of Pepper, Dewberry and KJWW to award Sound Vision, Inc the AV package work. Ms. Amen also presented a letter from Sound Vision which discussed their performance and payment bond rating. Mr. Lonoff made a motion to accept the base bid of \$244,204.00 and the cinema add alternate bid of \$94,272.00. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

- “Aye”: Ms. Bergstein, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Mr. Lonoff
- “Nay”: None

Discuss Tax Levy 2015

Ms. Amen presented the draft of the tax levy. After a discussion the Trustees agreed to increase the tax levy 1% for FY2015. Ms. Amen will present this tax levy at the November Board Meeting. This increase will allow for programming and technology changes.

Closed Session - Executive Director Search Report

Mr. Lonoff moved for the Trustees to go into executive session for a discussion regarding the interview process for the executive director. Ms. Mayer seconded the motion. Approved by unanimous consent.

Upon leaving the Executive Session, Mr. Lonoff stated that the interview process was discussed and that the executive session will continue on Saturday for candidate interviews.

NEW BUSINESS

Discuss/Approve Art Donation

Ms. Amen presented a donation of an Abraham Lincoln Sculpture by M.s Lona Louis. The Trustees reviewed the pictures and Mr. Lonoff made a motion to accept the Abraham Lincoln Sculpture donation. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

Discuss/Approve Dewberry Contract Modification

Mr. Lonoff stated that a letter was received from Dewberry asking for contract modifications. Ms. Amen and Mr. Lonoff had a phone conversation with Doug Pfeiffer and all agreed that the June 2012 contract start date was not correct. Mr. Pfeiffer did ask for additional compensation if the construction project continues past January 2015. He was asked to provide an amount in a formal request for this additional compensation. We have not received this information.

Discuss/Approve Resolution to Establish the Process for Participation by Electronic Means in Meetings

Ms. Amen presented a resolution created by our attorney to participate in meetings via electronic means. Ms. Mayer made a motion to approve the Resolution 2014-2, a Resolution to Establish the Process for Participation by Electronic Means in Meetings. Mr. Glaubinger seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

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

The Closed Session for the Executive Director Search will continue on Saturday, October 11th and Saturday October 18th for candidate interviews.

ADJOURNMENT

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

Marc Lonoff, President

Anna M. Amen, Recorder