

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Business Office
January 15, 2015**

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.

BOARD OF TRUSTEES 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: Ms. Kate Hall, Mr. Andrew Kim, Ms. Anna Amen

Guests Present:

APPROVAL OF THE FOLLOWING AGENDA

Approved as presented.

APPROVAL OF DECEMBER 11, 2014 MINUTES

Mr. Früm moved that the minutes of the Regular Meeting of December 11, 2014 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

PUBLIC COMMENTS

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 December 31, 2014 was as follows:

General Fund	\$5,518,464.20		
Restricted	304,008.50		
IMRF	23,498.04		
FICA	142,196.93		
Total General Fund	\$5,988,167.67		
Total Capital Improvement		\$3,887,633.13	
Total Debt Service			\$15,199.92
	General Fund	Capital Improvements	Debt Service
Checking – NBT	\$2,584,609.50	\$5,203.22	\$3.15
ProPay	1,688.22		
Money Market – GSB	223,542.41		
Checking/ Money Market – CTB		2,951,203.70	
Investments		800,202.75	5,141.44
Illinois Funds	3,026,812.33	482.75	
IMET	150,720.21	130,540.71	10,055.33
Petty Cash	795.00		
Total	\$5,988,167.67	\$3,887,633.13	\$15,199.92

Investment #	Amount	Maturity	Rate
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Capital Improvements

NB&T - 16808 800,202.75 6/24/15 .25%

Debt Service

NB&T - 16829 5,141.44 7/13/15 .20%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 114,808.98
Librarian's Claims List	10,619.61
Payroll	266,669.28
Fica/IMRF	50,742.01
ACH to IPBC	49,139.08
Total Operating Funds	<u>\$ 491,978.96</u>
Capital Improvement Fund	
Claims List	<u>\$</u>
Construction Fund	
Claims List	<u>\$ 717,340.70</u>
Debt Service	
Grand Total Library	<u>\$ 1,209,319.66</u>

Additional Bills

Operating Fund – Librarian Account	
44558 Mario’s Pizza	200.00
44559 LIMRiCC	469.84
Operating Fund – Library Account	
22035 Advanced Disposal	689.69
22036 AT&T	1,062.75
22037 Duo Consulting	750.00
22038 Interiors for Business	3,869.30
22039 Management Association of Illinois	1,350.00
22040 Renaissance Chicago North Shore Hotel	1,330.76
22041 Reserve Account	4,000.00
22042 Snow Systems, Inc	1,556.00
22043 Three M Business Products	2,628.56
22044 Xerox	1,623.80
Construction Fund	
1041 Pepper Construction	493,623.00

Mr. Früm made a motion to approve the December Bills and Charges and additional bills as listed. Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

ECONOMIC DEVELOPMENT COMMITTEE REPORT(EDC)
INDUSTRIAL AND COMMERCIAL DEVELOPMENT COMMISSION (ICDC)

Mr Glaubinger reported that he attended a meeting on January 14th. The Chamber made their annual presentation and then the EDC and ICDC presented a report on all potential developments in Northbrook. He will bring this report to the next meeting for the Trustees to review.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer and Ms. Amen reported that all comments received related to the Staff Appreciation Party/Retirement Party for Chadwick Raymond were positive and that fun was had by all.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall will present a letter that she has written on the proposed changes suggested by the Illinois State Library (ISL) to the administrative rules and standards for Illinois library systems.

STAFF REPORTS

In addition to her written report Ms. Hall made the following comments

- Circulation has been moved to the 2nd floor for the remainder of the project
- There is a problem with the entrance doors on the east side of the building. Pepper plans to set up a meeting with the Library, Pepper, Dewberry, the Subcontractor and the Manufacturer
- Administration is gathering information related to fines and fees
 - The Trustess asked for the following information
 - What surrounding libraries are charging for fines and fees
 - Money collected for fines and fees – specifically video fees vs video fines
 - Circulation and Collection Policy
- Attended the Chamber Annual State of the Village Luncheon earlier this week
- Rich Nardstadt provided her a tour of the Village Hall
- Received a note from the director of the park district
- Scheduled one on one meetings with all the department managers
- First all staff meeting is scheduled for January 29th
- She plans to get out into the community
 - Going to a library train station event
 - Going to Covenant Village for a library event
 - In March she plans to set up a Meet and Greet table in the library
 - Attended a Rotary meeting earlier this week
 - Received a the Northbrook Nine flyer for events in the community
- She asked a trustee to attend the ILA Annual Breakfast on February 16th
 - Marc Lonoff will attend
- She asked if anyone wanted to attend the Midwinter or Annual ALA Conference
 - She will send out conference information

UNFINISHED BUSINESS

Building Report

Ms. Amen reported that the project is proceeding on schedule.

Mr. Früm requested

- Pepper attend the February meeting and provide a project update and what can be expected as the project is completed.
- Press Release be created showcasing the project – both seen and unseen items

Ms. Hall stated that a discussion took place with the managers regarding a soft opening of the new space. She shared the ideas from the meeting and asked the Trustees for their comments. A discussion ensued and the Trustees have decided to leave the planning to the staff but have reserved the right to make changes.

Discuss/Approve Dewberry Contract Modification

Ms. Amen reported that a letter was received from Dewberry regarding the contract modification. It was vague and did not contain information requested by Mr. Lonoff and herself when this was discussed in 2014. It was decided that the letter should be sent to the attorney to determine the next course of action.

NEW BUSINESS

Approve bank resolutions and new signers for Library Bank Accounts

Ms. Amen reported that due to change in Executive Director that signers needed to be changed at the banks. Mr. Früm made a motion to add Kate Hall as a signer and approve the bank resolutions received from the Northbrook Bank & Trust, MB Financial, Glenview State Bank, Illinois Funds and Illinois Metropolitan Investment Fund. Ms. Neirick seconded the motion . On roll call vote, Trustees voted:

“Aye”:
“Nay”:

Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Mayer, Ms. Neirick, Mr. Lonoff
None

Discuss/Approve selection of auditor

Ms. Hall reported that in January, 2013 the Library had gone out to bid for Audit Services for fiscal years ending 2013, 2014, 2015, 2016 and 2017. She has read through the proposal and recommends staying with McClure Inserra & Company for the FY2015 audit in order to give her a chance to learn how year end works before making a change. Mr. Früm stated that it was time to change auditors as McClure Inserra & Company has been the library auditor for many years. The Trustees discussed changing auditors and Mr. Früm made a motion to change the auditor for FY2015. Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

“Aye”:
“Nay”:

Mr. Früm, Ms. Mayer
Ms. Bergstein, Mr. Glaubinger, Ms. Neirick, Mr. Lonoff

The motion did not pass. Mr. Glaubinger made a motion to accept McClure Inserra & Company as the auditor for FY2015 and to go out to bid next year to select a new auditor for the FY2016 audit. Ms. Neirick seconded the motion. On roll call vote, Trustees voted:

“Aye”:
“Nay”:

Ms. Bergstein, Mr. Glaubinger, Ms. Mayer, Ms. Neirick, Mr. Lonoff
Mr. Früm

Review draft Annual Budget for \$8,483,141

Ms. Amen presented a draft budget for FY2016. She explained that this budget was used to create the tax levy in the fall. Over the next few months, actual financial data will be reviewed for FY2015 and spending estimates will be received from staff for FY2016. This information will be used to make adjustments to the draft over the next few months. The budget needs to be approved at the April Board Meeting.

Approve Itemized Expenditures for May-December 2014 per ILCS 50 305/1

Ms. Hall stated that, according to the Illinois State Compiled Statues, biannually the Trustees must approve the list of expenditures. This list is kept on file in the business office. Mr. Früm made a motion to approve the list of expenditures. Mr. Neirick seconded the motion. On roll call vote, Trustees voted:

“Aye”:
“Nay”:

Ms. Bergstein, Mr. Glaubinger, Mr. Früm, Ms. Mayer, Ms. Neirick, Mr. Lonoff
None

Approve letter to Illinois State Library on changes to Administrative Rules

Ms. Hall presented a letter she drafted to the Illinois State Library regarding the proposed changes to the Administrative Rules. The Board approved the letter as presented and Ms. Bergstein made a motion to send the letter to the Illinois State Library. Mr. Früm seconded the motion. . On a voice vote, all Trustees voted “aye”.

Review Determine Need/Agenda/Date for Additional Meeting(s)

No additional meetings are needed at this time.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn this meeting. Ms. Mayer seconded the motion. The meeting was adjourned at 9:15 p.m.