

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
January 11, 2007**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:45 p.m. by Ms. Plumb.

ROLL CALL

The roll was called by Mr. Chadwick Raymond

Trustees present: Ms. Susan Conat, Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Vera Mayer, Mr. Howard Peltz, and Ms. Kathryn Plumb.

Trustees Absent: Ms. Miriam Imrem

Staff Present: Mr. Chadwick Raymond, Ms. Jean Bouacha

Guests: None

MINUTES

There were two corrections to the December 14, 2006 minutes. In the Treasurer's Report the month should be November, 2006 and for the Bills and Charges the month should be November 2006. Ms. Conat moved that the minutes of the Regular Meeting of December 14, 2006 be approved as corrected. Ms. Mayer seconded. On voice vote all Trustees voted "aye".

APPROVAL OF AGENDA

The agenda was approved with no changes.

PUBLIC COMMENTS

None

TREASURER'S REPORT

Ms. Mayer reviewed the financial report.

The financial status of the library funds as of December 31, 2006 was as follows:

General	3,087,718.93
Restricted	221,977.85
IMRF	127,568.52
FICA	123,082.73
Total General Fund	<u>3,560,348.03</u>
Checking	(66,094.60)
Savings/Money Market	47,489.73
Certificates of Deposit**	2,954,693.59
Illinois Funds	623,464.31
Petty Cash	795.00
Total General Fund	<u>3,560,348.03</u>

Investments:

Certificates of Deposit Operating	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>	<u>Term-Days</u>
LNB500316209	400,000.00	01/11/07	5.175%	133
LNB500323160	400,000.00	02/08/07	5.200%	150
LNB500403540-Gifts	199,693.59	02/13/07	5.125%	60
LNB500349220	100,000.00	03/08/07	5.175%	147
LNB500356146	125,000.00	03/08/07	5.175%	139
LNB500372680	200,000.00	03/08/07	5.150%	119
NTTB14289	400,000.00	04/07/07	5.300%	240
LNB500372682	200,000.00	04/12/07	5.150%	154
LNB500349218	330,000.00	05/03/07	5.175%	203
LNB500404130	400,000.00	06/14/07	5.125%	181
NBBT13883	200,000.00	09/10/07	5.250%	269
	<u>\$2,954,693.59</u>			

On December 31, 2006, the balance in the Capital Improvements Fund was \$199,552.70. The balance in the Debt Service Fund was \$7,293.31.

BILLS AND CHARGES

Ms. Mayer moved to approve the following Bills and Charges for December 2006:

Library Claims List	\$111,427.46
Librarian's Claims List	10,730.26
Payroll	203,619.36
IMRF/FICA	<u>32,369.53</u>
Total General Fund	<u>358,146.61</u>
Capital Improvement Fund	4,186.86
Debt Service Fund	74,090.93
Total Library	<u>436,424.40</u>

Check for extra approval is as follows:

18055	American Express	\$844.83
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On roll call trustees voted:

“Aye”: Conat, Früm, Lonoff, Mayer, Peltz, Plumb

“Nay”: None

FOUNDATION REPORT

Mr. Früm identified first floor improvements for donors to sponsor (e.g. meeting rooms, auditorium seating, coffee shop, etc.).

SPECIAL EVENTS COMMITTEE REPORT

No report

LIBRARIAN'S REPORT

Ms. Conat inquired about the frequency of incidents at the library requiring police assistance. Mr. Raymond provided several examples involving disruptive behavior. The Northbrook Police are both responsive and helpful, exercising discernment with each situation. The police and library administration encourage staff to call 911 when circumstances become a concern.

UNFINISHED BUSINESS

Approve Library Impact Fees

Mr. Peltz reported that he, Trustee Imrem, Jean Bouacha, and Chad Raymond met to review the document, and they concluded that the draft should be finalized for approval.

Mr. Peltz moved that the draft, Library Impact Fee Agreement dated 11-22-06, be approved subject to final respective documentation. Seconded by Mr. Früm.

On roll call trustees voted: "Aye": Ms. Conat, Mr. Früm, Mr. Lonoff, Ms. Mayer, Mr. Peltz, Ms. Plumb, "Nay": None

Condensate Pump

Mr. Raymond referred to his report, citing conservation and financial savings with the purchase/installation of a condensate pump.

Mr. Peltz moved to approve the purchase of the condensate pump. Mr. Früm seconded the motion.

On roll call trustees voted: "Aye": Ms. Conat, Mr. Früm, Mr. Lonoff, Ms. Mayer, Mr. Peltz, Ms. Plumb, "Nay": None

Providing Library Space for Northbrook Rotary's Annual Fundraising Event

Ms. Mayer reported on her general discussions with representatives of the Northbrook Rotary Club regarding their usage of the library for their annual fundraising event. Ms. Mayer then reported on her respective research (e.g. other library practices and specific event needs/requirements). Following discussion, Mr. Peltz moved to allow the Northbrook Rotary Club to use the Library as the site of their event in November 2007 with the understanding that no fee will be charged but a donation shall be given to the Northbrook Public Library Foundation in the amount of their discretion.

On roll call trustees voted: "Aye": Ms. Conat, Mr. Lonoff, Mr. Peltz, Ms. Plumb, "Nay": None
Abstain: Ms. Mayer, Mr. Früm

Digital Past Program

Mr. Peltz provided an update based on his discussion with library legal counsel, citing limited, if any, risk. Following discussion, Mr. Peltz moved approval of the NSLS Digital Past Program Agreements. Seconded by Mr. Früm. Motion carried.

NEW BUSINESS

Preliminary Review of 2007-2010 Draft Strategic Plan and Draft FY 2008 Budget

Trustees discussed the Draft Strategic Plan and Budget. A number of items in the Plan were highlighted for additional consideration. Mr. Robbins will report further at the regular February meeting. Ms. Bouacha highlighted the draft budget. Several line items were discussed as pending until receipt of additional information. The Trustees requested staff to balance the revenue and expenses.

Annual Review/Approval of Fines and Fees Schedule

By unanimous consent the schedule was tabled for discussion at the regular February meeting. Staff was requested to provide additional information on the piano fees.

Selection of 2007 Auditor

Trustees recognized the quality work of Mr. Paul Inserra in prior years. Mr. Peltz moved to retain Mr. Inserra for the 2007 library audit. Seconded by Mr. Lonoff. Motion carried with Mr. Früm abstaining. Ms. Plumb requested that selection of the 2008 auditor be placed on the September 2007 regular meeting agenda.

Attendance at ALA Conference

Mr. Lonoff will consider attending the ALA Annual Conference, June 22-25. Mr. Früm and Mr. Lonoff will consider attending the ALA Legislative Days, April 30-May 2. Mr. Raymond will ask Ms. Imrem to attend the NSLS Legislative Breakfast on February 19th.

Policy Review

Mr. Raymond will review the policy manual, confer with legal counsel as necessary, and report to the Board.

ADJOURNMENT

The meeting was adjourned at 9:35 p.m. by unanimous consent.

Howard Peltz, Secretary

Chadwick Raymond, Recorder