

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
March 8, 2007**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:32 p.m. by Ms. Conat.

ROLL CALL

The roll was called by Mr. Eric Robbins.

Trustees present: Ms. Susan Conat, Mr. Mark Lonoff, Ms. Miriam Imrem, Ms. Vera Mayer, and Mr. Howard Peltz

Trustees absent: Mr. Carlos Früm, Ms. Kathryn Plumb

Staff Present: Mr. Chadwick Raymond, Mr. Eric Robbins

Guests Present: None

MINUTES

There was one correction to the February 8, 2007 minutes. In the Treasurer's report, the date for the Bills and Charges on page 2 should read "January, 2007". Ms. Mayer moved that the minutes of the February 8, 2007 Regular meeting be approved as corrected. Ms. Imrem seconded. On a voice vote Ms. Susan Conat, Ms. Imrem and Ms. Mayer voted "aye". Mr. Lonoff and Mr. Peltz abstained.

APPROVAL OF AGENDA

The agenda was approved with no changes.

PUBLIC COMMENTS

None

TREASURER'S REPORT

The financial status of the library funds as of February 28, 2007 was reported as follows:

General Fund	\$2,949,086.08
Restricted	224,116.82
IMRF	118,809.92
FICA	113,394.26
Total General Fund	<u>\$3,405,407.08</u>
Checking	(73,456.13)
Savings/Money Market	87,085.94
Investments	2,556,399.31
Illinois Funds	834,582.96
Petty Cash	795.00
Total General Fund	<u>\$3,405,407.08</u>
Capital Improvement Fund	\$198,397.28
Debt Service Fund	\$82,788.35

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
LBN500349220	100,000.00	03/08/07	5.175%
LBN500356146	125,000.00	03/08/07	5.175%
LNB500372680	200,000.00	03/08/07	5.150%
NTTB14289	400,000.00	04/07/07	5.300%
LNB500372682	200,000.00	04/12/07	5.150%
LBN500452276	201,399.31	04/30/07	5.150%
LNB500349218	330,000.00	05/03/07	5.175%
LNB500404130	400,000.00	06/14/07	5.125%
NTTB13883	200,000.00	09/10/07	5.250%
LNB500448846	400,000.00	07/12/07	5,175%
Total General Fund	<u>\$2,556,399.31</u>		

BILLS AND CHARGES

Ms. Mayer moved to approve the following Bills and Charges for February, 2007:

Library Claims List	\$109,535.07
Librarian's Claims List	17,099.33
Payroll	208,246.80
IMRF/FICA	<u>32,935.55</u>
Total General Fund	\$367,816.75
Capital Improvement Fund	820.14
Debt Service	
Total Library	<u>\$368,636.89</u>

Checks for extra approval are as follows:

18133	American Express	\$639.56
18134	Village of Northbrook	\$722.40
18135	Thompson Gale	\$846.00

Mr. Lonoff asked why the preponderance of certificates of Deposit were with La Salle Bank. Mr. Raymond said he would ask Ms. Bouacha.

On roll call trustees voted:

"Aye": Conat, Lonoff, Imrem, Mayer, Peltz

"Nay": None

FOUNDATION

Mr. Raymond reported;

1. He had been contacted by Mr. Dan Lloyd from Arts in Northbrook about showing some painted acrylic sculptures of dogs and cats in September and then holding an auction for them at the end of the month.
2. Donations to the Foundation had been received in February. Mr. Peltz requested that Foundation reports show pledge amounts that were still outstanding.

EVENTS COMMITTEE

Ms. Conat reported that the next committee meeting will be at 6:30 p.m. on April 12, in the Conference Room. She noted that the next regular meeting of the Board would take place on April 19, after the upcoming election.

The prospectus for the Five Senses exhibition is finished and the information has been posted online. Donna Hicks will be answering any inquiries or questions from artists about the show and should be commended for her efforts.

LIBRARIAN'S REPORT

Mr. Raymond gave the following report:

1. An invitation was extended from the Mt. Prospect Public Library for an upcoming dedication.
2. He had coordinated with the Village to have the employee parking lot repaired this summer when they are conducting some other local repairs.
3. The newsletter came out late due to equipment problems at the printers. The printer will reduce library billing for the job.
4. There was a drop in circulation during February, likely due to the cold weather.
5. He has been attending Village Planning meetings and has some concern about what will happen to the site of the campus Public Works garage when it is eventually relocated.
6. Celina is making some encouraging progress on a new logo. Mr. Peltz said that she should receive credit on the newsletter for her work.
7. The Village will be sending the Library documentation that the building pad is not in the flood plain.

UNFINISHED BUSINESS

Review of the 2007-2010 Draft Strategic Plan

Mr. Robbins noted changes to the plan that had resulted from the previous Board discussion, the addition of time frames for most of the action items and 4 new items.

Approval of the Draft FY 2008 Budget for Public Inspection

Mr. Peltz moved to approve Draft III dated March 2nd for public inspection. Ms. Mayer seconded.

On roll call trustees voted:

"Aye": Conat, Lonoff, Imrem, Mayer, Peltz

"Nay": None

Approval Letter of Agreement with Northbrook Rotary Club

Ms. Mayer reported that she was coordinating between the Library and Rotary for the October 27 event. She and Ms. Plumb have put together an agreement document for Rotary which has been reviewed by Mr. Raymond and Mr. Peltz. The Library will not be charging for the event, though Rotary will make a donation to the Foundation. The Library will be tracking costs and keeping control of some aspects of the event, including security. Mr. Peltz moved to approve the letter of Agreement subject to approval by a Rotarian in authority. Mr. Lonoff seconded

On roll call trustees voted:

"Aye": Conat, Lonoff, Imrem, Peltz

"Nay": None

"Abstain": Ms. Mayer

NEW BUSINESS

Elect Board Nominating Committee

Mr. Peltz was chosen to chair the committee, which also includes Ms. Imrem and Mr. Lonoff. The committee will meet at 7:00 p.m. on April 19th in the Conference Room. Mr. Raymond will contact the Board members to have them contact Mr. Peltz by April 12 concerning their preferences for Board positions. Mr. Peltz will contact potential nominees before the April 19 meeting concerning their willingness to serve.

Approve Sale and Fee Structure of Non-Resident Library Services

Mr. Peltz moved to approve the existing structure of fees. Mr. Lonoff seconded.

On roll call trustees voted:

"Aye": Conat, Lonoff, Imrem, Mayer, Peltz

"Nay": None

Next Meeting

Mr. Raymond requested that a Special Board Meeting be held on March 22 to discuss a number of Capital Improvement issues. The Board requested that he supply documentation related to project costs for the meeting.

ADJOURNMENT

There being no further business to discuss, Ms. Mayer moved to adjourn. Ms. Imrem seconded the motion. The meeting was adjourned at 8:54 p.m.

Howard Peltz, Secretary

Eric Robbins, Recorder