

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
March 13, 2007**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Ms. Conat.

ROLL CALL

The roll was called by Mr. Eric Robbins.

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

Trustees absent: None

Staff Present: Mr. Chadwick Raymond, Mr. Eric Robbins, Ms. Anna Amen

Guests: Mr. Larry Kominsky, Ms. Perrie Kominsky

APPROVAL OF AGENDA

Ms. Conat asked that under Special Events, the Art Show discussion be held before the Rotary discussion. The change was approved by consent.

MINUTES

Mr. Früm moved that the Minutes of the February 14, 2008 be approved by the committee members.

Ms. Mayer seconded. Minutes were approved by consent, with Mr. Peltz and Ms. Plumb abstaining.

PUBLIC COMMENTS

Mr. Kominsky reported that he tried to attend the Saturday movie presentation and that his wife had arrived and been seated, while he arrived a little bit later and that by the time he entered the library, he couldn't go in because all of the seats were filled. He noted that non-Northbrook cardholders had gotten seats. Mr. Kominsky asked that a system be put in place that would assure a guaranteed percentage of seats to cardholders and members of the Friends. After some discussion Ms. Conat recommended that the staff put together background information and recommendations on the issue. The issue should be on the agenda for the April Board Meeting. Mr. Raymond said he would work with the staff on the information.

TREASURER'S REPORT

Ms. Mayer presented the financial status of the library funds as of February 29, 2007 as follows:

General Fund	\$3,201,015.87
Restricted	268,351.71
IMRF	130,531.27
FICA	100,636.67
Total General Fund	<u>\$3,700,535.52</u>
Checking	(26,361.33)
Savings/Money Market	116,299.50
Investments	1,451,804.58
Illinois Funds	2,157,997.77
Petty Cash	795.00
Total General Fund	<u>\$3,700,535.52</u>

Capital Improvement Fund	\$251,940.18
Debt Service Fund	\$10,285.62

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
LBN – Gift CD	211,804.58	04/01/08	2.850%
NBBT 15158	200,000.00	05/09/08	4.500%
NBBT 15141	200,000.00	05/09/08	4.500%
NBBT 15148	400,000.00	06/13/08	4.000%
NBBT 15108	220,000.00	07/11/08	4.750%
NBBT 15123	220,000.00	07/14/08	4.750%
Total General Fund	<u>\$1,451,804.58</u>		
Debt Service	-		

BILLS AND CHARGES

Ms. Mayer moved to approve the following Bills and Charges for February, 2008:

Library Claims List	\$133,884.06
Librarian’s Claims List	19,826.55
Payroll	219,764.34
Transfer to Debt Service	-
IMRF/FICA	35,352.70
Total General Fund	<u>\$408,827.65</u>
Capital Improvement Fund	-
Debt Service	-
Total Library	<u>\$408,827.65</u>

She also asked for approval of the following additional bills:

18620	AMEX	\$ 841.13
18621	Village of Northbrook Water Dept.	\$ 697.20
18622	Embury, Ltd.	\$1,147.08

Ms. Plumb seconded. On roll call trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Früm reported that 47 bricks were sold. He noted that on the Foundation Financial Statement, the total equity was down, because the Foundation had paid the library back for expenditures on professional fees and fundraising software.

Mr. Früm said that a draft fundraising brochure was almost ready for review, but the committee needed the Naming Opportunities List and amounts. There was a general discussion on whether the Naming should be guaranteed for a specific length of time or for perpetuity and the consensus was for perpetuity.

After some discussion Ms. Plumb moved that the First Tier Naming List be set at:

Auditorium:	\$1,000,000
Main Foyer:	\$300,000
East Meeting Room:	\$250,000
Café	\$150,000
Green Room	\$50,000

Ms. Imrem seconded. On roll call trustees voted:

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

“Nay”: None

There was discussion and general agreement that the Civic Foundation should be approached separately for fundraising.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported that the art show would be held October 3-31 and the theme would be “Caught in the Act”.

Ms. Mayer reported on clarifying the necessity of permits and licenses to reduce liability when serving alcohol at the library. She has been in consultation with Ms. Ford at the Village and also with the State on the issue. For internal library events, the library only needs a village permit. For library events that are open to the public, both a state license and a village permit are needed. If a library event is catered, the catering company must have both a state license and a village G Class license. If the library rents space to a nonprofit organization for a by-invitation-only event, they would need both a state license and a village G Class license. This also seems to apply to when the library rents space to a nonprofit organization for an event open to the public. Ms. Mayer said she is still doing research and it appears that the state is changing some of its licensing rules. Mr. Früm recommended that Karen May or Elaine Nekritz be contacted for legislation that would help libraries with the licensing issues.

Ms. Mayer reported that Northbrook Rotary would like to rent library facilities for Saturday, October 25, 2008 for the next Rotary 800. The fees to Rotary would be \$2,000 for use of the auditorium and \$1,500 for use of the lobby. Mr. Peltz moved to approve Rotary’s rental on October 25 for a fee of \$3,500. Ms. Imrem seconded.

On roll call trustees voted:

“Aye”: Conat, Imrem, Lonoff, Peltz, Plumb

“Abstain”: Früm, Mayer

“Nay”: None

LIBRARIAN’S REPORT

Mr. Raymond noted the following items:

- 1) The Village budget hearing is April 8 at 8:00 p.m. Ms. Mayer will attend and other Trustees are welcome.
- 2) The library is recycling books that are in too poor condition to be redistributed.
- 3) The library is pursuing approval of lockdown procedures from the Northbrook Police Department. They have given preliminary approval and are reviewing the document.
- 4) The library had good usage statistics for February, despite two weather related closings.

- 5) That morning, at the Chamber Board Meeting, there was a question about auditorium improvements. This would indicate community curiosity on the project is building.

OLD BUSINESS

Logo Color Discussion

Ms. Conat noted that the current plan is to keep with a consistent color for two years for branding purposes and then allow color variations. Trustees discussed various color options then suggested that Ms. Caspar work up a revised palette and include a color of her preference.

Approval of the Draft FY 2009 Budget for Public Inspection

Mr. Früm said that the numbers for Other Income, Designated Revenue, Contingency and Miscellaneous Expenses and Miscellaneous Designated Expenses need to be increased so that the FY09/08 Budget Comparison column represents a more accurate picture of the levy increase of 6.7%. Ms. Amen said that the line items could be increased. Mr. Früm motioned to approve the draft of the FY2009 Budget, with noted changes, for public inspection. Ms. Mayer seconded.

On roll call trustees voted:

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

“Nay”: None

Review of Audit Proposals/Selection of Auditor

Ms. Conat noted that there were two proposals pending for auditor. Mr. Peltz motioned to hire McClure, Inserra & Co. as the library auditor. Ms. Mayer seconded.

On roll call trustees voted:

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

“Nay”: None

Approve Bylaws Amendments

Ms. Conat said that the amendments were as discussed at the February 14, 2008 Board Meeting. Mr. Peltz motioned to approve the bylaws as amended. Mr. Mayer seconded.

On roll call trustees voted:

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

“Nay”: None

Update/Selection of Staff Health Insurance Option(s)

Mr. Raymond noted that the draft FY2009 Budget included increased subsidies for staff health insurance. He said that he and Ms. Prioletti were conferring with the Village and the IBPC representative and the library was being encouraged by the representative to join the village pool. One of the issues that remain is what Class Status should the library join: As an additional class to the Village, there is less control and less volatility; as a separate listed entity, the library would have greater control, but more volatility. The library is also trying to resolve the exit provisions with both the existing program and with IPBC. There would be a 2 year commitment with joining IPBC.

NEW BUSINESS

Approval to Develop and Conduct a Public/Community Survey

Mr. Robbins said that the funding for the survey would come from the upcoming Per Capita Grant and that the cost would be only marginally higher than it was for the 2001 survey. Mr. Früm motioned to approve the survey RFP and to conduct the survey. Ms. Plumb seconded.

On roll call trustees voted:

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

“Nay”: None

Elect Board Nominating Committee

Ms. Plumb, Mr. Lonoff and Ms. Imrem consented to serve on the Committee, which will meet at 7:00 p.m. on April 10, 2008.

Approve Sale and Fee Structure of Non-Resident Library Service

Mr. Früm motioned to approve the existing Fee Structure and Sale.

On roll call trustees voted:

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

“Nay”: None

Consider Sculpture Donation

Ms. Plumb read some biographical information on the artist. The Trustees discussed the potential donation and then decided that they needed additional photographs and information before making a decision. They determined that the issue should be on the April agenda.

ADJOURNMENT

There being no further business to discuss, Mr. Früm motioned for adjournment and Ms. Mayer seconded. The meeting was adjourned at 10:15 p.m.

Eric Robbins, Recorder

Howard Peltz, Secretary