

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
April 10, 2008**

**CALL TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:33 p.m. by Ms. Conat.

**ROLL CALL**

The roll was called by Mr. Eric Robbins.

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

**Trustees absent:** Mr. Carlos Früm,

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

**Guests:** None

**APPROVAL OF AGENDA**

Approved by mutual consent.

**LIBRARIAN'S ANNUAL EVALUATION**

Ms. Plumb moved to go into executive session for the Executive Librarian's annual evaluation. Mr. Lonoff seconded.

On roll call trustees voted:

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

"Nay": None

Upon leaving Executive Session, Ms. Conat thanked Mr. Raymond for his continuing service to the Library.

Ms. Plumb moved to have the salary for the Executive Librarian increased by 4.225%, which would be \$148,000 annually. Mr. Lonoff seconded. On roll call trustees voted:

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

"Nay": None

**MINUTES**

Ms. Mayer moved that the Minutes of the March 13, 2008 meeting be approved. Ms. Plumb seconded. Minutes were approved by consent.

**PUBLIC COMMENTS**

None

**TREASURER'S REPORT**

Ms. Mayer presented the financial status of the library funds as of March 31, 2008 as follows:

General Fund	\$4,481,322.58
Restricted	278,851.09
IMRF	183,673.92
FICA	146,693.39
Total General Fund	<u>\$5,090,540.98</u>
Checking	24,081.82
Savings/Money Market	116,412.94

Investments	1,451,804.58
Illinois Funds	3,497,446.64
Petty Cash	795.00
Total General Fund	<u>\$5,090,540.98</u>

<b>Capital Improvement Fund</b>	\$252,359.45
<b>Debt Service Fund</b>	\$10,289.98

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
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>		
<b>Debt Service</b>	-		

**BILLS AND CHARGES**

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

Library Claims List	\$123,202.01
Librarian’s Claims List	16,254.09
Payroll	237,658.81
IMRF/FICA	338,791.63
Total General Fund	<u>\$415,906.54</u>
Capital Improvement Fund	-
Debt Service	-
Total Library	<u>\$415,906.54</u>

She also asked for approval of the following additional bills:

18665	Andrea Johnson	\$ 967.96
18666	Mary Munday	\$1,062.14
18667	Kathryn Plumb	\$ 751.04
18668	LIMRICC	\$1,873.71

Ms. Plumb seconded. On roll call trustees voted:

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

“Nay”: None

## **NOMINATING COMMITTEE REPORT**

Ms. Plumb reported that the Committee had met and recommended nominating Ms. Conat for President, Ms. Plumb for Vice President, Ms. Mayer for Treasurer and Mr. Peltz for Secretary. She moved for approval of that slate of officers. The motion was seconded by Ms. Imrem.

On a voice vote:

“Aye”: All

“Nay”: None

## **FOUNDATION**

Mr. Raymond reported that the brochure was in the design phase. He thanked Ms. Amen for her work on the memorial brick sales. Ms. Amen said that there were 2 more sales in April and that shipping would begin soon.

## **SPECIAL EVENTS COMMITTEE**

None

## **LIBRARIAN'S REPORT**

Mr. Raymond noted the following items:

- 1) He attended that annual Covenant Village Luncheon the previous day and the library had been presented with a check for \$1,500.
- 2) During the state legislative day he had the opportunity to meet with both Ms. May and Ms. Nekritz for breakfast. He also spoke with the Secretary of State, Mr. White, who was asking the State for an additional \$2,000,000 in library funding. Ms. Plumb noted that the National Library Legislative Day was approaching and she encouraged the Trustees to attend.
- 3) He thanked the Trustees for the opportunity to attend the PLA Conference.

## **OLD BUSINESS**

### **Review / Discuss Movie Seating Report**

Mr. Raymond reviewed the staff discussions on how to proceed with overflow crowds for movies. The most appropriate options presented were to investigate adding additional showings of some movies and increasing communications and signage about seating times and rules. After discussion, the Trustees came to the consensus that handing out tickets was not a viable option. Mr. Raymond said that he would communicate with Mr. & Mrs. Kominsky on the Board's decision.

### **Discuss / Select Logo Color**

Ms. Conat noted that for branding purposes, the chosen color would be the only one used for the next two years. The trustees discussed potential color options and then asked that Ms. Kaspar present additional options in the range between Pantone #301 and #2995.

### **Approve FY 2008 Annual Budget**

Ms. Plumb moved to approve the FY 2008 Budget as presented. Ms. Mayer seconded. On roll call trustees voted:

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

“Nay”: None

### **Update / Selection of Staff Health Insurance Option(s)**

Mr. Raymond said that the Library still hadn't received answers to all of its questions to NSLS and IBPC. He said that Ms. Prioletti had reported that the library had not received the requested claim experience report. He suggested that the Board not make any decisions yet and that the issue be put on

the May agenda. He noted that it may be better for the library to be listed as a separate entity, rather than as an additional class to the Village in order to maintain better control.

**Consider Sculpture Donation**

After discussion, Mr. Peltz moved to accept the donation of the sculpture. Mr. Lonoff seconded. On roll call trustees voted:

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

“Nay”: None

**NEW BUSINESS**

**Transfer of General Funds to Capital Improvement Fund**

Ms. Mayer moved to transfer \$100,000 from the General Fund to the Capital Improvement Fund. Ms. Plumb seconded. On roll call trustees voted:

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

“Nay”: None

**Determine Need / Agenda / Date for April Committee of the Whole**

The Board consensus was that an April Committee of the Whole meeting was unnecessary.

**ADJOURNMENT**

There being no further business to discuss, Ms. Mayer motioned for adjournment and Ms. Plumb seconded. The meeting was adjourned at 8:56 p.m.

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Eric Robbins, Recorder

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Howard Peltz, Secretary