

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
April 19, 2007**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:31 p.m. by Ms. Plumb.

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, Ms. Kathryn Plumb

Trustees absent: Mr. Carlos Früm,

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

Guests Present: None

MINUTES

Ms. Conat moved to approve the minutes of the March 8, 2007 Regular Meeting. Ms. Mayer seconded. On a voice vote all Trustees voted "aye".

Mr. Lonoff moved to approve the minutes of the March 22, 2007 Special Meeting. Mr. Peltz seconded. On a voice vote all Trustees voted "aye".

APPROVAL OF AGENDA

The agenda was approved with no changes.

LIBRARIAN'S ANNUAL EVALUATION

Mr. Peltz moved to go into Executive Session in order to conduct the annual evaluation of Executive Librarian. Ms. Imrem seconded.

On roll call trustees voted:

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

"Nay": None

Upon leaving Executive Session, Mr. Peltz reported that the salary of the Executive Librarian had been increased to \$142,000 per year.

PUBLIC COMMENTS

None

TREASURER'S REPORT

The financial status of the library funds as of March 31, 2007 was reported as follows:

General Fund	\$3,962,067.26
Restricted	223,545.99
IMRF	172,890.48
FICA	151,884.84
Total General Fund	<u>\$4,510,388.57</u>
Checking	(84,335.32)
Savings/Money Market	65,810.57

Investments	3,331,399.31
Illinois Funds	1,196,719.01
Petty Cash	795.00
Total General Fund	<u>\$4,510,388.57</u>
Capital Improvement Fund	\$189,830.69
Debt Service Fund	\$317,097.37

Investments:

Investment #	Amount	Maturity	Rate
<u>Operating</u>			
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%
LNB500471764	400,000.00	08/09/07	5.100%
NBBT13883	200,000.00	09/10/07	5.250%
LNB500471765	100,000.00	09/13/07	5.100%
LNB500482626	200,000.00	09/13/07	5.100%
NBBT14246	300,000.00	09/14/07	5.100%
LNB500482625	200,000.00	10/11/07	5.100%
Fund Total	<u>\$3,331,399.31</u>		

Investment #	Amount	Maturity	Rate
<u>Debit Service</u>			
LNB500471766	160,000.00	05/30/07	5.125%
LNB500482627	120,000.00	05/30/07	5.100%
Fund Total	<u>\$280,000.00</u>		

BILLS AND CHARGES

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

Library Claims List	\$134,567.09
Librarian's Claims List	17,403.47
Payroll	200,362.72
IMRF/FICA	36,53.84
Total General Fund	<u>\$367,816.75</u>
Capital Improvement Fund	9,402.72
Debt Service	
Total Library	<u>\$422,875.87</u>

Checks for extra approval are as follows:

18178	American Express	\$293.54
18179	Library Furniture International	\$3,794.74

18180

Morningstar

\$2,000.00

On roll call trustees voted:

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

“Nay”: None

NOMINATING COMMITTEE

Mr. Peltz said the committee met at 7:00 p.m. and its recommendation was Ms. Conat for President, Mr. Früm for Vice President, Ms. Mayer for Treasurer and Mr. Peltz for Secretary.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported that the art show preparations were running smoothly. Ms. Plumb reported that the committee was soliciting businesses for donations to the show. She also reported that they were working on the February 2008 Staff Holiday Party.

LIBRARIAN'S REPORT

Mr. Raymond gave the following report:

1. Volunteer Week treats were available for the Trustees. They had been prepared by Ms. Shirly Ward.
2. He had just returned from Illinois Library Day in Springfield, where he had met with each of the 7 representatives, or their staff, that serve the library. The focus of the discussions for the day was on 4 bills: Internet filtering; Library district working cash funds; district annexation; and a proposal to increase the Per Capita Grant fund by \$1,000,000.

Ms. Plumb noted the request by a Northbrook patron to be able to recharge his electrical car when visiting the library. Trustee consensus was to check with the Village to see if they had any concerns with it because of the related franchise agreement.

Mr. Raymond noted that the Library had received a signed letter from FGM stating document ownership and confirmation that the Library owns all drawings created to date. Ms. Imrem expressed concern with the “to date” phrasing. Mr. Raymond said that when the AIA contract is created, the Library attorney will make sure that ownership resides with the Library.

UNFINISHED BUSINESS

Amend 2007 Budget Line Items

Ms. Bouacha reported that the line item for Professional Fees would, as expected, exceed its budget and therefore she requested an interfund transfer from Utilities and Salaries. Ms. Conat moved to amend the budget by moving \$35,000 from Utilities and \$35,000 from Salaries to Professional Services. Mr. Peltz seconded.

On roll call trustees voted:

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

“Nay”: None

Ms. Conat moved to approve placing \$75,000 from the General Fund into the Capital Improvement Fund. Mr. Peltz seconded.

On roll call trustees voted:

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

“Nay”: None

Approval of the 2007-2010 Strategic Plan

Ms. Mayer moved to approve the 2007-2010 Strategic Plan. Ms. Imrem seconded.

On roll call trustees voted:

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

“Nay”: None

Approval of the FY 2008 Annual Budget

Mr. Peltz moved to approve the FY 2008 Annual Budget. Ms Mayer seconded

On roll call trustees voted:

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

“Nay”: None

Discuss/Approve the Economic Opportunity Grant Option(s)

Mr. Raymond said that on the advice of representatives of FGM and Pepper Construction, phasing the construction project as recently considered would be both inefficient and dangerous, and that he could not recommend it. The Board consensus was to keep the lobby and auditorium renovations as a single project. Mr. Peltz said that, with the State allowing a 2 year extension on the building grant, it would become possible to raise the funds to make accepting the grant for the lobby area tenable. Mr. Raymond said the Library could borrow funds to “build the walls” of the project and use donations to furnish it. Mr. Raymond noted that it might be advisable to hire a professional fund raiser. Mr. Peltz moved to approve accepting the \$75,000 Economic Opportunity Grant with the 2 year extension. Mr. Lonoff seconded.

On roll call trustees voted:

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

“Nay”: None

NEW BUSINESS

Review of Personnel Policy

Mr. Raymond said that there was a request by Ms. Marci Cohen to change the maternity leave benefits and that he and Ms. Prioletti would meet with her to clarify the request details.

In response to Mr. Thomas Melody's letter of suggested changes to the Personnel Policy, Ms. Plumb recommended having a subcommittee review the suggested changes. After discussion it was decided that the subcommittee would be comprised of Ms. Plumb, Ms. Imrem, Mr. Raymond and Ms. Prioletti.

Schedule Seal Coating of Public Parking Lot

Mr. Raymond said that staff at the Village had recommended against the Library seal coating during the Memorial Day weekend, so other options will need to be chosen. He said that he would work with the contractor and aim for the Labor Day weekend and one week end earlier in the summer

Next Meeting

Board consensus was that there was no need to hold a Committee of the Whole meeting on April 26.

ADJOURNMENT

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

Howard Peltz, Secretary

Eric Robbins, Recorder