

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
May 10, 2007**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:34 p.m. by Ms. Plumb.

ROLL CALL

The roll was called by Mr. Eric Robbins.

Trustees present: Ms. Susan Conat, Mr. Carlos Früm, Mr. Mark Lonoff, Ms. Miriam Imrem and Ms. Kathryn Plumb

Trustees absent: Ms. Vera Mayer, Mr. Howard Peltz

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

Guests Present: None

OATH OF OFFICE

Ms. Conat conducted the Oath of Office, swearing in Mr. Mark Lonoff, Ms. Miriam Imrem and Ms. Kathryn Plumb as Library Trustees.

APPROVAL OF AGENDA

Mr. Früm asked that a discussion of a request by the Chamber of Commerce to the Economic Development Committee be added to the Foundation Report.

MINUTES

Ms. Conat moved to approve the minutes of the April 19, 2007 Regular Meeting. Ms. Imrem seconded. On a voice vote all the Trustees voted "aye", except Mr. Früm, who abstained.

PUBLIC COMMENTS

None

TREASURER'S REPORT

The financial status of the library funds as of April 30, 2007 was reported as follows:

General Fund	\$3,848,311.02
Restricted	268,906.52
IMRF	170,263.26
FICA	148,077.54
Total General Fund	<u>\$4,435,558.34</u>
Checking	(91,510.07)
Savings/Money Market	106,232.77
Investments	3,333,588.97
Illinois Funds	1,086,451.67
Petty Cash	795.00
Total General Fund	<u>\$4,435,558.34</u>
Capital Improvement Fund	\$264,339.94
Debt Service Fund	\$360,366.14

Investments:

Investment #	Amount	Maturity	Rate
<u>Operating</u>			
LNB500349218	330,000.00	05/03/07	5.175%
LNB500404130	400,000.00	06/14/07	5.125%
LNB – Gift CD	203,588.96	06/29/07	5.075%
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%
LNB500502015	200,000.00	10/11/07	5.100%
NBBT14319	400,000.00	12/07/07	5.000%
Fund Total	<u>\$3,333,588.97</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. Conat moved to approve the following Bills and Charges for April, 2007:

Library Claims List	\$131,367.58
Librarian's Claims List	18,089.35
Payroll	205,855.80
IMRF/FICA	33,138.12
Total General Fund	<u>\$388,450.85</u>
Capital Improvement Fund	1,375.53
Debt Service	
Total Library	<u>\$389,826.38</u>

Checks for extra approval are as follows:

18221	Truly Remarkable Loon	\$610.00
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On roll call trustees voted:

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

“Nay”: None

FOUNDATION REPORT

Mr. Früm said that he was in the process of contacting Mr. Dan Lloyd as a possible Foundation Trustee.

He noted that auditorium color projections and layout schematics would be necessary for fundraising. Brochures and presentation folders would need to be created that could be customizable for different

audiences. He said that it might be advisable to hire a professional fundraiser to speed up the process and make sure that it is done effectively. While the Foundation would be responsible for hiring the fundraiser, it should act in concert with the Library Board. Mr. Raymond said that he would set up a meeting with representatives from the Library and FGM to go over what materials would be necessary for fundraising.

Mr. Früm expressed concern about representing the Library's perspective at Economic Development Committee meetings. The consensus of the Library Trustees was that Mr. Früm had their support and approval in speaking for the Library, but would use his judgment to consult the board on matters which he felt needed board consensus.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported that the Friends of the Library were sponsoring the \$2,000 prize for the October exhibition.

LIBRARIAN'S REPORT

Mr. Raymond gave the following report:

1. There were alignment issues in the April Statistical Report and that a new report would be generated. Circulation was up but card registrations had dropped to just under 80% of the population. He noted that the patron usage count did not include people who entered the building and just went into the Auditorium, Pollak, or Civic rooms.
2. Anna Amen was hired as the new Business Manager and will start on May 30th. Ms. Prioletti was instrumental in vetting the numerous applications that were received.
3. The Financial Report includes over \$80,000 in encumbrances, which brings the yearly total up to 96% of what was budgeted. The auditor will be coming the week of May 14th.
4. The Library received the Per Capita Grant from the State.
5. A date to review the personnel policy needs to be set.
6. The Springfield and Washington legislative trips were well attended. Illinois had the largest state delegation to Washington. Attendees reviewed LSTA, access to information and copyright issues. Mr. Raymond met with a staffer of Senator Obama, who said the Senator would support the LSTA legislation.

If Illinois House Bill 1727, concerning internet filtering, passes it could mean that the Library would forfeit its Per Capita Grant funds. There could be additional adverse effects as well. Library Trustees were encouraged to contact their State Senate representatives and voice their opinions on the bill.

UNFINISHED BUSINESS

None

NEW BUSINESS

Election of Officers

Ms. Imrem reported that the Nominating Committee recommended Ms. Conat for President, Mr. Früm for Vice President, Ms. Mayer for Treasurer and Mr. Peltz for Secretary. Mr. Lonoff moved to follow the Nominating Committee's recommendation in electing new officers. Ms. Plumb seconded.

On a roll call Trustees voted:

"Aye": Conat, Früm, Lonoff, Imrem, Plumb

"Nay": None

Approve the 2007 Tax Levy Letter to the Village of Northbrook

Mr. Früm moved to approve the letter. Ms. Imrem seconded

On a roll call Trustees voted:

"Aye": Conat, Früm, Lonoff, Imrem, Plumb

"Nay": None

Next Meeting

Board consensus was that there was no need to hold a Committee of the Whole meeting on May 24.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Imrem seconded the motion. The meeting was adjourned at 8:47 p.m.

Eric Robbins, Recorder