

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Conference Room  
July 12, 2007**

**CALL TO ORDER**

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

**ROLL CALL**

The roll was called by Mr. Robbins.

**Trustees present:** Mr. Carlos Früm, Mr. Mark Lonoff, Ms. Miriam Imrem, Ms. Vera Mayer, Mr. Howard Peltz and Ms. Kathryn Plumb

**Trustees absent:** Ms. Susan Conat

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

**Guests Present:** None

**APPROVAL OF AGENDA**

Ms. Plumb moved to approve the agenda. Mr. Peltz seconded. On a voice vote all the Trustees voted "aye".

**MINUTES**

Mr. Peltz moved to approve the minutes of the June 14, 2007 Regular Meeting. Ms. Mayer seconded. On a voice vote all the Trustees voted "aye".

**PUBLIC COMMENTS**

None

**TREASURER'S REPORT**

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

General Fund	\$3,134,210.30
Restricted	290,333.75
IMRF	132,535.20
FICA	115,587.18
Total General Fund	<u>\$3,672,666.43</u>
Checking	(86,410.20)
Savings/Money Market	119,170.06
Investments	2,935,310.99
Illinois Funds	703,800.58
Petty Cash	795.00
Total General Fund	<u>\$3,672,666.43</u>
Capital Improvement Fund	\$262,676.59
Debt Service Fund	\$243,801.58

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>Operating</u></b>			
LNB500448846	400,000.00	07/12/07	5,175%
LNB500471764	400,000.00	08/09/07	5.100%
LBN –Gift CD	205,310.99	08/28/07	5.050%
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>\$2,935,310.99</u>		

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>Debit Service</u></b>			
LNB50042261	<u>160,000.00</u>	11/28/07	5.075%
Fund Total	<u>\$160,000.00</u>		

**BILLS AND CHARGES**

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

Library Claims List	\$113,952.84
Librarian's Claims List	17,218.39
Payroll	217,731.91
IMRF/FICA	<u>35,550.80</u>
Total General Fund	<u>\$384,453.94</u>
Capital Improvement Fund	3,656.25
Debt Service	
Total Library	<u>\$388,110.19</u>

Checks for extra approval are as follows:

18319	Amex	\$2,599.02
18320	Marquee Who's Who	\$1,585.00

On roll call trustees voted:

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

"Nay": None

**FOUNDATION REPORT**

Mr. Früm queried the Board concerning the possibility of having a wall honoring donors within the library. Mr. Raymond noted that would be useful to look at the one at the North Shore Seniors Center.

Mr. Früm displayed auditorium image boards that were supplied by FGM for fundraising. He said it might be advisable to add a second door in the projection booth for fire safety. Mr. Raymond noted that the schematic for the floor plan wasn't a final version and that the Friends had expressed concern over the amount of space in the gift shop. He said that he and Ms. Plumb would talk with the Friends concerning the area.

Mr. Früm reported that Mr. Lloyd would be working on a Foundation brochure after the Arts in Northbrook show.

### **SPECIAL EVENTS COMMITTEE**

Ms. Mayer reported that she had met with Ms. Conat and that the Committee was still looking for donors for the 5 Senses show, including a donor for the 2<sup>nd</sup> place prize.

### **LIBRARIAN'S REPORT**

Mr. Raymond gave the following report:

1. Ms. Kaspar painted a cat of exceptional quality for the Arts in Northbrook show
2. There was a request by staff to be informed as early as possible on the theme for the next 4<sup>th</sup> of July parade.
3. The Library will participate in the upcoming Chamber Expo.
4. He will be attending programs at NSLS on fraud prevention and the Open Meetings Act.
5. He was reviewing the audit draft, as were Ms. Bouacha and Ms. Amen. The Fund Balance will be about 4.6 or 4.7 months, so the Board might consider options of using some funds to decrease the levy or expand the YA area.
6. He met Larry Hewitt, the new Superintendent of School District 28.
7. Mr. Poupard asked for an informal survey of Cedar Lane parking to note overflow periods when Library parking extended into the Village space. He also mentioned the possibility of a fence along the playground area to encourage parking in the Greenbriar parking lot. These issues were arising because of staff numbers increasing at the Village Hall.

Mr. Früm suggested it might be helpful to have a conversation with Mr. Poupard about using the land across from the staff lot for additional parking.

### **UNFINISHED BUSINESS**

#### **Approve Bank Resolutions**

Ms. Mayer said that new bank resolutions would need to be signed by Mr. Peltz. The Board discussed how internal controls worked with check writing. Mr. Peltz moved to approve signing of the new resolutions. Ms. Mayer seconded.

On roll call trustees voted:

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

“Nay”: None

Ms. Amen said that a Collateral Approval Agreement with LaSalle Bank would need to be signed. Mr. Peltz motioned to approve signing of the Agreement. Ms. Mayer seconded.

On roll call trustees voted:

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

“Nay”: None

### **NEW BUSINESS**

#### **Approve Interactive Classroom Rental Terms**

Mr. Robbins said the document was still in draft form because of some changes requested by the Reference Department. The Board discussed some additional changes to improve the document. Mr. Robbins said he would implement the changes and bring the document back for approval at the next meeting.

#### **Next Meeting**

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

**ADJOURNMENT**

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

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Eric Robbins, Recorder

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Howard Peltz, Secretary