

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
September 11, 2008**

**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 Ms. Anna Amen.

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

**Trustees absent:** Mr. Howard Peltz

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

**APPROVAL OF AGENDA**

Approved as presented.

**MINUTES**

Ms. Plumb moved that the minutes of the Regular Meeting of August 14th, be approved. Ms. Mayer seconded the motion. On voice vote all Trustees voted “aye”, except Ms. Imrem who abstained.

**PUBLIC COMMENTS**

None

**TREASURER’S REPORT**

Ms. Mayer drew attention to the financial report as exhibited in the Board packet.

The financial status of the library funds as of August 31, 2008 was as follows:

General Fund	\$2,672,575.28
Restricted	315,934.41
IMRF	105,961.68
FICA	76,586.95
Total General Fund	<u>\$3,171,058.32</u>
Checking	\$(48,337.12)
Savings/Money Market	101,316.80
Investments	1,713,663.10
Illinois Funds	1,403,620.54
Petty Cash	795.00
Total General Fund	<u>\$3,171,058.32</u>
<b>Capital Improvement Fund</b>	\$355,253.27
<b>Debt Service Fund</b>	\$232,566.62

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
B of A – 1026508	150,000.00	9/15/08	2.600%
B of A – Gift CD	213,663.10	9/29/08	2.590%
B of A – 1026509	150,000.00	10/15/08	2.675%
B of A – 1028230	200,000.00	11/17/08	2.800%
B of A – 1028231	200,000.00	12/15/08	2.850%
B of A – 1028234	200,000.00	1/09/09	2.850%
B of A – 1028237	200,000.00	2/13/09	2.900%
B of A – 1028238	200,000.00	3/16/09	3.000%
B of A – 1028239	200,000.00	4/10/09	3.000%
<b><u>Debt Service</u></b>			
B of A – 1059338	181,237.25	11/17/08	2.720%

**BILLS AND CHARGES**

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

Library Claims List	\$108,135.35
Librarian’s Claims List	16,038.34
Payroll*	361,054.74
IMRF/FICA*	55,004.98
Total General Fund	<u>\$540,233.41</u>
Capital Improvement Fund	
Debt Service	
Total Library	<u>\$540,233.41</u>

\* Transfer to Village for 7/31/08 payroll was made on 8/1/08

She also asked for approval of the following additional bills:

18885	\$1,445.99	American Express
18886	\$696.02	Veolia
18887	\$1,554.00	Village of Northbrook – Water Department
18888	\$2,781.87	Xerox
18889	\$682.73	Genesis
18890	\$2,000.00	Benjamin Goluboff

Ms. Inrem seconded the motion. On roll call vote, trustees voted:

“Aye”: Früm, Inrem, Lonoff, Mayer, Plumb, Conat

“Nay”: None

**Banking Arrangements**

Ms. Mayer reported that Dave Masters from Northbrook Bank & Trust had initiated a meeting with Ms. Amen to introduce himself and the bank. Based upon this meeting and customer service issues at Bank of America, Ms. Amen would like to pursue a banking relationship with Northbrook Bank & Trust. The board discussed the current relationship with Bank of America and feels that it would be good to pursue a banking relationship with a local bank and becoming a community partner. The board encouraged Ms. Amen to initiate discussions with Northbrook Bank and Trust.

## **FOUNDATION**

Mr. Früm presented the financial statements for August 2008. He also noted that a meeting is scheduled to review the fundraising folders prior to final printing and the naming opportunities that will be available for donors with Liz Howard. He stated that the Foundation Board would like the Library Board to review and approve these naming opportunities. He requested that this be an agenda item at the October meeting.

## **SPECIAL EVENTS COMMITTEE**

Ms. Plumb reported that the Staff Party will be on Friday, January 30, 2009 at 6:30 pm and that the Library should be closed at 4:30 pm. She stated that the next meeting will be on October 9, 2008 at 6:30 pm.

## **LIBRARIAN'S REPORT**

A huge THANK YOU was given to the Trustees for the wonderful treats that have been given to the staff all week.

Mr. Raymond asked Mr. Robbins to report on the Resident Survey that will be distributed this fall. A draft was handed out and trustees were asked to review the draft and provide comments to Mr. Robbins by September 19, 2008.

The Village has notified the Library that the 2008 Annual Village Dinner will not be hosted at the Library. Discussion then took place about the Trustees hesitation to close the Library early for special events. The Trustees feel that the patrons should come first and that the Library should not close early for special events. A suggestion was made to add a question to the survey about this issue as well as the adequacy of current Library hours.

Mr. Raymond reported that the bidding process on 3<sup>rd</sup> floor electrical work and plans for the Youth Service renovation project is going forward.

During the last month, there have been 2 hit and run accidents. Details of the accidents were reported by Ms. Amen and Mr. Robbins. No substantial damage was done to the library in either accident.

Mr. Früm commented on the volunteer that has been at the Library for over 30 years and how this type of dedication is recognized. Ideas were suggested and will be pursued.

The new library card was presented and got great reviews by the Trustees.

## **UNFINISHED BUSINESS**

### **Review/Approval of Employee Electronic Use Policy**

The policy was reviewed and suggestions were made. These changes will be incorporated into policy and a new draft will be presented at the October meeting.

### **Update – Mechanical Equipment**

Mr. Raymond stated that the report helps staff plan and budget for the building's needs. Currently we need to replace the cooling tower and repipe the chillers/cooling towers. This will cost approximately \$75,000. A comment was made to verify if current equipment can handle the 1<sup>st</sup> floor renovation. Mr. Raymond will discuss this with the engineer.

## **NEW BUSINESS**

### **Northbrook Economic Development Commission**

Ms. Conat reported that the EDC thanked Mr. Früm for his service. She stated that the Briar Ridge Development was discussed as well as the Tax Incentive Program. The Village would like to implement this program but based upon the guidance from the Village Attorney and the feedback from the each Taxing Body's Board it is not appropriate to bind a taxing body with 1 representative. The Village is looking into an alternative program.

### **Approve Extending Deferred Compensation Programs to Part Time Employees**

Mr. Raymond reported that currently only full time employees can participate in the Deferred Compensation Program. A request was made by a permanent part time employee to participate in the plan. The Trustees discussed the issue and determined that it would be a nice benefit to offer all employees. Mr. Lonoff made a motion to allow all employees to participate in the Deferred Compensation Program. Ms. Mayer seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

### **Approve Construction Manager's Contract/YA Project**

Mr. Raymond reported that the contract is in review with the attorney. He has requested that an executive summary be provided for Board review.

### **Approve FY2009 Annual Illinois Per Capita Grant Application**

The Board reviewed the Per Capita Grant Application. Ms. Plumb motioned to approve the grant as presented. Mr. Früm seconded the motion. . On roll call vote, trustees voted:

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

“Nay”: None

### **Discuss Development of 2008 Tax Levies**

Mr. Raymond reported that the tax levy was developed using anticipated expenses. The tax levy is to be presented to the Village by mid November. Trustees requested changes to be made based upon discussions about health care, art show and report presentation. These changes will be made and presented at the October meeting.

### **Review and Approve Art Show Finalists**

Mr. Robbins and Ms. Conat reported that the jurors selected 3 pieces as finalists and prior to making the final decision wanted to physically see each piece. Two of the three pieces were available for viewing with pictures shown of the third. Mr. Früm recommended that the selection and approval process be reviewed for next year. Ms. Plumb moved to accept one of the pieces based upon juror selection to be hung in the Library. Ms. Imrem seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

“Abstain”: Früm

### **Affirm or Reschedule Regular October Meeting Date/Time**

Ms. Conat asked if the October meeting needed to be rescheduled due to the Jewish Holiday, Yom Kippur. It was determined that the meeting did not need to be rescheduled.

### **Determine Need/Agenda/Date for Committee of the Whole Meeting**

Trustees decided to cancel the scheduled September meeting.

**School Liaison Breakfast**

Ms. Conat stated that she received an invitation from the Youth Services Staff to attend the School Liaison Breakfast on Tuesday, September 23<sup>rd</sup>. She will be unable to attend and asked if another Trustee could attend the breakfast. If so, please let Chad know.

**ADJOURNMENT**

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

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Susan Conat, President

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Anna M. Amen, Recorder