

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
October 11, 2007**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:35 p.m. by Ms. Conat.

ROLL CALL

The roll was called by Ms. Anna Amen.

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

Trustees absent: None

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

Guests: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Mr. Früm moved that the minutes of the Regular Meeting of September 13, 2007 be approved. Mr. Lonoff seconded. On voice vote all Trustees voted "aye", except Mr. Peltz and 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 September 30, 2007 was as follows:

General Fund	\$2,160,379.49
Restricted	290,335.64
IMRF	81,378.13
FICA	69,257.23
Total General Fund	<u>\$2,601,350.49</u>
Checking	(30,648.22)
Savings/Money Market	357,686.47
Investments	1,644,315.39
Illinois Funds	629,201.85
Petty Cash	795.00
Total General Fund	<u>\$2,601,350.49</u>
Capital Improvement Fund	\$265,799.66
Debt Service Fund	\$246,810.47

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
LNB500482625	200,000.00	10/11/07	5.100%
LNB500502015	200,000.00	10/11/07	5.100%
LNB - Gift CD	207,039.02	10/29/07	5.000%
LNB500520159	330,000.00	11/08/07	5.075%
NBBT14246	307,276.37	11/14/07	3.600%
NBBT 14319	400,000.00	12/07/07	5.000%
Total General Fund	<u>\$1,644,315.39</u>		
<u>Debt Service</u>			
LNB50042261	160,000.00	11/28/07	5.075%

BILLS AND CHARGES

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

Library Claims List	\$127,830.49
Librarian's Claims List	13,861.02
Payroll	208,288.13
IMRF/FICA	33,857.27
Total General Fund	<u>\$383,836.91</u>
Capital Improvement Fund	-
Debt Service	-
Total Library	<u>\$383,836.91</u>

She also asked for approval of the following additional bills:

18432	American Express	\$657.71
18433	Sue Conat	\$623.84
18434	Sound Incorporated	\$820.50

On roll call vote, trustees voted:

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

“Nay”: None

Mr. Peltz noted that final real estate tax bills have not been sent out and that it is unknown as to when tax revenues will be received. Discussion took place as to how taxing bodies will handle this – short term borrowing or using reserves. Mr. Raymond said this uncertainty was why he hadn't addressed the Board on modifying the existing 5 month fund balance.

FOUNDATION

Ms. Conat reported that the Foundation Board will meet on November 5, 2007 and that the meeting will focus on ideas for a fundraising campaign. She stated that a process similar to the one used for brainstorming ideas for the art show will be used. She also noted that donations were expected from the art show and the pet auction.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported that the committee met and discussed the art show. At the meeting they discussed surveying the Library staff for positive and negative feedback about the art show. She asked if there was any negative feedback received from staff, guests or artists relating to the art show. None were noted by the staff present. The committee approved a donation of \$2,500 to the Foundation from the proceeds of the Five Senses Art Show. On behalf of the Foundation, Mr. Früm thanked the committee for their generosity. The next meeting is scheduled for November 7th at 6:30. The agenda will include the employee appreciation dinner and next year's art show.

Ms. Mayer reported on the planning for the first special event held at the Library by a 3rd party – The Northbrook Rotary Club. She noted that the lobby and auditorium will be the areas primarily used for this event but talk has taken place about allowing guests to view the artwork from the Five Senses Art Show. Discussion took place on arrangements to guide guests through the library to view the artwork.

LIBRARIAN'S REPORT

Mr. Raymond gave the following report:

1. Board members should consider attending the PLA Conference in March 2008.
2. The Business Office would like to reinstate the Brick Program and with Trustee approval more information will be presented at the next meeting.
3. He thanked the Friends organization for purchasing the Trojan Cat for the Library.
4. The Library is still waiting to hear from the Civic Foundation as to the status of the grant application that is to be used to purchase the defibrillators.

OLD BUSINESS

Reconsider/Approve FY08 Staff Health Insurance Contributions

After discussion, it was decided that the Library should pursue joining the Village health insurance plan, before a final decision can be made about the health insurance subsidy. Mr. Raymond will make the necessary phone calls to determine the next step. Discussion took place regarding recruiting new employees, coverage options and insurance costs.

Review/Approve Draft 2007 Tax Levies

Trustees discussed the Draft 2007 Tax Levy options. Mr. Lonoff motioned to approve a 7% Levy for FY 2007. The motion was seconded by Ms. Mayer and Ms. Plumb.

On roll call vote, trustees voted:

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

“Nay”: None

View Open Meeting Act Continuing Education DVD

The video was viewed by the Board during the meeting.

NEW BUSINESS

Biennial Approval of Library Materials Selection and Use Policy

Mr. Robbins stated the current policy was under review but needed to be approved.

Mr. Früm motioned to approve the current policy with the caveat that revisions might be made within the next few months. The motion was seconded by Ms. Mayer.

On voice vote all Trustees voted “aye”, except Mr. Lonoff who left the meeting.

Committee of the Whole Meeting

Trustees decided to cancel the scheduled October 25, 2007 meeting.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Mr. Peltz seconded the motion. The meeting was adjourned at 9:00 p.m.

Susan Conat, President

Anna M. Amen, Recorder