

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
December 13, 2007**

**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 Mr. Eric Robbins.

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

**Trustees absent:** Mr. Howard Peltz

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

**Guests:** None

**APPROVAL OF AGENDA**

Ms. Plumb asked that an information item about NSLS be added to New Business.

**MINUTES**

Mr. Früm moved that the Minutes of the November 8, 2007 be approved by the committee members.

Ms. Plumb seconded. Minutes were approved by unanimous consent.

**PUBLIC COMMENTS**

None

**TREASURER'S REPORT**

Ms. Mayer presented the financial status of the library funds as of November 30, 2007 as follows:

General Fund	\$2,300,958.09
Restricted	282,258.57
IMRF	97,286.79
FICA	78,807.36
Total General Fund	<u>\$2,759,310.81</u>
Checking	22,860.99
Savings/Money Market	414,452.70
Investments	608,821.86
Illinois Funds	1,712,380.26
Petty Cash	795.00
Total General Fund	<u>\$2,759,310.81</u>
<b>Capital Improvement Fund</b>	\$267,680.67
<b>Debt Service Fund</b>	\$10,263.23

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
NBBT 14319	400,000.00	12/07/07	5.000%
LBN – Gift CD	208,821.86	01/28/08	4.650%
Total General Fund	\$608,821.86		
<b>Debt Service</b>	-		

**BILLS AND CHARGES**

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

Library Claims List	\$116,328.32
Librarian’s Claims List	17,623.60
Payroll	221,685.23
Transfer to Debt Service	398,962.24
IMRF/FICA	35,534.25
Wire Transfer Fee	22.00
Total General Fund	\$790,155.64
Capital Improvement Fund	-
Debt Service	640,096.06
Total Library	\$1,430,251.70

She also asked for approval of the following additional bills:

18512	AMEX	\$1,806.77
18513	Peek-A-Book	\$1,439.00
18514	Village of Northbrook Water Dept.	\$1,192.80

Mr. Früm seconded. On roll call trustees voted:

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

“Nay”: None

**FOUNDATION**

Mr. Früm reported that four theme finalists were selected for the capital improvement project. The Foundation Board will meet in December to select their favorite. He said that Mr. Frye will be creating new poster graphics for fundraising presentations.

Mr. Früm noted that the Village will be raising capital improvement funds with a bond issue in January and it is possible that the library could join with them and raise a portion of the improvement project funds at the same time. Mr. Raymond said that he would contact Mr. Rowitz at the Village for more information and then the Board could decide whether to hold a Special Board Meeting to discuss the issue further.

Ms. Amen said that she would start a monthly report for the Board on the Foundation financial status. She recommended that funds be consolidated in the Foundation account from the library holdings that are dedicated to the Foundation. Ms. Mayer concurred. Mr. Raymond said that Mr. Inserra should be contacted for advice.

The Book a Brick Program was discussed, along with the wording on the purchase forms. It was agreed that there should be an indication that no logos or graphics would be allowed. Mr. Früm asked that a line detailing brick sales should be included in the Foundation financial report.

### **SPECIAL EVENTS COMMITTEE**

Ms. Plumb reported that the Committee met earlier in the evening to discuss the Staff Party and Art Show. She asked that Staff Appreciation Week be part of the annual August Regular Board Meeting agenda and that the best time for the event is the week just after Labor Day. She noted that the Board would also have a one day appreciation event in January.

Ms. Plumb said Heartland Animal Shelter is scheduled to hold a fundraiser in the auditorium on January 25<sup>th</sup> featuring Peter Mayer and that a fee was agreed upon, however Heartland had not yet returned a letter of agreement.

Ms. Conat asked that a Special Events Committee meeting be noticed for January 10 at 6:30 p.m. and that the staff survey on the Art Show be on the agenda.

### **LIBRARIAN'S REPORT**

Mr. Raymond noted the following items:

- 1) On Monday the 17<sup>th</sup> of December the Village will hold the Tax Levy meeting and Ms. Mayer, Ms. Amen and he would be attending. His primary discussion focus will be health insurance subsidies and participation in a larger risk pool.
- 2) Ms. Prioletti passed her exam and is PHR certified.
- 3) Mr. Robbins had been working with Ms. Prioletti to find a successor to Ms. Larsen and had hired Ms. Andrea Johnson for the position.
- 4) The Civic Foundation is funding two AED devices, which are on order. Mr. Harvey from the Northbrook Park District generously loaned one of their devices to the library until our units are in-house.
- 5) The staff will have an updated Collection Development Policy ready for review in the near future.
- 6) It was a positive reflection on the library that it didn't need to borrow to cover a financial shortfall due to the lateness of the tax payments.
- 7) Email reminders that checked out materials are about to become due are now available to patrons.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

**Determine Bylaws Review Procedure**

Mr. Raymond reported that Mr. Peltz had recommended the bylaws review. It was suggested that the same procedure be used as with the review of the Personnel Policy. Ms. Mayer volunteered to work on the committee along with Mr. Peltz. The committee will aim for a report in February.

### **Schedule Staff Appreciation Week**

Previously discussed.

### **Committee of the Whole Meeting**

Board consensus was that it isn't needed but a Special Meeting may be called after discussions with Mr. Rowitz.

### **NSLS**

Ms. Plumb noted that NSLS sponsors a series of awards at the annual dinner in March. She said that Mr. Raymond had been submitted for the Lifetime Achievement Award and then read the submission letter:

"I am honored to submit this nomination on behalf of the Board of the Northbrook Public Library as well as the many people who joined this opportunity to voice their admiration of Chad Raymond. For over 20 years, Chad has provided thoughtful, professional, collaborative and compassionate leadership to the Northbrook Public Library. Under his direction, the Library has achieved ever-increasing excellence in both informational and cultural programming.

As Executive Director of the library that has been called "the best on the North Shore", Chad fosters a respectful, accommodating and congenial workplace that encourages every member of the staff to use their knowledge and skills to the utmost. The result is superior patron service. Along with his endless administrative responsibilities, Chad tirelessly pursues his fiduciary goals for the Library, completing successful grant requests and steering a complex impact fee application, as well as overseeing the establishment of the Library's foundation. Chad has skillfully guided the library through three major building projects and has, with great humor, coped with every imaginable scenario, from irate patrons to ice storms. He approaches every opportunity, no matter how challenging, with clarity, diplomacy, optimism and enthusiasm and is always the first one to ask "how can I help?"

Chad has been a dynamic advocate for not only his home library, but for all libraries, having served on the ALA Committee on Legislation, ALA White House Conference on Library and Information Services Committee, PLA Legislative Committee, ILA Board, ILA Public Policy Committee, as a founding member and president of the Federal Legislative Library Advocacy Network and on the NSLS Legislative Committee. He is a recipient of the Robert McClarren Legislative Development Award and annually attends both ALA and ILA Legislative Days.

Recognized as a willing and gracious mentor, Chad has served as a Synergy Mentor, and has lent his knowledge to Trustee Training, Legislative Day Orientation, and NSLS initiatives including Digital Past and Nextbook. A registered Parliamentarian, he has conducted numerous NSLS workshops on the topic and regularly donates his skills to community organizations. He has served on the NorthStarNet Governing Committee, CCS Board and Director's Advisory Committee. He is a recipient of the LACONI Certificate of Excellence.

Chad's generosity of time and effort reaches beyond the library world. He has been a long-time board member of the Northbrook Chamber of Commerce, is a life member and former president of the Northbrook Civic Foundation and longstanding member and former president of Northbrook Rotary. He has served on advisory

committees to the school district, welcomes students to Student Government Day and annually presents programs to Leadership Northbrook.

Always modest, Chad refers to himself as “just the hired help”. The Northbrook Library and its patrons are indeed fortunate to have the “help” of such an impassioned and dedicated leader.”

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:45 p.m.

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Eric Robbins, Recorder