

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
December 10, 2009**

CALL TO ORDER

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

ROLL CALL

The roll was called by Mr. Eric Robbins.

Trustees Present: Ms. Sue Conat, Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Kathryn Plumb

Trustees Absent: Ms. Miriam Imrem, Ms. Vera Mayer, Mr. Howard Peltz

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

Guests Present: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Plumb moved that the minutes of the Regular Meeting of November 12, 2009, be approved. Mr. Lonoff seconded the motion. On voice vote, the Trustees voted "aye", except Mr. Früm who abstained.

PUBLIC COMMENTS

None

TREASURER'S REPORT

Ms. Conat presented the financial report as exhibited in the Board packet.

The financial status of the library funds as of November 30, 2009 was as follows:

General Fund	\$2,095,938.14
Restricted	238,204.58
IMRF	87,928.95
FICA	52,825.17
Total General Fund	<u>\$2,474,896.84</u>

Checking	\$1,396,508.21
Savings/Money Market	100,442.30
Investments	653,012.41
Illinois Funds	324,138.92
Petty Cash	795.00
Total General Fund	<u>\$2,474,896.84</u>

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
Centrust - 2987	120,000.00	12/28/09	2.780%
GSB - 350320	218,012.41	1/3/10	1.050%
NB&T – 16208	75,000.00	1/22/10	1.400%
FB of HP – 10093	140,000.00	3/22/10	2.250%
NB&T – 16209	100,000.00	5/22/10	2.050%

BILLS AND CHARGES

Ms. Conat noted following Bills and Charges for November 2009:

General Fund

Library Claims List	\$148,858.29
Librarian's Claims List	22,560.70
Payroll	237,122.78
IMRF/FICA	38,552.74
ACH to IPBC	31,631.12
Transfer to Debt Service	411,218.74
Total General Fund	<u>\$889,944.37</u>

Capital Improvement Fund

Debt Service Fund

Transfer to General Fund	<u>\$660,339.99</u>
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Total Library	<u>\$1,550,284.36</u>
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She also asked for approval of the following additional bills:

19535	AT&T	\$1,242.72
19536	AT&T	\$ 636.58
19537	Interiors for Business	\$7,392.00
19538	Peek A Book	\$1,140.00
19539	Snow Systems, Inc.	\$1,556.00
19540	Veolia	\$ 722.23
19541	Xerox	\$2,781.87

Ms. Plumb moved to approve the Bills and Charges for November 2009.

Mr. Lonoff seconded the motion.

On roll call vote, trustees voted:

“Aye”: Früm, Lonoff, Plumb, Conat

“Nay”: None

FOUNDATION

Mr. Früm noted that the Foundation received \$2,237.62 in income in November. Ms. Amen said that a trust made a donation of \$1,000 and also purchased a large brick this week.

SPECIAL EVENTS COMMITTEE

Ms. Plumb reported that the Committee met this month and discussed the Staff Party on January 29, 2010.

LIBRARIAN'S REPORT

Mr. Raymond had the following to add to his written report:

- 1) The documents for the 1st Bank of Highland Park will need to be signed again.
- 2) The Board of the Northbrook Symphony is seeking new members..
- 3) Mr. Raymond reported that he attended a V-Tel meeting of the Advisory Committee for the State Library and part of the discussion concerned the poor financial status of the state library systems. He said that many State vendors have not been paid. The future of the library systems is in question. Mr. Raymond noted that the library might be expected to help fund the service and that it was possible that small sharing clusters might be developed.

The Board then held a short discussion on the services that NSLS supplies the Library.

UNFINISHED BUSINESS

Review Revisions to Freedom of Information Act & Open Meetings Act, Designate Respective Officers

Mr. Raymond noted that a considerable amount of background information had been supplied to the Trustees. He said that he and Ms. Amen would attend the specified training and that Ms. Amen had volunteered to act as the Library FOIA/OMA Officer. Mr. Früm moved that Mr. Raymond appoint a FOIA/OMA Officer and have that person trained as necessary. Ms. Plumb seconded the motion. On roll call vote, trustees voted:

“Aye”: Früm, Lonoff, Plumb, Conat

“Nay”: None

Approve Early Library Closing (1-29-10) for Special Library Event and Closing (3-12-2010) for Staff Development Day

Ms. Plumb moved for approval to close the Library at 4:30 p.m. on January 29, 2010. Mr. Lonoff seconded. On voice vote, all the Trustees voted “aye”.

Mr. Robbins asked that both the dates for Staff Development be approved in order to be able to work best with speaker schedules. Ms. Plumb moved to approve either March 12th or 19th 2010 for Staff Development. Mr. Früm seconded. On voice vote, all the Trustees voted “aye”.

NEW BUSINESS

Executive Session Minutes/Semi-Annual Review

Ms. Plumb moved that the minutes not be made public. Mr. Lonoff seconded. On roll call vote, trustees voted:

“Aye”: Früm, Lonoff, Plumb, Conat

“Nay”: None

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

Trustees decided that there was not a need for a Committee of the Whole Meeting later in December.

Ms. Plumb noted that the partnership with the Youth Commission and the Library to hold a film competition was “very cool” and complimented Mr. Gianni on the project.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Plumb seconded the motion. The meeting was adjourned at 8:00 p.m.

Susan Conat, President

Eric Robbins, Recorder