

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
January 13, 2011**

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, Ms. Sharon Bergstein, Mr. Jay Glaubinger, Mr. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: None

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

Guests Present: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Mayer moved that the minutes of the Special Events Committee Meeting of December 9, 2010, be approved. Ms. Bergstein seconded the motion. On voice vote, the Trustees serving on the Special Events Committee voted unanimously “aye” except Ms. Imrem who abstained.

Ms. Mayer moved that the minutes of the Regular Meeting of December 9, 2010, be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”, except for Ms. Imrem who abstained.

PUBLIC COMMENTS

None

TREASURER’S REPORT

Financial Statements

Ms. Mayer drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of December 31, 2010 was as follows:

| | | | |
|---------------------------|----------------|----------------------|--------------|
| General Fund | \$3,221,629.27 | | |
| Restricted | 297,832.54 | | |
| IMRF | 88,118.01 | | |
| FICA | 85,780.58 | | |
| Total General Fund | \$3,693,360.40 | | |
| Total Capital Improvement | | \$418,240.27 | |
| Total Debt Service | | | \$5,826.08 |
| | General Fund | Capital Improvements | Debt Service |
| Checking | \$2,171,663.34 | \$116,639.17 | \$586.38 |
| Savings/Money Market | 244,845.49 | | |
| Investments | 667,472.47 | 301,120.36 | 5,239.70 |
| Illinois Funds | 608,584.10 | 480.74 | |
| Petty Cash | 795.00 | | |
| Total | \$3,693,360.40 | \$418,240.27 | \$5,826.08 |

Investments:

| Investment # | Amount | Maturity | Rate |
|------------------------------------|---------------|-----------------|-------------|
| <u>General Fund</u> | | | |
| GSB – 350320 | 220,253.21 | 1/3/11 | 1.00% |
| NB&T – 16706 | 75,000.00 | 2/5/11 | .70% |
| NB&T – 16707 | 75,000.00 | 3/5/11 | .80% |
| Centrust – 3265 | 120,000.00 | 3/5/11 | 1.50% |
| NB&T – 16708 | 75,000.00 | 4/5/10 | .80% |
| NB&T – 16209 | 102,219.26 | 5/22/11 | .75% |
| <u>Capital Improvements</u> | | | |
| NB&T - 16808 | 301,120.36 | 6/23/11 | .85% |
| <u>Debt Service</u> | | | |
| NB&T – 16829 | 5,239.70 | 7/13/11 | .85% |

Bills and Charges

Ms. Mayer moved to approve the following Bills and Charges for December, 2010:

| | |
|--------------------------|---------------------|
| General Fund | |
| Library Claims List | \$104,832.15 |
| Librarian’s Claims List | 16,299.22 |
| Payroll | 241,642.76 |
| IMRF/FICA | 42,113.17 |
| ACH to IPBC | 35,948.67 |
| Total General Fund | <u>\$440,835.97</u> |
| Capital Improvement Fund | |
| Debt Service Fund | |
| Total Library | <u>\$440,835.97</u> |

She also asked for approval of the following additional bills:

| | | |
|--------------|--------------------------------------|------------|
| General Fund | | |
| 20046 | Imprint | \$1,194.85 |
| 20047 | ATT | \$1,249.35 |
| 20048 | Call One | \$735.84 |
| 20049 | VOID | |
| 20050 | Dornfeld Piano | \$1,770.00 |
| 20051 | Northbrook Public Library Foundation | \$841.84 |
| 20052 | XEROX | \$2,351.01 |
| 20053 | Crepes a Latte Catering | \$839.05 |
| 20054 | Crepes a Latte Catering | \$839.05 |

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Bergstein, Glaubinger, Früm, Imrem, Lonoff, Mayer, Conat

“Nay”: None

FOUNDATION

Mr. Raymond reported on the income received in December from brick and individual donations.

EDC/ICDC COMMITTEE REPORT

Ms. Conat reported that earlier this week there was a joint committee meeting of the EDC and ICDC. Reports were provided by

- The Northbrook Chamber of Commerce
- North Shore Visitors Bureau
- Sandy Früm, Village President
- David Schoon, Economic Development Committee Liason
- Northbrook Taxing Bodies

SPECIAL EVENTS COMMITTEE

Ms. Conat stated that the committee met earlier in the evening and discussed the Staff Party on February 11, 2011. The plans for the party are progressing nicely.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Raymond attended meetings this week regarding the merger of the Library Systems. He reported that the Systems have engaged a consultant and plan on completing the merger within 9 months. The merger design team consists of Board Members, Consultants and Sub-Committees. The NSLS Board will need to vote on the merger resolution and create a transitional board. The state sent money to NSLS to fund delivery and misc other expenses. Mary Witt and Jan Hayes, NSLS employees, did a wonderful job presenting the information and it appears that the plans are moving forward in a positive fashion.

LIBRARIAN'S REPORT

In addition to his report, Mr. Raymond made the following comments

- NSLS Presidents Day Breakfast will be in February – please let him know if you would like to attend
- The ALA Conference is June 23-28 in New Orleans– please let him know if you would like to attend
- Maintenance will be doing some research on the Chiller – there were some issues with it at the end of the season and they would like to have them resolved before summer

Ms. Conat asked about Rae Stone, who fell in the Library over the weekend. Mr. Raymond reported that she is okay and that he has spoken with her many times this week – some of the conversations related to the fall and others did not. Ms. Amen reported that Hartford, the insurance company, is in the process of contacting Ms. Stone and will take care of her medical expenses.

UNFINISHED BUSINESS

Discuss/Approve Electronic Library Board Packet Arrangements

(Website location, Access and Board of Trustees Photo)

After discussion, the Board decided that they would like the packet to be saved to the website in a public area that is not password protected. They also asked for documents to be saved in a .DOC rather than a .PDF format. Mr. Robbins said that this would not be a problem. Also discussed at this time was the addition of Board Members photos to the website. All agreed that this would be a good idea. The Board will contact Mr. Robbins to have their pictures taken.

Consider/Approve Architectural Services Proposal

Mr. Raymond referred to the packet. Rick McCarthy, Principal at PSA-Dewberry has suggested using a charrette process to evaluate all the items that need to be considered for this project. The Board agreed that this was a good way to proceed and asked Mr. Raymond to contact Mr. McCarthy.

Auditorium Improvements/Parking – Further Discussion/Approvals

Mr. Raymond reported that a meeting has been scheduled for Monday between the Library and Village to discuss parking. He will provide a report on the outcome of this meeting.

Consider/Approve Updates to the Employee Handbook

Ms. Conat stated that the final copy of the Employee Handbook is in the green folders. The Employee Handbook was approved at the December meeting and nothing further was required of the Board.

NEW BUSINESS

Annual Review of Fines and Fees Schedule

Ms. Conat referred to the Fines and Fees memo and supporting information in the packet. Board discussed the suggested changes and decided that they should be made – Faxing, ILL, Scanning, wording changes. Ms. Conat asked that the Fines and Fees Schedule be updated and presented for a vote at the February Meeting.

Preliminary Discussion of Draft 2011-2012 Annual Budget

Ms. Conat referred to the Budget information in the packet. The Board discussed various items and asked the Business Office to proceed and fine tune the Budget as needed. The next draft will be presented at the February meeting for discussion.

Selection of the 2011 Auditor

The Board discussed the advantages and disadvantages of continuing a professional relationship with McClure Inserra & Co. Ms. Amen stated that the fee to be charged this year is per the 2008 proposal from McClure Inserra & Co. Based upon this discussion, Mr. Lonoff moved that the Library continue their professional relationship with McClure Inserra & Co. Ms. Imrem seconded the motion. On roll call vote, trustees voted:

“Aye”: Bergstein, Glaubinger, Imrem, Lonoff, Mayer, Conat

“Nay”:

“Abstain”: Früm

Approval to Close Library Early 2-11-11, Special Library Event

Ms. Conat asked for a motion to close the Library at 4:00 PM on February 11, 2011 for the Staff Party.

Mr. Früm made a motion to close the Library at 4:00 pm on February 11, 2011. Ms. Mayer seconded the motion. On voice vote, all the Trustees voted “aye”.

Discussion/Approval to Solicit Carpet Bids (Second Floor Walkway)

Ms. Raymond stated that he would like the Business Office to investigate options for carpet replacement on the second floor. The Board agreed that this would be a good idea and approved for Mr. Raymond to proceed in investigating options for carpet replacement on the second floor.

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 January.

ADJOURNMENT

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

Susan Conat, President

Anna M. Amen, Recorder