

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
January 14, 2010**

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 Ms. Anna Amen.

Trustees Present: Ms. Sue 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

Guests Present: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Plumb moved that the minutes of the Special Events Meeting of December 10, 2009, be approved. Ms. Conat seconded the motion. On voice vote, the Trustees voted "aye", except Ms. Imrem and Ms. Mayer who abstained.

Mr. Früm moved that the minutes of the Regular Meeting of December 10, 2009, be approved. Ms. Plumb seconded the motion. On voice vote, the Trustees voted "aye", except Ms. Imrem and Ms. Mayer 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 December 31, 2009 was as follows:

General Fund	\$3,373,598.99
Restricted	229,625.50
IMRF	142,312.52
FICA	100,723.32
Total General Fund	<u>\$3,846,260.33</u>
Checking	\$1,394,109.75
Savings/Money Market	100,532.12
Investments	655,112.94
Illinois Funds	1,695,710.52
Petty Cash	795.00
Total General Fund	<u>\$3,846,260.33</u>

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
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%
Centrust - 2987	122,100.53	6/26/10	1.300%

BILLS AND CHARGES

Ms. Mayer moved to approve the following Bills and Charges for December, 2009:

General Fund	
Library Claims List	\$143,308.45
Librarian’s Claims List	16,889.96
Payroll	233,424.91
IMRF/FICA	38,685.81
ACH to IPBC	31,631.12
Total General Fund	<u>\$463,940.25</u>
Capital Improvement Fund	
Debt Service Fund	
Total Library	<u>\$463,940.25</u>

She also asked for approval of the following additional bills:

19579	American Express	\$1,410.22
19580	Mango	\$2,500.00
19581	Xerox	\$2,781.87

Ms. Plumb seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Früm presented the financial statements for the month of December and stated that the Foundation will be changing the bank where the funds are kept.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported that the committee met earlier this evening and finalized plans for the staff party on January 29th.

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

Ms. Conat reported that the EDC met on January 13, 2010. The following items were discussed at the meeting: current undeveloped/vacant parcels in Northbrook; Village President Früm provided a presentation on the State of the Village and Local Economy and financial updates from local government bodies were presented.

LIBRARIAN'S REPORT

In addition to his report, Mr. Raymond thanked Mr. Robbins for all the work he did in relation to the website crash over the weekend. Mr. Robbins further explained what had occurred over the weekend and stated that the consultants used provided excellent service and the new site is up and running. The reason for the crash is under investigation.

UNFINISHED BUSINESS

Approve Provisional Freedom of Information Act Policy

Ms. Conat reminded the Trustees that at the last meeting Mr. Raymond stated that Ms. Amen will be FOIA and OMA officer and that he will act as the backup. He also stated that FOIA and OMA training will take place later this month. Mr. Früm moved to approve the appointment of Ms. Amen as the FOIA and OMA officer with Mr. Raymond as the backup. Ms. Mayer seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

NEW BUSINESS

Annual Review of Fines and Fees Schedule

Trustees discussed the various items on the Fines and Fees Schedule. Questions were raised and will be brought to the staff for answers and will be presented at the February meeting for further discussion.

Selection of 2010 Auditor

Trustees discussed the advantages and disadvantages of continuing a professional relationship with McClure Inserra & Co. Based upon this discussion, Ms. Plumb moved that the Library continue their professional relationship with McClure Inserra & Co. Ms. Imrem seconded the motion. On roll call vote, trustees voted:

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

“Nay”: Früm

Ms. Amen will contact Paul Inserra and ask that an engagement letter be available for the February meeting.

Biennial Review of Material Selection Policy

Mr. Raymond started the discussion by stating that every two years the Board is asked to review the Material Selection Policy. Mr. Robbins continued the discussion by referring the Board to the disk enclosed in their packets, which is the current policy and requested that the biennial review take place in May 2010 when the staff has had ample time to review the policy. Mr. Früm asked how the current policy handles issues brought up by patrons. Mr. Robbins stated that for many years the Library has not had a formal written complaint and that most issues are handled on an informal verbal basis.

Preliminary Review of Draft 2010-2011 Annual Budget

Ms. Amen presented the 2010-2011 Draft Budget. After review, the Board asked that further discussion take place at the February meeting.

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, Ms. Plumb moved to adjourn. Ms. Imrem seconded the motion. The meeting was adjourned at 8:40 p.m.

Susan Conat, President

Anna M. Amen, Recorder