

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
February 11, 2010**

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. 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, Ms. Weston

Guests Present: None

APPROVAL OF AGENDA

Ms. Plumb asked that the discussion of Annual Review/Approval of Fines and Fees be moved to after Public Comments and Questions. Trustees agreed.

MINUTES

Mr. Früm moved that the minutes of the Regular Meeting of January 14, 2010, be approved. Ms. Plumb seconded the motion. On voice vote, the Trustees voted "aye".

Ms. Plumb moved that the minutes of the Special Events Meeting of January 14, 2010, be approved. Ms. Mayer seconded the motion. On voice vote, the Trustees voted "aye" except Mr. Früm and Mr. Lonoff who abstained.

PUBLIC COMMENTS

No public was present at the meeting. Ms. Conat passed around Thank You notes from staff about the staff party and she requested that the trustees bring their calendars to the next meeting so that a date for the Board Dinner can be decided upon.

UNFINISHED BUSINESS

Annual Review of Fines and Fees Schedule

Ms. Conat asked that the Trustees discuss each line item on the Fines and Fees Schedule while reviewing the information provided to answer questions from last meeting. At the end of the discussion, Ms. Imrem moved to approve the Fines and Fees Schedule as presented. Mr. Lonoff seconded the motion. On roll call vote, trustees voted:

"Aye":	Imrem, Lonoff, Mayer, Plumb, Conat
"Nay":	None
"Abstain":	Früm

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 January 31, 2010 was as follows:

General Fund	\$3,237,117.52
Restricted	225,631.13
IMRF	125,872.44
FICA	88,727.22
Total General Fund	<u>\$3,677,348.31</u>
Checking	\$1,561,455.58
Savings/Money Market	100,631.33
Investments	657,056.02
Illinois Funds	1,357,410.38
Petty Cash	795.00
Total General Fund	<u>\$3,677,348.31</u>

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
FB of HP – 10093	140,000.00	3/22/10	2.25%
NB&T – 16209	100,000.00	5/22/10	2.05%
Centrust – 2987	122,100.53	6/26/10	1.30%
NB&T – 16208	75,789.11	7/22/10	.60%
GSB – 350320	219,166.38	1/3/11	1.00%

BILLS AND CHARGES

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

General Fund	
Library Claims List	\$95,562.67
Librarian’s Claims List	19,294.19
Payroll	231,411.65
IMRF/FICA	40,796.78
ACH to IPBC	31,631.12
Total General Fund	<u>\$418,696.41</u>
Capital Improvement Fund	
Debt Service Fund	
Total Library	<u>\$418,696.41</u>

She also asked for approval of the following additional bills:

19615	Kathryn Plumb	\$1,616.35
19616	American Express	\$650.08
19617	AT&T	\$1,262.64
19618	Cimco	\$2,121.52
19619	Xerox	\$6,666.72

Mr. Früm seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Früm stated there was nothing to report.

SPECIAL EVENTS COMMITTEE

Ms. Conat stated that the committee met earlier and discussed the staff party and mentioned that the tentative date for next year is February 11, 2011. Ms. Plumb mentioned that approximately 20% of the people that had replied that they were coming to the party did not come and how this has been the trend for the past few years. She asked for suggestions to encourage staff to attend the party. Mr. Früm suggested offering a raffle prize based upon the RSVP and attendance at the party.

NORTH SUBURBAN LIBRARY SYSTEM REPORT

Ms. Conat reported that she and Ms. Plumb attended the last NSLS Board Meeting at which they discussed the financial situation of NSLS. She reported that the Save Illinois Libraries Email Campaign was successful. The system received a portion of their funding on the next day. Ms. Plumb explained the importance of being present at future NSLS board meetings. She also expressed that the responsibility of attending the meetings should be shared by all Trustees. She passed around the meeting schedule and asked that each Trustee select a meeting to attend.

LIBRARIAN'S REPORT

In addition to his report, Mr. Raymond

- thanked the Trustees for a wonderful staff party and passed around Thank You notes from staff .
- commented on how the change to a seasonal snow removal contract has been good for the Library.
- attended the ILA Public Policy Committee Meeting. One of the items discussed at this meeting was Municipal Levies to Support Local Library IMRF & FICA Expenses. At a prior meeting, this was discussed and it was decided to not pursue the drafted legislation. The legislation could weaken the library's ability to negotiate with their corporate authority for full tax levies and collection. However, due to the current economic climate, this item was revisited and the legislation will be filed before the deadline.

UNFINISHED BUSINESS

Resolution Designating Compliance with Open Meetings Act and Designating Freedom of Information Officers

Based upon correspondence received from Klein Thorpe and Jenkins, a formal resolution was presented to designate people to receive training on compliance with the Open Meetings Act and designating Freedom of Information Officers. It was noted that this was discussed and voted upon at the December, 2009 meeting. Ms. Imrem moved to approve the resolution presented. Mr. Lonoff seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

Review/Approval of Draft 2010-2011 Annual Budget

Ms. Amen stated that no changes were made to the budget from the prior month and that at the next meeting she will provide information and would like to discuss removing some expenses from the budget. Trustees agreed to discuss and finalize budget at next meeting.

New Library Website Preview

Mr. Robbins presented a preview of the Library Website. Trustees discussed various items and were impressed with what has been done. Mr. Robbins explained the Drupal system allows the Library to easily make adjustments as needed. He also commented that patron feedback has been solicited throughout the process and will be used to make future improvements.

NEW BUSINESS

Consideration/Approval of Electronic Board Packets

Ms. Conat stated that at the NSLS Board Meeting she attended, they used electronic board packets. The Trustees discussed the advantages and disadvantages. They would like to pursue this and answers to their questions will be brought to the next meeting.

Planing for Auditorium Related Improvements/Financing

Mr. Raymond referred to his comments about Auditorium improvements in the Librarian Report. The Trustees discussed the various options; using on hand funds, fundraising and bond issuance. Mr. Raymond also reported that Frye Gillan Molinaro has reduced their staff and he is not certain if they can perform the work necessary for this project. The Trustees asked Mr. Raymond to talk with Dick Thompson, Pepper and Lonn Frye to determine if a new architect should be hired to perform this project.

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 February.

ADJOURNMENT

There being no further business to discuss, Ms. Plumb moved to adjourn. Mr. Lonoff seconded the motion. The meeting was adjourned at 9:40 p.m.

Susan Conat, President

Anna M. Amen, Recorder