

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
March 10, 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, Mr. Marc Lonoff, Ms. Vera Mayer

**Trustees Absent:** Ms. Miriam Imrem

**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 February 10, 2011 be approved. Ms. Bergstein seconded the motion. On voice vote, the Trustees serving on the Special Events Committee voted unanimously "aye".

Ms. Mayer moved that the minutes of the Regular Meeting of February 10, 2011 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye" except Mr. Früm 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 February 28, 2011 was as follows:

General Fund	\$3,369,888.99
Restricted	282,441.25
IMRF	70,685.61
FICA	79,568.65
Total General Fund	<u>\$3,802,584.50</u>

Total Capital Improvement	\$411,244.51
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Total Debt Service	\$5,830.53
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	General Fund	Capital Improvements	Debt Service
Checking	\$2,775,185.11	\$109,361.95	\$586.38
Savings/Money Market	466,714.68		
Investments	372,219.26	301,401.75	5,244.15
Illinois Funds	187,670.45	480.81	
Petty Cash	795.00		
Total	<u>\$3,802,584.50</u>	<u>\$411,244.51</u>	<u>\$5,830.53</u>

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
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%
<b><u>Capital Improvements</u></b>			
NB&T - 16808	301,401.75	6/23/11	.85%
<b><u>Debt Service</u></b>			
NB&T – 16829	5,244.15	7/13/11	.85%

### **Bills and Charges**

Ms. Mayer moved to approve the following Bills and Charges for February, 2011:

General Fund	
Library Claims List	\$100,212.74
Librarian's Claims List	15,719.81
Payroll	247,263.39
IMRF/FICA	45,501.77
ACH to IPBC	35,948.67
Total General Fund	<u>\$444,646.38</u>
Capital Improvement Fund	\$2,577.22
Debt Service Fund	
Total Library	<u>\$447,223.60</u>

She also asked for approval of the following additional bills:

20122	American Express	\$710.82
20123	AT&T	\$1,278.12
20124	Village of Northbrook, Water Dept	\$768.60
20125	XEROX	\$2,367.73

Mr. Lonoff seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

### **FOUNDATION**

Mr. Raymond stated that there was nothing to report.

### **SPECIAL EVENTS COMMITTEE**

Ms. Conat commented that the committee did not meet this month but should meet in April to discuss the February Staff Party.

## **NORTH SUBURBAN LIBRARY SYSTEM**

Mr. Raymond stated that there was nothing to report but he will be attending a merger update meeting on March 14<sup>th</sup>.

## **LIBRARIAN'S REPORT**

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

- He attended the Chamber Meeting this morning. He talked about the Library's plans for the first floor renovation.
- Leadership Northbrook will be meeting at the Library on March 11, 2011.

## **UNFINISHED BUSINESS**

### **Consider/Approve Architectural Services Proposal**

The Board reviewed the comments from Klein Thorpe and Jenkins and Trustee Glaubinger regarding the PSA-Dewberry Contract. Based upon this discussion, the Board agreed that using an AIA contract would be in the Library's best interest. Mr. Raymond will contact Rick McCarthy at PSA-Dewberry and let him know the Board's decision.

### **Auditorium Improvements/Parking – Further Discussion/Approvals**

Mr. Raymond stated that nothing new has surfaced regarding parking.

### **Discussion/Approval of Draft 2011-2012 Annual Budget for Public Inspection**

Ms. Conat stated that there were no significant changes to the Budget from the last meeting and asked for questions. There were none. Ms. Mayer moved to approve the Budget for public inspection. Mr. Lonoff seconded the motion. On a voice vote, Trustees voted "aye".

## **NEW BUSINESS**

### **Discuss/Determine Selection Process for Art Show Purchase Prize**

Ms. Conat presented Mr. Robbin's memo regarding Juror Instructions for the purchase prize. The Board discussed the process that is used to select the pieces for the show. The Board suggested that a Juror review the instructions and provide comments. Mr. Robbins will get information for the April Meeting.

### **Elect Library Board Nominating Committee**

Ms. Conat asked for 3 Trustees to be a part of the Nominating Committee to select a President, Vice-President, Treasurer and Secretary. Ms. Bergstein, Mr. Glaubinger and Ms. Mayer volunteered to be on the committee. Ms. Mayer asked the Trustees to email her with their interests for the next year. The Nominating Committee will meet before the April meeting.

### **Approve Sale and Fee Structure of Nonresident Library Service**

Ms. Conat explained the process of offering library services to nonresidents. The Library uses the taxable equalized assessed value to calculate the fee for non resident library service. Mr. Früm made a motion to 1) offer library services to nonresidents and 2) approve the existing fee structure. Ms. Mayer seconded the motion.

### **Review Revised Americans with Disabilities Act (ADA) Regulations**

Mr. Robbins explained how he recently viewed a webinar of ADA regulations. He learned of new guidelines that will impact the Library. After some research, he contacted some companies/organizations that will help the Library meet the guidelines when there is a need at the Library. He also commented that the necessary information has been posted on the website.

### **Review of Annual Meeting Date and Action Items**

Ms. Conat explained that the bylaws state that the annual meeting is the first Thursday after the election. Usually the election is right before the second Thursday of April and the regular meeting and the annual meeting can be on the same night but this is not the case for 2011. The election will fall before the first

Thursday of the month. Ms. Conat asked if the Annual Meeting can be changed from the first Thursday to the second Thursday of April. On roll call vote, Trustees voted:

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

“Nay”: Früm

**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 March.

**ADJOURNMENT**

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:40 p.m.

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Susan Conat, President

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Anna M. Amen, Recorder