

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
March 12, 2009**

**CALL TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:35 p.m. by Ms. Plumb.

**ROLL CALL**

The roll was called by Ms. Anna Amen.

**Trustees Present:** Mr. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Mr. Howard Peltz, Ms. Kathryn Plumb

**Trustees Absent:** Ms. Sue Conat

**Staff Present:** Mr. Chadwick Raymond, Ms. Anna Amen

**Guests Present:** None

**APPROVAL OF AGENDA**

Approved as presented.

**MINUTES**

Ms. Mayer moved that the minutes of the Regular Meeting of February 12, 2009, be approved. Ms. Imrem seconded the motion. On voice vote all Trustees voted "aye", except Mr. Früm, Mr. Lonoff and Mr. Peltz, who abstained.

Ms. Mayer moved that the minutes of the Special Meeting of February 26, 2009, be approved. Ms. Imrem seconded the motion. On voice vote all Trustees voted "aye", except Mr. Früm, Mr. Lonoff and Mr. Peltz, who abstained.

**PUBLIC COMMENTS**

None

**REVIEW OF PUBLIC SURVEY RESULTS**

It was decided to postpone the review of our library survey results with Bruce Ives, MCIC, until the regular April 9th Board meeting. Doing so will allow the trustees to study the final report in advance of meeting with Mr. Ives. Mr. Raymond will forward the report to trustees upon receipt.

**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 February 28, 2009 was as follows:

General Fund	\$3,434,667.78
Restricted	294,497.72
IMRF	137,803.48
FICA	106,223.37
Total General Fund	<u>\$3,973,192.35</u>
Checking	\$155,492.99
Savings/Money Market	303,866.67
Investments	866,981.75
Illinois Funds	2,646,055.94
Petty Cash	795.00
Total General Fund	<u>\$3,973,192.35</u>

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
B of A – 1028238	200,000.00	3/16/09	3.000%
B of A – 1028239	200,000.00	4/10/09	3.000%
NB&T – 16046	50,000.00	5/12/09	1.540%
NB&T – 16047	50,000.00	6/12/09	1.540%
B of A – Gift CD	216,981.75	6/29/09	.9500%
NB&T – 16048	50,000.00	7/12/09	1.540%
NB&T – 16049	50,000.00	8/12/09	1.540%
NB&T – 16050	50,000.00	10/12/09	1.640%

**BILLS AND CHARGES**

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

Library Claims List	\$129,824.24
Librarian's Claims List	20,413.60
Payroll	227,293.39
IMRF/FICA	37,421.56
Total General Fund	<u>\$414,952.79</u>
Capital Improvement Fund	3,744.46
Debt Service	
Total Library	<u>\$418,697.25</u>

She also asked for approval of the following additional bills:

General Fund		
19152	ATT	\$1,211.75
19153	Village of Northbrook – Water Department	\$ 701.40
19154	Xerox	\$2,781.87
19155	Netrix	\$3,209.39
19156	Veolia	\$ 703.17
CIF		
1508	Pepper Construction	\$6,304.00

Mr. Peltz seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

**FOUNDATION**

Mr. Früm presented the financial statements in the board packet and commented that Ms. Kasper is working on the fundraising brochure.

**SPECIAL EVENTS COMMITTEE**

Ms. Plumb reported that the committee meeting scheduled for earlier tonight was cancelled.

## **ECONOMIC DEVELOPMENT COMMITTEE**

Mr. Raymond reported that he attended the EDC meeting this week on behalf of Ms. Conat. The following items were discussed at the meeting:

- Jacob Housing Project was approved
- Center of the Northshore project will not continue – permits have been taken from developer
- Plans for the McDonalds on Skokie Blvd are proceeding
- Petra Church Property is for sale
- A developer is interested in the Pro Pak property
- Plans for restaurant on the corner of Dundee and Pfingsten are proceeding
- Streamlined Sales Tax Project – a project addressing lost internet sales tax revenue
- Employment needs for residents and the resources available – representative from Library and Chamber commented on their efforts to help residents

## **LIBRARIAN'S REPORT**

Mr. Raymond commented on the following items:

- Eric is doing well after surgery and is working on recuperating
- Library has been very busy over the past few weeks – the overflow issues resulting from the Wednesday Film Series are going much better than in the past – more staff to handle patron issues and free DVD/Rental Book coupons are being handed out to patrons that are not able to attend movie
- Reported on a few incidents that occurred in the Library
  - Patron lost her car; staff and police assisted in finding the car
  - Child and caregiver were stuck in elevator; inspection completed; no problems with elevator
  - Patron had epileptic seizure in library and is okay; declined Paramedic assistance
- Staff is working on Art Show
- Progress is being made on the Young Adult Renovation Project – demolition started this week
- Currently he is a member of the Illinois State Library Advisory Board and today he was elected to chair the committee – he is looking forward to this endeavor

## **UNFINISHED BUSINESS**

### **Review/Approve Draft FY2010 Budget for Public Inspection**

Ms. Amen referred to the budget in the packet. She noted no changes from the prior month but explained that there may be exposure in the IMRF budget due to market conditions. Mr. Peltz made a motion to approve the budget to be released for public inspection. Mr. Lonoff seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

## **NEW BUSINESS**

### **Review/Approve Banking Arrangement/Procedures**

Ms. Amen referred to the banking memo in the board packet. Based upon her research, she is asking the board to purchase certificates of deposit(CDs) from Glenview State Bank, First Bank of Highland Park and to become a member of the CDARS program through CenTrust Bank. If approved, bank documents will be brought to the April meeting for approval and signature. Ms. Imrem moved to approve purchasing CDs from Glenview State Bank and the First Bank of Highland Park and to become a member of the CDARS program through the CenTrust Bank. Ms. Lonoff seconded the motion.

On roll call vote, trustees voted:

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

“Nay”: None

**Elect Board Nominating Committee**

Ms. Plumb reported that Ms. Conat had expressed an interest in being on the committee. Mr. Früm and Ms. Imrem also volunteered to serve on the Committee. Ms. Plumb asked Ms. Imrem to chair the committee. Ms. Imrem accepted. Ms. Plumb asked the trustees if they had an interest in a specific position to contact Ms. Imrem.

**Approve Sale and Fee Structure of Non-Resident Library Service**

Mr. Früm motioned to approve the existing Fee Structure and Sale of Non-Resident Library Service. Mr. Peltz seconded the motion.

On roll call trustees voted:

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

“Nay”: None

**Approve Grant Application for Meeting Room Projectors and Screens**

Mr. Raymond presented Mr. Robbins request to approve the LSTA grant request (In-Sync with Technology) to equip meeting rooms 3 – 5 with LCD projectors and screens and meeting room 2 with an LCD monitor. Trustees were pleased that staff is exploring grant options available to the library to offer more services to patrons. Trustees discussed the equipment and installation costs and asked that additional quotes be received prior to starting project. Mr. Lonoff moved to approve the grant application. Ms. Mayer seconded the motion.

On roll call trustees voted:

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

“Nay”: None

**ALA Legislative Days Attendance (May 11 & 12)**

Ms. Plumb encouraged trustees to attend ALA Legislative Days in Washington DC.

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

Trustees decided to cancel the scheduled March meeting.

**ADJOURNMENT**

There being no further business to discuss, Mr. Früm moved to adjourn. Mr. Peltz seconded the motion. The meeting was adjourned at 8:20 p.m.

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Kathryn Plumb, Vice President

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Anna M. Amen, Recorder