

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
April 14, 2011**

**CALL TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:35 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, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

**Trustees Absent:** Mr. Carlos Früm

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

**Guests Present:** Mr. David Schoon

**APPROVAL OF AGENDA**

Approved as presented.

**MINUTES**

Ms. Mayer moved that the minutes of the Regular Meeting of March 10, 2011 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye” except Ms. Imrem who abstained.

**PUBLIC COMMENTS**

None

**CONSIDERATION/APPROVAL OF COOK COUNTY CLASS 6b REQUEST**

**MicroLink Devices – 300 Wainwright**

Ms. Conat introduced David Schoon, Economic Development Coordinator for the Village of Northbrook, and shared information from the Economic Development Committee Meeting. The Board discussed the application and the additional information that Ms. Conat provided. Mr. Schoon answered questions as needed. At the end of the discussion, Mr. Lonoff motioned to send a letter to the Village that the Library does not have an objection to the Village Board granting/approving the 6b request to MicroLink Devices, Inc. On a voice vote, all Trustees voted “aye”

**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 March 31, 2011 was as follows:

General Fund	\$3,787,446.31
Restricted	285,138.63
IMRF	77,278.83
FICA	90,325.34
Total General Fund	<u>\$4,240,189.11</u>

Total Capital Improvement \$404,879.70

Total Debt Service \$5,832.54

	General Fund	Capital Improvements	Debt Service
Checking	\$2,533,854.48	\$102,869.95	\$586.38
Savings/Money Market	466,987.48		
Investments	327,219.26	301,528.91	5,246.16
Illinois Funds	911,332.89	480.84	
Petty Cash	795.00		
Total	<u>\$4,240,189.11</u>	<u>\$404,879.70</u>	<u>\$5,832.54</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>General Fund</u>			
NB&T – 16708	75,000.00	4/5/10	.80%
NB&T – 16209	102,219.26	5/22/11	.75%
NB&T – 16787	75,000.00	12/5/11	.35%
NB&T – 16788	75,000.00	3/5/12	.58%
<u>Capital Improvements</u>			
NB&T - 16808	301,528.91	6/23/11	.85%
<u>Debt Service</u>			
NB&T – 16829	5,246.16	7/13/11	.85%

### **Bills and Charges**

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

General Fund	
Library Claims List	\$135,884.02
Librarian's Claims List	14,776.61
Payroll	267,841.01
IMRF/FICA	49,705.76
ACH to IPBC	35,948.67
Total General Fund	<u>\$504,156.07</u>
Capital Improvement Fund	\$8,660.00
Debt Service Fund	
Total Library	<u>\$512,816.07</u>

She also asked for approval of the following additional bills:

20165	Call One	\$734.97
20166	Center Point Energy	\$5,383.55
20167	Criterion Pictures	\$795.00
20168	Dornfeld Piano Tuning	\$780.00
20169	Library Furniture International	\$3,729.00
20170	LimRicc	\$2,500.72
20171	Veolia	\$619.52

Ms. Bergstein seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

## **NOMINATING COMMITTEE REPORT**

Ms. Mayer reported that the Nominating Committee met earlier this evening and thanked everyone for their participation. She presented the following slate:

President – Mr. Lonoff  
Vice President – Ms. Conat  
Treasurer – Mr. Glaubinger  
Secretary – Ms. Imrem

Ms. Conat stated that voting on the slate will take place at the May Meeting.

## **FOUNDATION**

Mr. Raymond reported that bricks had been sold during March.

## **SPECIAL EVENTS COMMITTEE**

Ms. Conat commented that the committee met earlier this evening and debriefed about the Staff Party. Based upon current year spending, the Committee asked if the FY2013 budget for the Staff Party could be increased to \$5,000.

## **NORTH SUBURBAN LIBRARY SYSTEM**

Mr. Raymond stated that there are now 3 systems in the State of Illinois:

Chicago Public Library  
Illinois Heartland Library System – downstate Illinois  
Reaching Across Illinois Library System (RAILS) – which will include Northbrook

## **LIBRARIAN'S REPORT**

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

- Audit planning will take place next week
- He spoke about his involvement with the Illinois State Library Construction Grant Program

## **UNFINISHED BUSINESS**

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

The Board discussed the AIA document provided by PSA-Dewberry. Comments were made that the contract was longer than expected for the preliminary phase of this project and the draft format was hard to read. It was suggested that the comments from Klein Thorpe & Jenkins and Trustee Glaubinger comments be sent to PSA-Dewberry for inclusion in the contract that will be given to the attorney for review.

### **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 at the March meeting the FY2012 Budget was approved for public inspection. Ms. Conat asked Mr. Raymond if any comments had been received. He replied that no comments were received about the budget. Mr. Lonoff motioned that the FY2012 Budget be approved. Ms. Imrem seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

## **NEW BUSINESS**

### **Discuss/Determine Juror Instructions for Art Show Purchase Prize**

At last month's meeting it was suggested that a juror review the instructions and provide comments. Mr. Robbins presented the juror's comments. Overall, the juror concluded that the instructions appeared well written but recommended that the show jurors provide comments on the pieces selected as finalists. This will help the Board when they make the final decision about the purchase prize.

**Transfer of General Funds to the Capital Improvement fund and Debt Service**

Ms. Mayer referred to Ms. Amen’s memo in the packet. Ms. Amen clarified that the Debt Service transfer will be different than what is stated in the memo since it will take into account April activity. Ms. Imrem made a motion to approve the transfer to the Capital Improvement Fund and the transfer to Debt Service not to exceed the net loss for FY2011. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

**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 April.

**Annual Performance Evaluation of Executive Librarian – Executive Session**

Ms. Mayer moved for the trustees to go into executive session for the Executive Librarian’s Annual Evaluation. Ms. Bergstein seconded the motion. Approved by unanimous consent.

Upon leaving Executive Session, Ms. Conat asked that the salary increase for the Executive Librarian be approved at the May meeting.

**ADJOURNMENT**

There being no further business to discuss, Ms. Mayer moved to adjourn. Ms. Bergstein seconded the motion. The meeting was adjourned at 9:15 p.m.

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Susan Conat, President

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Anna M. Amen, Recorder