

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
May 12, 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 Mr. Eric Robbins.

Trustees Present: Ms. Susan Conat, Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: Ms. Sharon Bergstein

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

Guests Present: None

APPROVAL OF AGENDA

Trustees agreed to move the Oath of Office after the approval of the minutes.

MINUTES

Ms. Mayer moved that the minutes of the Special Events Committee Meeting of April 14, 2011 be approved. Ms. Imrem 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 Nominating Committee of April 14, 2011, be approved. Mr. Glaubinger seconded the motion. On voice vote, the Trustees serving on the Nominating Committee voted unanimously "aye".

Ms. Imrem asked that the title be changed from Mr. to Ms. in the abstention of approving the March 10, 2011 minutes. Ms. Mayer moved that the minutes of the Regular Meeting of April 14, 2011 be approved as amended. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted "aye" except Mr. Früm who abstained.

Ms. Imrem asked that the fiscal year be changed from 2010/2011 to 2011/2012 in the Executive Session minutes of April 14, 2011. Ms. Mayer moved that the minutes of the Executive Session of April 14, 2011 be approved as amended. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye" except Mr. Früm who abstained.

OATH OF OFFICE

Mr. Lonoff, Mr. Glaubinger and Ms. Imrem recited the oath of office and were sworn in as Library Trustees.

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 April 30, 2011 was as follows:

General Fund	\$5,295,081.44
Restricted	288,820.47
IMRF	138,132.11
FICA	146,351.24
Total General Fund	<u>\$5,868,385.26</u>

Total Capital Improvement \$505,823.87

Total Debt Service \$107,817.66

	General Fund	Capital Improvements	Debt Service
Checking	\$2,448,900.63	\$53,661.95	\$3,066.26
Savings/Money Market	467,246.31		
Investments	452,219.26	451,681.07	104,751.40
Illinois Funds	2,499,224.06	480.85	
Petty Cash	795.00		
Total	<u>5,868,385.26</u>	<u>\$505,823.87</u>	<u>\$107,817.66</u>

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
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%
NB&T – 16789	100,000.00	1/5/12	.35%
NB&T – 16790	100,000.00	4/5/12	.58%
<u>Capital Improvements</u>			
NB&T - 16808	451,681.07	6/23/11	.58%
<u>Debt Service</u>			
NB&T – 16829	104,751.40	7/13/11	.58%

Bills and Charges

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

General Fund	
Library Claims List	\$148,155.03
Librarian's Claims List	11,551.96
Payroll	251,526.40
IMRF/FICA	46,435.93
ACH to IPBC	35,948.67
Transfer to Capital Improvements	100,000.00
Transfer to Debt Service	101,979.88
Total General Fund	<u>\$695,597.87</u>
Capital Improvement Fund	
Debt Service Fund	
Total Library	<u><u>\$695,597.87</u></u>

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Früm stated that there was nothing to report.

SPECIAL EVENTS COMMITTEE

Ms. Conat stated that the committee did not meet this month and there was nothing to report.

ECONOMIC DEVELOPMENT COMMISSION REPORT/ACTION

Ms. Conat reported that the Economic Development Commission (EDC) met twice in April to discuss the MicroLink 6b application. The first meeting was on April 13, 2011 – at this meeting a few of the taxing bodies had not met to discuss the application so a motion/vote could not take place at this meeting. On April 28, 2011 the EDC met again to discuss the 6b application and during the discussion a taxing body representative motioned that the 6b application be approved on the improvements only and it was seconded by another person at the meeting. On behalf of the Library, Ms. Conat voted “No” since the Library Board did not have an objection to the Village Board granting/approving the 6b request to MicroLink Devices on the total purchase.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mr. Raymond stated that there was nothing to report.

LIBRARIAN’S REPORT

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

- The Library has been contacted by the attorney representing the Peltz Estate. At this time, books from the estate have been donated to the Library. They have been appraised by a book appraiser associated with the Library and will be taken care of in an appropriate manner. Any further information regarding donations from the Peltz Estate will be shared when received.
- Mr. Raymond attended the Chamber Meeting this morning where Village Staff discussed Village improvements.
- The auditor visited the Library in April for planning and will be out for fieldwork at the end of May.
- A new contract from PSA-Dewberry has been enclosed in the packet for your review.
- Plumb Donation – As you are aware, Kathryn Plumb has encouraged the Library to spend her donation. Ideas that have surfaced are a new Library sign or a new self checkout machine. Any ideas/suggestions that you may have are welcome.
- Rae Stone, President of the Friends, asked for donation ideas.

UNFINISHED BUSINESS

Consider/Approve Architectural Services Proposal

The Board discussed the new AIA document provided by PSA-Dewberry. It was decided that this is the type of contract that the Board was looking for and it appears to have addressed the comments from the Klein Thorpe & Jenkins and Trustee Glaubinger. The Board concurred that this new contract should be sent to the attorney for review.

Auditorium Improvements/Parking – Further Discussion/Approvals

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

Approval of Executive Director’s Annual Salary

Ms. Mayer motioned that based upon the minutes from the Executive Session on April 14, 2011, the salary for Mr. Raymond, Executive Librarian be increased by 3.75% to \$166,000.00. Mr. Lonoff seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

NEW BUSINESS

Approve 2011 Tax Levy Letter to Village of Northbrook

Ms. Mayer motioned to approve the 2011 Tax Levy Letter to Village of Northbrook. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted “aye”.

Nominating Committee Report and Election of Officers

Ms. Mayer reported that the Nominating Committee had met in April and chose the following slate of officers:

- President Mr. Marc Lonoff
- Vice President Ms. Susan Cont
- Treasurer Mr. Jay Glaubinger
- Secretary Ms. Miriam Imrem

Mr. Früm motioned to approve the slate presented. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye”.

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 May.

ADJOURNMENT

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

Susan Conat, President

Anna M. Amen, Recorder