

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
July 8, 2010**

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, Mr. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: Mr. Howard Peltz

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

Guests Present: Mr. David Schoon

APPROVAL OF AGENDA

Ms. Conat asked if the Economic Development Committee report could be added to new business. Trustees agreed unanimously to add this item to the agenda.

DISCUSSION/APPROVAL OF NESTLE CLASS 6b REQUEST

Mr. Schoon, Economic Development Coordinator for the Village of Northbrook, presented a power point presentation regarding Nestle's Class 6b request. After the presentation, the Trustees asked some questions and had discussion regarding the request. Ms. Conat asked if the Trustees were in favor of supporting the request. On roll call vote, Trustees voted:

"Aye": Früm, Imrem, Lonoff, Mayer, Conat

APPROVAL OF PURCHASE PRIZE SELECTION (2010 ART SHOW)

Mr. Robbins presented the 1st, 2nd, and 3rd place pieces as chosen by the jurors. The Trustees discussed the selections, jurying process and approval of the first place choice for inclusion in the library's permanent collection. Trustees made suggestions for next year, which they felt would help facilitate the decision making process. Ms. Conat asked if Trustees were in favor of accepting the first place choice for the collection. On voice vote, Trustees voted:

"Aye": 3

"Nay": 2

MINUTES

Ms. Mayer moved that the minutes of the Regular Meeting of May 13, 2010, be approved. Ms. Imrem seconded the motion. On voice vote, the Trustees voted "aye".

Ms. Mayer moved that the minutes of the Special Meeting of June 17, 2010, be approved. Mr. Lonoff seconded the motion. On voice vote, the Trustees voted "aye".

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 June 30, 2010 was as follows:

General Fund	\$3,792,218.36		
Restricted	264,590.06		
IMRF	136,691.55		
FICA	110,000.67		
Total General Fund	<u>\$4,303,500.64</u>		
Total Capital Improvement	\$420,686.97		
Total Debt Service	\$246,358.30		
	General Fund	Capital Improvements	Debt Service
Checking	\$1,798,620.02	\$106,715.41	\$46,358.30
Savings/Money Market	243,677.87		
Investments	1,165,058.26	300,000.00	200,000.00
Illinois Funds	1,095,349.49	13,971.56	
Petty Cash	795.00		
Total	<u>\$4,303,500.64</u>	<u>\$420,686.97</u>	<u>\$246,358.30</u>

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
NB&T – 16625	75,789.11	7/22/10	.60%
NB&T – 16702	75,000.00	8/5/10	.35%
NB&T – 16703	75,000.00	9/5/10	.60%
NB&T – 16704	75,000.00	11/5/10	.60%
NB&T – 16705	75,000.00	12/5/10	.70%
GSB – 350320	219,166.38	1/3/11	1.00%
NB&T – 16706	75,000.00	2/5/11	.70%
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%
Centrust – 2987	122,883.51	12/23/10	1.00%
<u>Capital Improvements</u>			
NB&T - 16808	300,000.00	6/23/11	.85%
<u>Debt Service</u>			
NB&T – 16739	200,000.00	11/5/10	1.00%

Bills and Charges

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

General Fund	
Library Claims List	\$194,202.05
Librarian’s Claims List	15,856.14
Payroll	250,397.94
IMRF/FICA	43,587.46
ACH to IPBC	31,631.12
Total General Fund	<u>\$535,674.71</u>
Capital Improvement Fund	
Claims List	<u>\$3,960.00</u>
Total Library	<u><u>\$539,634.71</u></u>

She also asked for approval of the following additional bills:

19822	American Express	\$7,046.51
19823	Govindan Kartha	\$2,400.00
19824	LIMRiCC	\$794.09
19825	Village of Northbrook	\$1,804.79
19826	XEROX	\$2,781.87

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

Approve General Fund Transfer to Debt Service Fund

Ms. Amen referred the Trustees to the memo in the packet relating to this issue and explained that the negative fund balance is due to the library experiencing an uncollectible property tax rate between 2.00% and 2.50% and a decrease in interest income collected over the last three years. Mr. Lonoff moved to transfer \$14,281.53 from the General Fund to the Debt Service Fund to eliminate the negative fund balance. Mr. Früm seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

Approve Revised Recurring Financial Transfer for Health Insurance

Ms. Amen explained that due to some changes during open enrollment the recurring wire amount changed and she presented the revised wire schedule. Mr. Früm motioned to approve the revised wire transfer schedule. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Früm stated there was nothing to report.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported on the meeting from June 17th. This meeting was used to obtain information from Ms. Plumb for the next staff party.

NORTH SUBURBAN LIBRARY SYSTEM REPORT

Ms. Imrem reported that she attended the June 21st NSLS Board Meeting. The main topic discussed was merger status and the cost of related consulting fees. The treasurer also reported on the dwindling cash balance and how NSLS is expecting to receive LSTA money and a payment from the State of Illinois. The next meeting will be July 19th and Mr. Raymond will attend.

LIBRARIAN'S REPORT

In addition to his report, Mr. Raymond commented on:

- NSLS status – they are expected to receive LSTA funds that will be used to support Van Service after the money that has been collected is depleted
- Personnel Policy – the Library has received the first draft of this policy from Management Association
- 4th of July Parade – we won Best Organization Float for 2010
- Class Action Suit – Ms. Imrem advised no action
- Video Wall – Mr. Robbins and Mr. Gianni are working on updating the video wall with restricted fund money
- Study Room 2 – Mr. Robbins is working on installing projection equipment in study room 2
- The Library has a display at the Village Hall
- Book Drop Area – Mr. Raymond continues to research options on this area

UNFINISHED BUSINESS

Trustee Vacancy: Discuss/Approve Application, Brochure, Action Schedule

Ms. Conat reported that she and Ms. Mayer updated the Trustee Application and created a tri-fold brochure for distribution. Public notice will be made via a press release and website. The application will be available for a 30 day period to potential applicants. The Trustees will review applications and set up an interview schedule at the August meeting.

Discuss Architectural Interviews and Refine Project Requirements, Budget, Schedule

It was determined that this topic should be discussed at the Committee of the Whole on July 22nd at 6:30 p.m.

NEW BUSINESS

Discuss/Respond to Patron's Concerns and Requests

Trustees discussed the patron's concerns and it was decided that staff should address each request and discuss with the patron.

Review/Organize Annual Per Capita Grant Application Standards Review-Enclosed Documentation

Trustees decided that this topic should be continued to the August meeting.

ECONOMIC DEVELOPMENT COMMISSION (EDC)

Ms. Conat attended the July 7th meeting of the EDC and stated that a majority of the discussion revolved around Nestle's Class 6b Request. The consensus was that approving the request would be a positive result for the Village.

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

It was determined that an additional meeting was needed on July 22nd to refine first floor project requirements and discuss architectural interviews.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 9:00 p.m.

Susan Conat, President

Anna M. Amen, Recorder