

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
August 11, 2011**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Mr. Lonoff.

ROLL CALL

The roll was called by Ms. Anna Amen.

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

Trustees Absent: None

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

Guests Present: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Mr. Früm moved that the minutes of the Regular Meeting of July 14, 2011 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye” except Ms. Bergstein who abstained.

PUBLIC COMMENTS

None

TREASURER’S REPORT

Financial Statements

Mr. Glaubinger drew attention to the financial report as exhibited in the Board packet.

The financial status of the library funds as of July 31, 2011 was as follows:

General Fund	\$3,957,361.95		
Restricted	282,204.18		
IMRF	83,632.12		
FICA	110,295.67		
Total General Fund	\$4,433,493.92		
Total Capital Improvement		\$504,378.53	
Total Debt Service			\$289,282.88
	General Fund	Capital Improvements	Debt Service
Checking	\$1,855,37.18	\$51,596.95	\$257.44
Savings/Money Market	467,978.61		
Investments	450,000.00	452,300.71	289,025.44
Illinois Funds	1,659,348.13	480.87	
Petty Cash	795.00		
Total	\$4,433,493.92	\$504,378.53	\$289,282.88

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
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%
NB&T – 16791	100,000.00	2/22/12	.35%
<u>Capital Improvements</u>			
NB&T - 16808	452,096.34	6/23/12	.55%
<u>Debt Service</u>			
NB&T – 16829	288,894.84	7/13/11	.55%

Bills and Charges

Mr. Glaubinger moved to approve the following Bills and Charges for July, 2011:

General Fund	
Library Claims List	\$124,875.83
Librarian’s Claims List	11,979.62
Payroll	127,949.63
IMRF/FICA	23,324.42
ACH to IPBC	41,656.23
Total General Fund	\$329,785.73
Capital Improvement Fund	\$2,065.00
Debt Service Fund	
Total Library	\$331,850.73

He also asked for approval of the following additional bills:

20350	Accurate Tree Service	\$1,600.00
20351	Advantage Sales & Service Inc	\$5,100.00
20352	American Express	\$1,459.58
20353	AT&T	\$1,530.65
20354	Blue Cross Blue Shield of Illinois	\$4,363.78
20355	McClure, Inserra & Co	\$2,400.00
20356	Veolia ES Solid Waste Midwest, Inc	\$ 617.93
20357	XEROX Corporation	\$2,340.62

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Raymond stated that there was brick sales this month.

SPECIAL EVENTS COMMITTEE

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

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mr. Raymond stated that he will be attending a system update at the Wheeling Learning Center on August 16th.

LIBRARIAN'S REPORT

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

- Cherry Lane Detours – all seems to be going well. He is unsure of the impact the road closure is having on the Library.
- Northbrook Days – the Library had 7 staff members volunteer for children's games
- Patron Comment on Parking – He referred to an email that was sent to the Trustees about the parking lot; he has not received any additional comments from the patron; Library staff is looking into seal coating and stripping over Labor Day Weekend
- ILA 2011 – Trustee Day is Thursday, October 20th
- State Library Construction Grant Program is accepting applications and he is not on a committee so we will be able to apply if we so choose.
- Mr. Robbins reported that we are working with CCS to implement Bookmyne – an app that is used on smartphones and iPads. Please download app and provide feedback after use.

UNFINISHED BUSINESS

Architectural Services Update

Mr. Raymond reported that a meeting took place earlier this week between architects, staff and trustees. All participants thought the meeting was informative and staff valued being part of the meeting. Ms. Conat and Ms. Mayer agreed with Mr. Raymond's comments and stated that brainstorming took place regarding parking and the project. The next step is to discuss parking options with the Village. Architect, Trustees and Staff agree that this information is needed prior to proceeding with project.

Art Show Report/Annual Purchase Prize

Mr. Robbins commented on prior discussions that were had regarding judging procedures. He noticed that the judges that were selected this year and in the past have an academic background and select pieces with that knowledge. He suggested for the future to use gallery owners as judges to obtain a different perspective. He then showed the pieces selected by the judges for first, second and third prize. Ms. Conat moved that the piece selected by the judges for the first place prize be the approved. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

New Library Sign/Status Report

Ms. Conat reported that the committee met earlier this evening and discussed various issues related to the sign. One of the items discussed was that the donation received will only be a portion of the sign cost and should the Trustees consider allocating the donated funds to another use. The Trustees discussed and decided that this would be a good idea. Another topic discussed was that the Village may want to partner with the Library to create a community sign. More information will be needed before a decision can be made. The Trustees asked Mr. Raymond to contact the Village Manager to research the Village's intent regarding a partnership for a community sign.

NEW BUSINESS

EBook- Status Report

Mr. Robbins presented the report in the Board packet. He commented that improvements are expected to be rolled out shortly on the MyMediaMall site this will also include access for Kindle users. He also noted that other vendors will be entering the ebook market for libraries and they will provide access to titles from other publishing houses and that the library might want to provide access to those works. He said that the Friends had made a \$5,000 donation to expand our ebook collection. He stated that the IT department is providing one-on-one appointments for people having difficulty with ebook downloads.

Compliance of FY 2012 Illinois Public Library Per Capita Grant Application

Annual Report, Standards Chapter Review, Collaboration and Cooperation, Library's Promotion and Programming, Trustees (analyze library revenues)

Ms. Amen referred to the Board Packet. The Trustees need to review Question 6 – Legal Compliance and Question 9 – Trustees. The trustees discussed how they meet the standards in the Governance and Administration section of the most recent edition of Standard for Illinois Public Libraries. The Trustees also discussed how the Board analyzes revenues to ensure there are adequate funds to meet the needs of the community.

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 August.

ADJOURNMENT

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

Marc Lonoff, President

Anna M. Amen, Recorder