

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
August 12, 2010**

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 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. Paul Inserra

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Mayer moved that the minutes of the Special Events Committee Meeting of June 17, 2010, be approved. Ms. Conat seconded the motion. On voice vote, the Trustees serving on the Special Events Committee voted unanimously “aye” except Ms. Imrem who abstained.

Ms. Mayer moved that the minutes of the Regular Meeting of July 8, 2010, be approved. Mr. Lonoff seconded the motion. On voice vote, the Trustees voted “aye”.

Ms. Mayer moved that the minutes of the Committee of the Whole Meeting of July 22, 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 July 31, 2010 was as follows:

General Fund	\$3,392,740.09
Restricted	264,399.57
IMRF	113,870.96
FICA	92,352.09
Total General Fund	<u>\$3,863,362.71</u>
Total Capital Improvement	\$420,444.08
Total Debt Service	\$284,881.75

	General Fund	Capital Improvements	Debt Service
Checking	\$1,939,338.16	\$106,470.41	\$881.75
Savings/Money Market	243,857.13		
Investments	1,090,355.98	300,000.00	284,000.00
Illinois Funds	589,016.44	13,973.67	
Petty Cash	795.00		
Total	<u>\$3,863,362.71</u>	<u>\$420,444.08</u>	<u>\$284,881.75</u>

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
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	220,253.21	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%
NB&T – 16829	84,000.00	7/13/11	.85%

Bills and Charges

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

General Fund	
Library Claims List	\$111,825.78
Librarian's Claims List	16,086.08
Payroll	247,063.23
IMRF/FICA	42,982.56
ACH to IPBC	35,948.67
Transfer to Debt Service	38,523.45
Total General Fund	<u>\$492,429.77</u>
Capital Improvement Fund	
Claims List	<u>\$245.00</u>
Total Library	<u><u>\$492,674.77</u></u>

She also asked for approval of the following additional bills:

General Fund		
19858	American Express	\$1,679.04
19859	ATT	\$1,257.10
19860	HF Group	\$1,131.30
19861	XEROX	\$5,218.45
Capital Improvements		
1524	Builders Architecture Products	\$5,192.00

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

AUDITORS REPORT

Mr. Inserra presented the auditor’s report for the fiscal year ending on April 30, 2010, which he said was clean, with no concerns or problems. He reviewed the five elements of the report: the Independent Auditor’s Report; the Management’s Discussion and Analysis; the Basic Financial Statements; the Required Supplementary Information; and the Additional Information section. He said that the library is in a strong financial position.

FOUNDATION

Mr. Früm stated there was nothing to report.

SPECIAL EVENTS COMMITTEE

Ms. Conat stated there was nothing to report but would like to schedule a meeting in September.

NORTH SUBURBAN LIBRARY SYSTEM REPORT

Mr. Raymond reported that he received an email from NSLS stating the following

- the delivery is the only service that NSLS provides
- the delivery donation made in May will cover 4 months of expenses instead of the 3 months that it was intended to cover
- that NSLS’ cash balance is \$65,000 – this is to be used for severance, if necessary and merger costs
- that LSTA Grant money will be used to fund delivery from October to December

LIBRARIAN’S REPORT

In addition to his report, Mr. Raymond commented on the Per Capita Grant. Based upon communication with the Illinois State Library, this grant program still exists so the Trustees’ assistance will be needed to complete and approve the application.

UNFINISHED BUSINESS

Election of Vice President

Mr. Lonoff was nominated as Vice President of the Library Board. On voice vote, the Trustees unanimously voted “aye”.

Review/Discuss Trustee Applications/Interview(s) and Selection Process

Ms. Conat asked the Trustees to provide 3 days they were available for interviews. Each interview will last 20 minutes with a 10 minute break in between candidates. Business Office Staff will contact the applicants and set up interviews, as well as compile questions from prior interviews for Trustees to ask during the interview.

Discuss Architectural Interviews and Refine Project Requirements, Budget, Schedule

Ms. Conat reported that Mr. Raymond has drafted a letter to be sent to the Architects. This letter will ask them to provide an informal presentation based upon the results of the Committee of the Whole Meeting on July 22nd. Further discussion will take place when their responses are received.

Compliance of FY2011 Illinois Public Library Per Capita Grant Application

Board Review of Library Bylaws, Standards for Illinois Public Libraries, “Going Green”/Environmental Plan and Technology Plan

To complete the FY2011 Per Capita Grant, the following items need to be completed

- o ByLaws Review - Ms. Conat asked the Trustees to review the ByLaws and bring changes and discussion items to the September meeting
- o Standards Review – Mr. Robbins asked the Trustees to review the Standards and select 5 items that affect the Library
- o “Going Green”/Environmental Plan – Mr. Robbins will present this at the September meeting for review and approval
- o Technology Plan – Mr. Robbins presented the plan. The Trustees did not have any comments on the changes. Ms. Mayer motioned to accept the Technology Plan as presented. Ms. Imrem seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

Board Packet Preference: Electronic and/or Hard Copy

All the Trustees decided that they would like an electronic board packet for the September meeting with the exception of Mr. Peltz who will receive a hard copy.

NEW BUSINESS

Schedule/Staff Appreciaion Day

It was decided that September 20th – September 24th will be Staff Appreciation Week.

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

Due to the holiday on September 9th, it was determined the September meeting should be moved to September 15th at 7:30. A Special Events Committee meeting will take place on this date also at 6:30.

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