

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
September 8, 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. Jay Glaubinger, Mr. Marc Lonoff, Ms. Vera Mayer

**Trustees Absent:** Mr. Carlos Früm, Ms. Miriam Imrem

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

**Guests Present:** None

**APPROVAL OF AGENDA**

Approved as presented.

**MINUTES**

Ms. Mayer moved that the minutes of the Regular Meeting of August 11, 2011 be approved. Ms. Conat seconded the motion. On a voice vote, all Trustees voted "aye".

Ms. Mayer moved that the minutes of the Sign Committee Meeting of August 11, 2011 be approved. Ms. Conat seconded the motion. On a voice vote, all Trustees in attendance voted "aye".

**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 August 31, 2011 was as follows:

General Fund	\$3,463,776.44
Restricted	276,067.83
IMRF	44,883.41
FICA	83,619.65
Total General Fund	<u>\$3,868,347.33</u>

Total Capital Improvement	\$504,589.81
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Total Debt Service	\$289,417.89
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	General Fund	Capital Improvements	Debt Service
Checking	\$1,985,564.58	\$51,596.95	\$257.44
Savings/Money Market	468,344.38		
Investments	450,000.00	452,511.99	289,160.45
Illinois Funds	963,643.37	480.87	
Petty Cash	795.00		
Total	<u>\$3,868,347.33</u>	<u>\$504,589.81</u>	<u>\$289,417.89</u>

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
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%
<b><u>Capital Improvements</u></b>			
NB&T - 16808	452,511.99	6/23/12	.55%
<b><u>Debt Service</u></b>			
NB&T – 16829	288,160.45	7/13/11	.55%

### **Bills and Charges**

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

General Fund	
Library Claims List	\$130,136.80
Librarian's Claims List	15,740.03
Payroll	374,308.02
IMRF/FICA	68,432.29
ACH to IPBC	41,656.23
Total General Fund	<u>\$630,273.37</u>
Capital Improvement Fund	
Debt Service Fund	
Total Library	<u><u>\$630,273.37</u></u>

He also asked for approval of the following additional bills:

20388	American Express	\$1,898.33
20389	Bernhard Woodwork	\$1,366.66
20390	Learning Express, LLC	\$2,899.00
20391	Veolia	\$660.53
20392	Village of Northbrook, Water Dept	\$1,766.56
20393	XEROX	\$2,232.21

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

### **FOUNDATION**

Ms. Amen stated that all annual filings have been completed and filed.

### **SPECIAL EVENTS COMMITTEE**

Ms. Conat reported that the committee met earlier in the evening and discussed themes and dates for the Staff Party.

## **REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)**

Mr. Raymond stated that he had nothing to report.

## **LIBRARIAN'S REPORT**

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

- The parking lot resealing project was completed over last weekend
- He reported on the Library Happenings at the Chamber Meeting this morning
- Downtown Northbrook Area Plan – He has reviewed the report, noting when the Library was mentioned. He found it exciting that the residents of Northbrook consider the Library as part of the downtown business district. He also mentioned that the Library was chosen as the 3<sup>rd</sup> option to travel downtown behind grocery shopping and dining.

## **UNFINISHED BUSINESS**

### **Architectural Services Update**

Ms. Mayer reported that a meeting took place earlier this week between architects, staff, trustees and village staff. The minutes from this meeting were included in the green folders. All participants thought the meeting was productive and that positive comments were received from village staff about the project.

### **New Library Sign/Status Report**

Ms. Amen stated that there was nothing to report.

## **NEW BUSINESS**

### **Approval of Per Capita Grant**

Ms. Conat motioned to approve the FY 2012 Per Capita Grant Application. Mr. Glaubinger seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

### **Approve Early Closing for Art Show (4:30 p.m. – 10/14/11)**

Ms. Mayer motioned that the Library close at 4:30 p.m. on 10/14/11 for preparation of the Art Show. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

### **Discuss Development of 2012 Tax Levies**

Ms. Amen referred to the information in the Board Packet. The Trustees discussed the various assumptions used to prepare the draft. The Trustees asked for additional information that will be presented at the next meeting for further discussion.

### **Discuss/Consider Radio-Frequency Identification and Red Box**

Mr. Robbins reported that a staff committee has been created to investigate RFID systems. They plan to visit area libraries that have implemented an RFID system and talk about the process. They also will talk to vendors about costs and what would be needed. The committee will present their findings to the Trustees as information is obtained.

He also reported on media vending boxes. He stated there are 2 types: 1) the first, like Redbox, is owned by an outside company and the library would receive a commission on all rentals 2) The other model is that the vending unit is owned and maintained by the Library. He explained some of the advantages and disadvantages to both types. It was decided that the Library would not pursue this at this time.

### **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 September.

**ADJOURNMENT**

There being no further business to discuss, Ms. Mayer moved to adjourn. Ms. Conat seconded the motion. The meeting was adjourned at 9:10 p.m.

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Marc Lonoff, President

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Anna M. Amen, Recorder