

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
September 15, 2010**

**CALL TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:32 p.m. by Ms. Conat.

**ROLL CALL**

The roll was called by Mr. Eric Robbins.

**Trustees Present:** Ms. Susan Conat, Mr. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Mr. Howard Peltz

**Trustees Absent:** None

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

**Guests Present:** None

**APPROVAL OF AGENDA**

Approved as stated.

**MINUTES**

Mr. Früm moved that the minutes of the Regular Meeting of August 12, 2010, be approved. Ms. Mayer seconded the motion. On voice vote, the Trustees voted "aye".

Mr. Früm moved that the minutes of the Special Meetings of August 30 and August 31, 2010, be approved. Ms. Mayer 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 August 31, 2010 was as follows:

General Fund	\$3,007,911.55
Restricted	262,897.32
IMRF	89,967.34
FICA	73,819.00
Total General Fund	<hr/> \$3,434,595.21
Total Capital Improvement	\$420,441.37
Total Debt Service	\$284,881.75

	General Fund	Capital Improvements	Debt Service
Checking	\$1,865,722.37	\$106,465.41	\$881.75
Savings/Money Market	244,074.97		
Investments	1,015,355.98	300,000.00	284,000.00
Illinois Funds	308,646.89	13,975.96	
Petty Cash	795.00		
Total	<u>\$3,434,595.21</u>	<u>\$420,441.37</u>	<u>\$284,881.75</u>

Investments:

Investment #	Amount	Maturity	Rate
<b><u>General Fund</u></b>			
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	<u>122,883.51</u>	12/23/10	1.00%
	<u>\$1,015,355.98</u>		
<b><u>Capital Improvements</u></b>			
NB&T - 16808	300,000.00	6/23/11	.85%
<b><u>Debt Service</u></b>			
NB&T – 16739	200,000.00	11/5/10	1.00%
NB&T - 16829	<u>84,000.00</u>	07/13/11	.85%
	<u>\$284,000.00</u>		

**Bills and Charges**

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

General Fund	
Library Claims List	\$122,321.30
Librarian's Claims List	15,137.74
Payroll	248,636.96
IMRF/FICA	43,307.89
ACH to IPBC	35,948.67
Total General Fund	<u>\$465,352.56</u>
Capital Improvement Fund	
Claims List	<u>\$5,192.00</u>
Total Library	<u><u>\$470,544.56</u></u>

She also asked for approval of the following additional bills:

19892	American Express	\$699.61
19893	AT&T	\$1,257.10
19894	Allen Cohen	\$2,000.00
19895	HF Group LLC	\$1,131.30
19896	Joe Johnson	\$1,000.00
19897	Northbrook Water Department	\$1,411.20
19898	Xerox	\$2,781.87

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

### **FOUNDATION**

Mr. Früm stated there was a recent donation of \$100.00 and that all annual organizational filings had been completed.

### **SPECIAL EVENTS COMMITTEE**

Ms. Conat reported that the committee met at 6:30 p.m. and that the February staff party had been discussed.

### **NORTH SUBURBAN LIBRARY SYSTEM REPORT**

Mr. Raymond reported that he attended a VTEL meeting at NSLS. He also attended a State meeting in Springfield where plans for consolidating the library systems into two systems was discussed. The priorities for the new systems will be: online catalogs, materials delivery and Talking Books.

### **LIBRARIAN’S REPORT**

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

- Architectural responses had arrived from PSA-Dewberry and Engberg Anderson
- A grant application to the Northbrook Civic Foundation is in preparation by Andrea Johnson for an early literacy center

### **UNFINISHED BUSINESS**

#### **Appointment of Library Board Trustees**

Ms. Mayer moved that the Board enter Executive Session for the purpose of considering Trustee appointments. Mr. Lonoff seconded the motion. On voice vote, all the Trustees voted “Aye”.

When the Board exited Executive Session Mr. Peltz said that he did not intend to run in the next election and so he was officially tendering his resignation to the Board, effective as of September 16, 2010. Ms. Conat thanked him for his many years of devotion to the Library. Mr. Peltz said that his intention is to serve on the Foundation Board in the future.

Ms. Mayer moved to approve Mr. Peltz’s resignation. Mr. Früm seconded the motion.

On voice vote, all the Trustees voted “Aye”.

Ms. Conat reported that two applicants had been chosen to fill the open positions on the Board and asked that the Trustees officially approve appointing Sharon Bergstein and Howard Jay Glaubinger to the positions.

On roll call vote, Trustees voted:

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

“Nay”: None

After a short discussion the Board consensus was to hold the induction of the new Trustees at 7:00 p.m. on either September 20<sup>th</sup> or the 23<sup>rd</sup>, depending on their availability.

#### **Discuss Architectural Interviews**

Mr. Raymond distributed the architectural documentation submitted by the two firms. Ms. Conat said a separate meeting would be needed to review the submissions. Ms. Mayer noted that the new Trustees would also need to be briefed on the project.

#### **Compliance of FY 2011 Illinois Public Library Per Capita Grant Application**

Mr. Robbins remarked on the Going Green section of the application, noting the Library’s past efforts at conservation and that a more comprehensive plan would be developed in the near future. Ms. Conat remarked that the electronic Board packets were a reflection of the Library’s efforts to reduce paper use.

Mr. Raymond said that he and Ms. Imrem and Mr. Peltz had reviewed the bylaws. He then reviewed the results of the examination of the Personnel Standards, noting the corrections that will be made, which were mainly spelling or grammatical in nature. Mr. Raymond said that the long range plan was due for an update. Mr. Robbins said that Ms. Laurie Prioletti, the Human Resources Manager, was very effective in the Library’s personnel oversight.

#### **NEW BUSINESS**

##### **Schedule Special Board Meeting for Approval of Per Capita Grant Application**

Ms. Conat asked when the grant would be ready for final approval. Mr. Raymond said that one final question remained and then it would be finished. After discussion, the Board decided to meet to review and approve the grant at 2:00 p.m. on September 28. Ms. Amen said that the application would be delivered to the Board for review by September 24.

##### **Discuss Development of 2010 Tax Levies**

Ms. Conat directed the Trustees attention to the levy document by Ms. Amen and asked if there were any questions. Mr. Früm asked if the potential bond issue would affect the levy numbers. Ms. Amen said that that it should not affect the upcoming numbers. The Board consensus was to continue, as normal, with the levy process.

##### **Approve Early Closing for Art Show (4:30 p.m. – 10/1/10)**

Ms. Mayer moved that the Library close at 4:30 p.m. On October 1, 2010 in order to prepare for the opening of the annual art show. Mr. Lonoff seconded the motion.

On voice vote, all the Trustees voted “Aye”.

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

Ms. Conat said that a special board meeting was needed to install the new Trustees. After brief discussion the Trustee consensus was to have the meeting at 7 p.m. on either September 20<sup>th</sup> or 23<sup>rd</sup>, depending on the availability of the new Trustees.

**ADJOURNMENT**

There being no further business to discuss, Mr. Früm moved to adjourn. Mr. Peltz seconded the motion. The meeting was adjourned at 8:41 p.m.

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Susan Conat, President

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Anna M. Amen, Recorder