

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
October 9, 2008**

**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, Mr. Marc Lonoff, Ms. Vera Mayer, Mr. Howard Peltz, Ms. Kathryn Plumb

**Trustees absent:** Ms. Miriam Imrem

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

**APPROVAL OF AGENDA**

Approved as presented.

**MINUTES**

Ms. Mayer moved that the minutes of the Regular Meeting of September 11th, be approved. Ms. Plumb seconded the motion. On voice vote all Trustees voted “aye”, except Mr. Peltz who abstained.

**PUBLIC COMMENTS**

None

**TREASURER’S REPORT**

Ms. Mayer drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of September 30, 2008 was as follows:

General Fund	\$2,353,525.36
Restricted	315,430.26
IMRF	88,371.59
FICA	61,328.82
Total General Fund	<u>\$2,818,656.03</u>
Checking	\$(52,867.49)
Savings/Money Market	128,188.31
Investments	1,565,046.57
Illinois Funds	1,177,493.64
Petty Cash	795.00
Total General Fund	<u>\$2,818.656.03</u>
<b>Capital Improvement Fund</b>	\$355,831.31
<b>Debt Service Fund</b>	\$232,589.41

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
B of A – 1026509	150,000.00	10/15/08	2.675%
B of A – 1028230	200,000.00	11/17/08	2.800%
B of A – 1028231	200,000.00	12/15/08	2.850%
B of A – Gift CD	215,046.57	12/29/08	3.560%
B of A – 1028234	200,000.00	1/09/09	2.850%
B of A – 1028237	200,000.00	2/13/09	2.900%
B of A – 1028238	200,000.00	3/16/09	3.000%
B of A – 1028239	200,000.00	4/10/09	3.000%
<b><u>Debt Service</u></b>			
B of A – 1059338	181,237.25	11/17/08	2.720%

**BILLS AND CHARGES**

Ms. Mayer moved to approve the following Bills and Charges for September 2008:

Library Claims List	\$127,284.82
Librarian’s Claims List	15,167.37
Payroll	224,890.19
IMRF/FICA	35,457.43
Total General Fund	<u>\$402,799.81</u>
Capital Improvement Fund	
Debt Service	
Total Library	<u>\$402,799.81</u>

She also asked for approval of the following additional bills:

18920	\$689.03	Veolia
18921	\$2,781.87	Xerox

Ms. Plumb seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

**FOUNDATION**

Mr. Früm presented the financial statements for September 2008. Further discussion will occur when the naming opportunities are refined.

**SPECIAL EVENTS COMMITTEE**

Ms. Plumb reported preparations for the Staff Party are under way. Ms. Conat mentioned that Celina Kaspar would be needed to create the staff party invitations. The invitations need to be completed by the December 11<sup>th</sup> board meeting.

## **LIBRARIAN'S REPORT**

Mr. Raymond commented on the following items:

- Insurance - We continue to move forward with our intentions to migrate to the Village Health Insurance Plan
- Impact Fees – Impact Fees from the Meadow Ridge Development are starting to filter in
- 3<sup>rd</sup> Floor Electrical Project – This project will be going out to bid soon; bids are due on November 4<sup>th</sup> so a special meeting will be needed to select a contractor
- Young Adult Project – Mr. Robbins and Youth Services Staff are reviewing plans from FGM
- Irv Leavitt has returned to writing about Northbrook happenings
- Art Show – The staff worked very hard and the event was wonderful

## **UNFINISHED BUSINESS**

### **Review/Approval of Employee Electronic Use Policy**

Ms. Conat reported that the policy was changed and the last paragraph was added as suggested at the last meeting. Ms. Plumb suggested some wording changes to the draft. A motion was made by Mr. Früm to approve Electronic Use Policy with the discussed changes. Mr. Peltz seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

### **Library Naming Opportunities**

Mr. Früm reported that Liz Howard has been very helpful with discussing the fundraising opportunities for the auditorium project. Mr. Raymond commented that she has been very encouraging regarding this project and is ready to help the Foundation and the Library proceed with this project.

Ms. Howard provided Mr. Früm with a “Ways to Support” document, gift acceptance policies and related investment policies for review by the Board of the Library and Foundation, which was presented at the meeting. He recommended that Ms. Imrem and Mr. Peltz review the documents and advise how to proceed. He stated that the “Ways to Support” document will be placed in the Foundation Fundraising Brochure.

Mr. Früm provided a list of naming opportunities for fundraising purposes. Discussion ensued and questions were raised on some items. It was determined that further clarification is needed. He also stated that once this document is complete it will be placed in the Foundation Fundraising Brochure.

It was noted that once the fundraising brochure is complete the Board will review and approve.

## **NEW BUSINESS**

### **Approval of Primary Banking Services – Northbrook Bank & Trust**

The Board discussed the proposal by Northbrook Bank & Trust. Several issues were raised that needed further research. The Board consensus was to table the discussion until they had more information.

### **Approve Construction Manager's Contract/YA Project Update**

Mr. Raymond reported the construction manager's contract could not be approved since additional information was needed to complete the contract. He also commented that Mr. Robbins and the Youth Services Staff have reviewed the plans from FGM. They have asked for some changes to be made. He asked the Board if they could meet on October 23<sup>rd</sup>. A Special Board Meeting will be scheduled to review the revised plans from FGM so that the bidding process could begin.

### **Discuss/Approve 2008 Tax Levies**

A second draft of the tax levy was presented. Discussion took place about the economy and the funding priorities the levy represented. Mr. Lonoff motioned that the aggregate tax levy of \$6,088,664 be approved as presented. Ms. Mayer seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

### **Review of Art Show**

Ms. Conat thanked the staff members for all their hard work. Their dedication was visible to all who attended the Art Show.

Mr. Raymond commented that the staff enjoyed working on the Art Show and has even begun talking about next year.

Mr. Robbins asked that a meeting be held between the Special Events Committee and the Library Staff associated with the Art Show. He noted that some staff members' work loads were affected by the art show and this impacted departments throughout the Library. His hope is that new workflow efficiencies will enable the Art Show to be even more successful in the future.

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

Based upon various items that need to be discussed, it was determined that a Special Board Meeting will be held on October 23, 2008. It was also noted that at 4:00 pm on November 6, 2008, a Special Board Meeting will be held to review and select an electrical contractor for the 3<sup>rd</sup> floor project.

### **ADJOURNMENT**

There being no further business to discuss, Ms. Conat moved to adjourn. Ms. Plumb seconded the motion. The meeting was adjourned at 8:50 p.m.

---

Howard Peltz, Secretary

---

Anna M. Amen, Recorder