

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
November 11, 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, Ms. Sharon Bergstein, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

**Trustees Absent:** Mr. Carlos Früm

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

**Guests Present:** Ms. Kathryn Plumb

**APPROVAL OF AGENDA**

Ms. Conat suggested that Discussion/Approval of the Revised Personnel Policy be moved to after Public Comments and Questions. The Trustees agreed with this change.

**MINUTES**

Ms. Mayer moved that the minutes of the Regular Meeting of October 14, 2010, be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye".

Mr. Lonoff stated that he was not at the meeting on October 21, 2010. Mr. Lonoff moved that the minutes of the Special Meeting of October 21, 2010 be approved with this change. Ms. Mayer seconded the motion. On voice vote, all Trustees voted "aye".

**PUBLIC COMMENTS**

None

**NEW BUSINESS**

**Discuss/Approve Revised Personnel Policy**

Mr. Raymond mentioned that all Library policies are reviewed periodically and that it was time to review the Personnel Policy. He explained that the Library retained The Management Association to assist Ms. Prioletti to review and revise the policy that is being presented to the Board for their review. Ms. Prioletti commented that the format presented is to show the existing policy, Management Association suggestions and Library Management suggestions. The Trustees reviewed each page of the policy and provided comments/suggestions. Ms. Prioletti will address the comments and provide a revised draft for the Board to review at a future meeting. Ms. Prioletti mentioned that the Identity Protection Policy needs to be implemented by June, 2011 and that this policy could be included in the Personnel Policy.

**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 October 31, 2010 was as follows:

General Fund	\$2,258,419.10
Restricted	255,024.19
IMRF	43,889.48
FICA	40,052.32
Total General Fund	<u>\$2,597,385.09</u>

Total Capital Improvement \$419,046.53

Total Debt Service \$285,055.28

	General Fund	Capital Improvements	Debt Service
Checking	\$1,404,799.11	\$104,241.41	\$881.75
Savings/Money Market	244,466.33		
Investments	940,355.98	300,825.23	284,173.53
Illinois Funds	6,968.67	13,979.89	
Petty Cash	795.00		
Total	<u>\$2,597,385.09</u>	<u>\$419,046.53</u>	<u>\$285,055.28</u>

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
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%

**Capital Improvements**

NB&T - 16808	300,825.23	6/23/11	.85%
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**Debt Service**

NB&T – 16739	200,000.00	11/5/10	1.00%
NB&T – 16829	84,173.53	7/13/11	.85%

**Bills and Charges**

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

General Fund	
Library Claims List	\$131,494.33
Librarian’s Claims List	17,462.16
Payroll	245,019.44
IMRF/FICA	41,821.27
ACH to IPBC	35,948.67
Total General Fund	<u>\$471,745.87</u>
Capital Improvement Fund	\$2,224.00
Debt Service Fund	
Total Library	<u>\$473,969.87</u>

She also asked for approval of the following additional bills:

General Fund	
19967 American Express	\$1,299.41
19968 ATT	\$1,249.35
19969 Interiors for Business	\$5,212.00
19970 National Flood Insurance Program	\$3,710.00
19971 Snow Systems, Inc	\$1,556.00
19972 ABT	\$4,016.00

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

**FOUNDATION**

Mr. Raymond reported that Mr. Peltz has agreed to be on the Foundation Board. During a meeting this week, his first order of business was to review the Bylaws. Mr. Raymond will make the changes and bring to the Foundation Board for their review.

**SPECIAL EVENTS COMMITTEE**

Ms. Conat stated there was nothing to report but that a meeting should be scheduled on December 9, 2010 at 6:30.

**NORTH SUBURBAN LIBRARY SYSTEM**

**Disposition of Property**

Mr. Raymond reported that NSLS has received money from the State of Illinois that is expected to pay for delivery through June, 2011. He also mentioned that NSLS is having a public sale on November 13<sup>th</sup>, an online auction that will begin on November 17<sup>th</sup> and the building has been put up for sale.

**LIBRARIAN’S REPORT**

In addition to his report, Mr. Raymond commented that an intergovernmental agreement between District 28 and the Park District has been signed. This is in regards to the building project at Greenbriar School. He also commented on a situation that occurred earlier this week and how the Library is working in conjunction with the Police.

## **UNFINISHED BUSINESS**

### **Selection of an Architectural Firm**

Mr. Raymond reported on the meeting with Dick Thompson and Ms. Conat last week. Mr. Thompson provided guidance on the process as well as comments on the architects and their proposals and a preliminary cost estimate. Mr. Raymond created the Auditorium Renovation Project document to provide the Board with a schedule of steps for the process based upon this meeting. Mr. Thompson suggested that the Board select an architect and set a project maximum cost. Ms. Conat relayed Mr. Thompson's suggestions about selecting an architect. The Board had a discussion about the architects and project maximum cost. Ms. Mayer made a motion to select PSA as the architect for the Auditorium Renovation Project pending negotiation/approval of a contract. Ms. Bergstein seconded the motion. On voice vote, all Trustees voted "aye".

### **Approval of 2010 Tax Levy**

Ms. Conat presented the document prepared by Ms. Amen. Ms. Imrem motioned to approve a 3% tax levy increase. Mr. Lonoff seconded the motion. On roll call vote, Trustees voted:

"Aye": Bergstein, Glaubinger, Imrem, Lonoff, Mayer, Conat

"Nay": None

## **NEW BUSINESS**

### **Discuss/Approve Revised Personnel Policy**

This discussion was moved to earlier in the meeting.

### **Consider/Approve Library Teacher Cards**

Mr. Robbins reported that Library staff would like to offer Library Cards to teachers that are in the Northbrook School Districts. Staff has discussed amongst themselves and with other libraries potential issues that may exist. The Board agreed that this is a good idea and to proceed. Mr. Robbins will work with staff and the school districts to create an intergovernmental agreement that will be brought to the Board for their review and approval at a future meeting.

### **Discuss/Approve Purchasing Teleconferencing Equipment**

Mr. Robbins reported that he has received some quotes for this equipment and that NSLS is not selling their equipment in the auction that will take place next week. Due to the cost of this equipment, he has asked for further clarification. This will be discussed further at a later meeting.

### **Approval of Staff Development Day, March 18, 2011**

Mr. Robbins asked the Board for approval to close the Library on Friday, March 18, 2011 for Staff Development Day. Ms. Mayer motioned that the Library be closed on Friday, March 18, 2011 for Staff Development Day. Ms. Bergstein seconded the motion. On voice vote, all Trustees voted "aye".

### **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 November.

## **ADJOURNMENT**

There being no further business to discuss, Ms. Imrem moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 8:38 p.m.

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Susan Conat, President

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Anna M. Amen, Recorder