

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
October 12, 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. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: None

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

Guests Present: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Mr. Früm stated that a correction needed to be made to the spelling of Ms. Amen's name in the New Library Sign/Status Report portion of the minutes. Ms. Conat moved that the minutes of the Regular Meeting of September 8, 2011 be approved as amended. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye" except Mr. Früm and Ms. Imrem who abstained.

Ms. Mayer moved that the minutes of the Special Events Committee Meeting of September 8, 2011 be approved. Ms. Conat seconded the motion. On a voice vote, all Trustees in attendance voted "aye" except Ms. Imrem who abstained.

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 September 30, 2011 was as follows:

General Fund	\$3,115,288.50		
Restricted	272,564.28		
IMRF	17,703.83		
FICA	65,305.09		
Total General Fund	\$3,470,861.70		
Total Capital Improvement		\$505,575.42	
Total Debt Service			\$289,552.96
	General Fund	Capital Improvements	Debt Service
Checking	\$1,843,943.23	\$52,371.16	\$257.44
Savings/Money Market	468,558.81		
Investments	450,000.00	452,723.37	289,295.52
Illinois Funds	707,564.66	480.89	
Petty Cash	795.00		
Total	\$3,470,861.70	\$504,575.42	\$289,552.96

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
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%
<u>Capital Improvements</u>			
NB&T - 16808	452,723.37	6/23/12	.55%
<u>Debt Service</u>			
NB&T – 16829	289,295.52	7/13/11	.55%

Bills and Charges

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

General Fund	
Library Claims List	\$97,640.49
Librarian’s Claims List	19,000.21
Payroll	250,977.96
IMRF/FICA	45,513.52
ACH to IPBC	41,656.30
Total General Fund	<u>\$454,788.48</u>
Capital Improvement Fund	\$7,782.80
Debt Service Fund	
Total Library	<u><u>\$462,571.28</u></u>

He also asked for approval of the following additional bills:

20432	LIMRICC	\$659.61
20433	Veolia	\$659.81
20434	XEROX	\$1,740.67

Mr. Früm seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Raymond stated there was nothing to report.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported that the committee did not meet this month.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mr. Raymond stated that he attended a state wide VTEL meeting at the old NSLS building. He is pleased with the information that was shared and the progress that is being made to combine the systems but there is still more work to be done.

LIBRARIAN'S REPORT

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

- Dates for the Construction Grant Application administered by the State of Illinois have been released
- Circulation may be down but people entering the building and attending programs are doing well
- PLA Conference in March 2012 is in Philadelphia, Pennsylvania

UNFINISHED BUSINESS

Architectural Services Update

Ms. Mayer and Ms. Conat reported that a meeting took place earlier this month between architects, staff and trustees. The minutes from this meeting were included in the packet. A drawing of a potential first floor concept was on display at the meeting and in the green folders. This drawing incorporated comments from the meeting. Ms. Mayer and Ms. Conat stated that the architects are looking for Trustee input. Trustees provided comments and discussed various options. This information was accumulated and will be given to PSA Dewberry. Mr. Raymond also stated that staff will also be offered an opportunity to provide comments on the drawing and that these comments will be given to PSA Dewberry as well.

New Library Sign/Status Report

Ms. Amen reported that the Village is not looking to partner with the Library on a community sign at this time. The Trustees decided to hold off on the sign until the first floor project is underway.

Discuss/Determine 2011 Tax Levies

Mr. Lonoff presented the document prepared by Ms. Amen. Mr. Früm motioned to approve a 5% tax levy increase. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

Further Discussion/Consideration of Potential Library Development Issues

Mr. Lonoff thanked the staff for all the information provided regarding:

- Internal Parking Survey – this information will be helpful with the renovation of the first floor
- Sunday Hours – The Trustees determined that we are in line with the surrounding libraries but the community survey leans toward increasing the hours on Sunday. A decision will be made in the future after Mr. Raymond has an opportunity to discuss with staff and the Board obtains staff input as well as additional information requested
- Return on Investment
- Circulation
- Self Check Out Machine Statistics
- RFID – Mr. Robbins reported that staff met with a representative from 3M. Minutes from the meeting are in the packet. Costs have decreased but it is still a costly project due to tagging and re-boxing of materials. Samples have been requested to determine if they will fit in existing CD gondolas and DVD shelving.

NEW BUSINESS

Discuss Staff Appreciation Week Arrangements

Ms. Conat asked if the Trustees would like to host staff appreciation week the week of November 17th thru November 23rd. All Trustees agreed that this was okay.

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 October.

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.

Marc Lonoff, President

Anna M. Amen, Recorder