

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
October 14, 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, Mr. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

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

Guests Present: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Mayer moved that the minutes of the Special Events Committee Meeting of September 15, 2010, be approved. Ms. Imrem seconded the motion. On voice vote, the Trustees serving on the Special Events Committee voted unanimously "aye".

Mr. Früm moved that the minutes of the Regular Meeting of September 15, 2010, be approved. Ms. Mayer seconded the motion. On voice vote, the Trustees voted "aye", except Ms. Bergstein and Mr. Glaubinger who abstained.

Ms. Bergstein moved that the minutes of the Special Meeting of September 23, 2010, be approved. Ms. Mayer seconded the motion. On voice vote, the Trustees voted "aye" except Ms. Imrem who abstained.

Mr. Glaubinger moved that the minutes of the Special Meeting of September 28, 2010, be approved. Ms. Mayer seconded the motion. On voice vote, the Trustees voted "aye" except Ms. Imrem who abstained.

Ms. Mayer moved that the minutes of the Special Meeting of September 23, 2010, be approved. Ms. Bergstein seconded the motion. On voice vote, the Trustees voted "aye" except Mr. Früm, Ms. Imrem and Mr. Lonoff who abstained.

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 September 30, 2010 was as follows:

General Fund	\$2,643,590.95
Restricted	256,550.61
IMRF	66,830.06
FICA	56,836.47
Total General Fund	<u>\$3,023,808.09</u>

Total Capital Improvement \$421,070.98

Total Debt Service \$284,999.97

	General Fund	Capital Improvements	Debt Service
Checking	\$1,788,838.53	\$106,465.41	\$881.75
Savings/Money Market	244,260.95		
Investments	940,355.98	300,627.56	284,118.22
Illinois Funds	49,557.63	13,978.01	
Petty Cash	795.00		
Total	<u>\$3,023,808.09</u>	<u>\$421,070.98</u>	<u>\$284,999.97</u>

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
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	300,627.56	6/23/11	.85%
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Debt Service

NB&T – 16739	200,000.00	11/5/10	1.00%
NB&T – 16829	84,118.22	7/13/11	.85%

The Trustees inquired about the large cash balance in the checking account. Ms. Amen explained that to cover fees incurred on activity, the balance needs to be high. The Trustees would like Ms. Amen to have a discussion with the bank about fees being charged to the Library.

Bills and Charges

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

General Fund	
Library Claims List	\$113,582.78
Librarian’s Claims List	18,570.93
Payroll	247,192.99
IMRF/FICA	42,431.60
ACH to IPBC	35,948.67
Total General Fund	<u>\$457,726.97</u>
Capital Improvement Fund	
Debt Service Fund	
Total Library	<u>\$457,726.97</u>

She also asked for approval of the following additional bills:

General Fund	
19932 American Express	\$1,008.67
19933 ATT	\$1,257.10
19934 Centerpoint Energy	\$666.15
19935 Proforma Marketing	\$777.90

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

- “Aye”: Bergstein, Früm, Glaubinger, Imrem, Lonoff, Mayer, Conat
- “Nay”: None

FOUNDATION

Mr. Früm presented the Financial Statements in the packet. Mr. Raymond commented that he will approach Mr. Peltz about working on the Foundation Board.

SPECIAL EVENTS COMMITTEE

Ms. Conat stated there was nothing to report.

ILLINOIS LIBRARY SYSTEMS/ISLAC REPORT

Mr. Raymond commented on the email that he forwarded to the Trustees stating that funds were received to continue delivery till the end of the year.

LIBRARIAN’S REPORT

In addition to his report, Mr. Raymond commented on a situation related to tonight’s program. A letter was received by Library staff speaking negatively about tonight’s presenter. Police were notified and present at the program as well as additional staff being present at the program to manage an unpleasant circumstance if one were to arise. Trustees commented that Mr. Raymond was justified to take these precautions and thanked him.

UNFINISHED BUSINESS

Discuss Architectural Interviews and Refine Project Requirements, Budget and Schedule Additional Meeting

Ms. Conat asked that this discussion take place during a special meeting. She asked when Trustees were available and it was decided to have a Special Meeting on October 21, 2010 at 7:00 pm. She asked that Trustees review the plans from the Architects and come to the meeting ready to discuss the options and what the next step should be.

Discuss/Determine 2010 Tax Levy

Ms. Conat presented the document prepared by Ms. Amen. She commented that the Levy needs to be voted on at the November Board Meeting so that it can be given to the Village. Ms. Amen reported that based upon a discussion with Dan Parker at IPBC (Intergovernmental Personnel Benefit Cooperative) and the Library's current experience rates, 12% is a realistic increase for health care expense for FY2012. The Trustees discussed the Levy and agreed that they would like to keep the increase to 3%, if possible.

Review of Art Show

The Trustees were directed to Mr. Robbins report in the packet. The consensus was that the Art Show was a HUGE success. Mr. Raymond thanked all the staff that contributed to the wonderful evening.

NEW BUSINESS

West Side Library Parking

Ms. Conat discussed the intergovernmental agreement that was entered into between District 28 and the Northbrook Park District to build a gymnasium at Greenbriar School. This new facility will increase the activity in the area and the need for parking. The Trustees felt that it would be prudent to talk to District 28 and the Park District about increasing parking along Cedar Lane.

Health Care Expenses – Update

This topic was discussed during the 2010 Tax Levy.

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

A special meeting will be held on October 21, 2010 at 7:00 pm to discuss the Architects proposals for the First Floor/Auditorium project.

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.

Susan Conat, President

Anna M. Amen, Recorder