

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
November 10, 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 Mr. Eric Robbins.

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

**Trustees Absent:** Mr. Jay Glaubinger

**Staff Present:** Mr. Chadwick Raymond, Mr. Eric Robbins

**Guests Present:** None

**APPROVAL OF AGENDA**

Approved as presented.

**MINUTES**

Ms. Conat moved that the minutes of the Regular Meeting of October 12, 2011 be approved. Ms. Imrem seconded the motion. On a voice vote, all 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 September 31, 2011 was as follows:

General Fund	\$3,666,794.49		
Restricted	306,880.32		
IMRF	31,463.13		
FICA	82,255.44		
Total General Fund	\$4,087,393.38		
Total Capital Improvement		\$497,209.46	
Total Debt Service			\$289,671.06
	General Fund	Capital Improvements	Debt Service
Checking	\$1,727,582.24	\$43,834.01	\$257.44
Savings/Money Market	468,778.88		
Investments	450,000.00	452,894.54	289,413.62
Illinois Funds	1,440,237.26	480.91	
Petty Cash	795.00		
Total	\$4,087,393.38	\$497,209.46	\$289,671.06

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
NB&T – 16787	75,000.00	12/5/11	.35%
NB&T – 16789	100,000.00	1/5/12	.35%
NB&T – 16791	100,000.00	2/22/12	.35%
NB&T – 16788	75,000.00	3/5/12	.58%
NB&T – 16790	100,000.00	4/5/12	.58%

<b><u>Capital Improvements</u></b>			
NB&T - 16808	452,894.54	6/24/12	.55%

<b><u>Debt Service</u></b>			
NB&T – 16829	289,413.62	7/13/12	.55%

### **Bills and Charges**

Ms. Mayer moved to approve the following Bills and Charges for October, 2011:

General Fund	
Library Claims List	\$71,685.19
Librarian's Claims List	18,377.76
Payroll	252,371.28
IMRF/FICA	45,211.18
ACH to IPBC	41,656.23
Total General Fund	<u>\$429,301.64</u>
Capital Improvement Fund	8,537.15
Debt Service Fund	
Total Library	<u>\$437,838.79</u>

She also asked for approval of the following additional bills:

20458	AT&T	\$1,275.91
20459	GE Capital	\$1,648
20460	Illinois Paper Co.	\$2,614
20461	Library Furniture International	\$4,673
20462	National Flood Insurance	\$3,274
20463	Veola	\$658.50
20464	XEROX	\$1,522.34

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

### **FOUNDATION**

Mr. Raymond stated that there was no additional information beyond the packet report.

### **SPECIAL EVENTS COMMITTEE**

Ms. Conat reported that the committee met earlier in the evening and had established a theme for the staff party, which will be held on Friday, January 27, 2012. She requested that the approval to close early that

day be put on the agenda for the December Board meeting. She also said that the committee would meet at 6:30 p.m. on Thursday, December 8.

### **REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)**

Mr. Raymond said that he had attended a RAILS meeting at Burr Ridge and that it was the 1<sup>st</sup> time in two years that all the lights had been on. He met with Michael Piper, the Interim Director and had attended a legislative meeting.

### **LIBRARIAN'S REPORT**

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

- We are looking at further technology development in the building.
- Library Journal has awarded us a “Star Library”.
- The repair to the curtain wall and canopy has been delayed and it is expected to start in 2 weeks.
- Ms. Amen is tracking construction grant opportunities.
- We’ve been following some Illinois bills that are of concern to libraries, but they’ve been resolving positively up to now.
- A new welcome brochure is in process.
- He’s looking for an interesting topic for his column for the next newsletter.

### **UNFINISHED BUSINESS**

#### **Auditorium/First Floor Improvements Progress**

Ms. Mayer and Ms. Conat reported that a meeting took place earlier this week between Mr. Michael Mackey, Library staff, trustees and Mr. James Bond to discuss screen and sight lines issues for the auditorium. It was the consensus of the group that for an optimal theater experience, excavation will need to be deeper than anticipated. Mr. Mackey was confident that the space could be waterproofed. Mr. Früm suggested that the expansion be up into the second floor, rather than down. Mr. Mackey is scheduled to meet with Library personnel in December and Mr. Raymond will discuss construction options with him before that time.

#### **Additional Library/Public Parking Considerations**

Mr. Raymond reported that PSA had presented a number of possible parking expansion options and that it was time to meet with Village to discuss them. He thought it would be good to take that opportunity and also discuss the auditorium project as well.

#### **Review of Library Public Service Hours**

Mr. Raymond reported that Ms. Amen estimated that the additional hour of service on Sunday would cost about \$23,000 for the next fiscal year. He had briefed the staff on the possible addition and the reaction was, “not terrible”. The Board discussed staffing levels and determined that more information was needed before making a decision. They also discussed trying the additional hour for a test period to see how popular it was with patrons.

#### **Downtown Development Considerations/Library Representation**

Mr. Raymond noted the planning currently taking place to develop the downtown and that it would be beneficial to make sure that the Library has a voice in the discussions. He said that joining the Downtown Association might be a good step in the process.

### **NEW BUSINESS**

#### **ILA Conference Reports and PLA Conference Attendance**

There were no significant reports from ILA. Mr. Lonoff expressed interest in attending PLA.

**Approve Staff Training Date**

Ms. Conat moved to approve closing the Library on April 20, 2012 for staff training. Ms. Mayer seconded the motion. On a 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 September.

**ADJOURNMENT**

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Conat seconded the motion. The meeting was adjourned at 8:39 p.m.

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Marc Lonoff, President

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Eric Robbins, Recorder