

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
November 13, 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 Mr. Eric Robbins.

Trustees present: Ms. Susan Conat, Mr. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, and Ms. Kathryn Plumb

Trustees absent: Mr. Howard Peltz

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 October 9th, be approved. Mr. Früm seconded the motion. On voice vote all Trustees voted “aye”, except Ms. Imrem who abstained.

Mr. Früm moved that the minutes of the Special Meeting of October 23rd, be approved. Ms. Plumb seconded the motion. On voice vote all Trustees voted “aye”, except Ms. Mayer who abstained.

Ms. Plumb moved that the minutes of the Special Meeting of November 6th, be approved. Ms. Mayer seconded the motion. On voice vote all Trustees voted “aye”, except Ms. Imrem and Mr. Lonoff 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 October 31, 2008 was as follows:

General Fund	\$2,866,793.60
Restricted	300,746.60
IMRF	118,201.76
FICA	87,428.01
Total General Fund	<u>\$3,373,169.97</u>
Checking	\$(154,386.99)
Savings/Money Market	180,129.33
Investments	1,565,046.57
Illinois Funds	1,781,586.06
Petty Cash	795.00
Total General Fund	<u>\$3,373,169.97</u>

Capital Improvement Fund	\$351,526.50
Debt Service Fund	\$403,743.70

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
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 - 1168662	150,000.00	1/13/09	3.660%
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%
<u>Debt Service</u>			
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 October 2008:

Library Claims List	\$191,878.94
Librarian’s Claims List	19,706.37
Payroll*	229,064.70
IMRF/FICA*	35,858.56
Total General Fund	<u>\$476,508.57</u>
Capital Improvement Fund	4653.58
Debt Service	
Total Library	<u>\$481,162.15</u>

She also asked for approval of the following additional bills:

18961	\$122.86	Cooperative Computer Services
18962	\$684.37	Veolia
18963	\$5,867.77	Xerox

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

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

“Nay”: None

FOUNDATION

Mr. Früm said there would be no report for the month.

SPECIAL EVENTS COMMITTEE

Ms. Conat asked that a Special Events Committee meeting be scheduled for 6:30 on December 11th.

UNFINISHED BUSINESS

Approval of Banking Services and Respective Documents/Resolutions

Mr. Früm motioned for approval of the banking services agreement and associated documents and resolutions with Northbrook Bank & Trust. Ms. Mayer seconded. On roll call vote, trustees voted:

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

“Nay”: None

Ms. Amen asked about opening either an ACH Debit Block or Post No Debit account to transfer funds from book sales on Amazon. Ms. Mayer said the ACH Debit Block would be more convenient. The board approved opening the ACH Debit Block account by unanimous consent.

Approval of Health Insurance Agreement with Village of Northbrook

Mr. Früm noted that there were irregularities in the wording of the Intergovernmental Agreement and that the last sentence of Section 9 on page 6 made it possible for the Library to be terminated as a listed entity without 90 days notice. Mr. Raymond said that the language is problematic, but it would be unlikely for the Village to exercise such action without prior communication. He said that, for the Library to cancel the current insurance in 2009, notice must be given to NSLS before January 1, 2009, so an agreement must be reached with the Village before then. The Trustees discussed the Agreement wording and its implications and whether it would be necessary to contact the Library’s legal counsel. Ms. Amen suggested taking out the word “not” from the last paragraph of section 9 in order to protect the Library from cancellation without notification. Mr. Raymond said that he would contact Mr. Greg VanDahm at the Village and the IPBC about the possibility of making the change to the Agreement. Ms. Conat asked, if the Village agreed, would it still give the Library time to approve the Agreement? Mr. Raymond said a Special Meeting of the Board could be called in December, if necessary.

Approval of Electrical Improvements Bid

Mr. Raymond said that he and the electrical engineer recommended approving the Kelso-Burnett Co. bid subject to approval of the contract.

Ms. Plumb motioned for the approval of the Kelso-Burnett Co. bid subject to approval of the contract.

Ms. Mayer seconded. On roll call vote, trustees voted:

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

“Nay”: None

NEW BUSINESS

Determine Need for Additional Meetings

Board consensus was that no further meetings would be needed in November.

ADJOURNMENT

There being no further business to discuss, Ms. Plumb moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 8:35 p.m.

Susan Conat, President

Eric Robbins, Recorder