

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
January 12, 2012**

**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. Sharon Bergstein, Ms. Susan Conat, Mr. Jay Glaubinger, Mr. Carlos Früm, Ms. Vera Mayer

**Trustees Absent:** Ms. Miriam Imrem, Mr. Marc Lonoff

**Staff Present:** Mr. Eric Robbins, Ms. Anna Amen

**Guests Present:** None

**APPROVAL OF AGENDA**

Approved as presented.

**MINUTES**

Ms. Mayer moved that the minutes of the Regular Meeting of December 8, 2011 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye” except Ms. Bergstein who abstained.

Ms. Mayer moved that the minutes of the Special Events Committee Meeting of December 8, 2011 be approved. Ms. Conat seconded the motion. On a voice vote, all Trustees in attendance of the Special Events Committee Meeting voted “aye”.

Ms. Mayer moved that the minutes of the Special Committee Meeting of January 4, 2012 be approved. Ms. Conat seconded the motion. On a voice vote, all Trustees in attendance of the Special Committee Meeting voted “aye”.

**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 December 31, 2011 was as follows:

General Fund	\$4,242,238.05	
Restricted	276,013.39	
IMRF	58,549.24	
FICA	116,123.42	
Total General Fund	<u>\$4,692,924.10</u>	
Total Capital Improvement		\$469,833.88
Total Debt Service		\$5,392.80

	General Fund	Capital Improvements	Debt Service
Checking	\$2,942,801.60	\$16,174.81	\$260.29
Savings/Money Market	469,180.95		
Investments	375,000.00	453,178.11	5,132.51
Illinois Funds	905,146.55	480.96	
Petty Cash	795.00		
Total	<u>\$4,692,924.10</u>	<u>\$469,833.88</u>	<u>\$5,392.80</u>

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
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	452,723.37	6/23/12	.55%
<b><u>Debt Service</u></b>			
NB&T – 16829	5,132.51	7/13/11	.55%

### **Bills and Charges**

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

Operating Funds	
Library Claims List	\$ 125,080.89
Librarian's Claims List	15,557.99
Payroll	251,502.78
Fica/IMRF	45,625.38
ACH to IPBC	41,656.23
Total Operating Funds	<u>\$ 479,423.27</u>
Capital Improvement Fund	
CIF Claims List	\$ 19,586.25
Debt Service Fund	
Grand Total Library	<u><u>\$ 499,009.52</u></u>

He also asked for approval of the following additional bills:

20551	American Express	\$950.06
20552	ATT	\$1,277.45
20553	Greek Feast	\$1,544.49
20554	Library Furniture International	\$4,860.00
20555	Universal Films	\$650.00
20556	XEROX	\$1,702.30

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

## **FOUNDATION**

Mr. Früm reported that the Foundation Board asked Michael Bernberg to be the President of the Board. We are waiting for an official acceptance however it looks very promising. During this meeting, Mr. Bernberg provided some ideas for the Foundation that seemed to have some fundraising potential.

## **EDC/ICDC COMMITTEE REPORT**

Ms. Conat reported that the EDC/ICDC met on 1/11/12. Items of interest were

- Electricity Aggregation – In March 2012, the Village will be asking residents to vote on a referendum to create a consortium of 8 communities (7 surrounding communities and Northbrook) to look for alternate energy providers. Com Ed will continue to be the billing agent and service provider. Currently the energy provider is Exelon.
  - Trustees discussed offering a program to residents explaining the referendum.
- Downtown Steering Committee – Mr. Schoon showed 5 different locations in Northbrook that the committee will be focusing on.

## **SPECIAL EVENTS COMMITTEE**

Ms. Mayer reported that plans for the staff party are progressing nicely and asked that Maintenance be available on January 27<sup>th</sup> to assist them with decorations and other items needed for the party.

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

Mr. Robbins directed the Trustees to the report in the packet and stated that there was nothing additional to report. He did explain that LLSAAP was the Local Library System Automation Program and that L2 was the continuing education program.

## **LIBRARIAN'S REPORT**

In addition to Mr. Raymond's report, Mr. Robbins made the following comments

- Mr. Raymond, Mr. Robbins, Ms. Ruth Hafner and Ms. Mary Munday will be attending the PLA Conference in March 2012.
- A Green Committee has been created at the Library. The Committee will present initiatives to the Board and would like to issue a policy statement.
  - Trustees discussed working with the Village of Northbrook to issue a combined policy statement.
- The Northbrook Voices Program (a joint venture between the Library and the Historical Society) is progressing nicely and that audio recordings are available on the website.

## **UNFINISHED BUSINESS**

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

### **Downtown Steering Committee and Preliminary Review Application Process**

Ms. Conat reported that Michael Mackey from PSA Dewberry completed a Village of Northbrook Preliminary Review Application. A draft is in the green folders and was sent via email for review. The Trustees discussed the application and suggested that some changes be made prior to sending to the Village. Ms. Mayer motioned to send the amended Preliminary Review Application to the Village of Northbrook Development & Planning Services Department. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye".

### **Review/Approval of Procedure for Law Enforcement Requests for Patron Information**

Mr. Robbins reported that the changes from the December meeting were made to the procedure. Mr. Früm motioned that Draft 3 of the Law Enforcement Request for Patron Information be accepted as the procedure to follow if law enforcement requested patron information. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye".

## **NEW BUSINESS**

### **Selection of 2012 Auditor**

Ms. Conat directed the Trustees to the memo in the packet from McClure Inserra. Mr. Glaubinger motioned to retain McClure Inserra as the auditor for FY2012. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye".

### **Preliminary Discussion of Draft 2012-2013 Budget**

The Trustees asked that other income and gifts and designated income be brought in line with actual money received, that contingency and miscellaneous expense and miscellaneous designated expenses be brought in line with actual money spent and that a salary analysis be completed using the LACONI survey for the next budget review.

### **Consideration/Acceptance of Burlini Sculpture/Vanoudenhove Painting**

Mr. Robbins reported that he saw the sculpture and commented that it is a very fun piece of art. He mentioned that consideration will need to be given as to placement in the Library but feels that it would be a great addition. The Trustees discussed the piece and the appraisal that is needed. Ms. Bergstein motioned to accept the Burlini Sculpture donation from Dr. Vivian Gordon pending a final decision as to who will pay for the appraisal. Mr. Früm seconded the motion. On a voice vote, all Trustees voted “aye”.

Based upon comments at the December Meeting, Mr. Robbins contacted Bruno Vanoudenhove about retaining him to paint a picture of the Library. He suggested that the painting be 36” x 72” and provided 2 views for the Trustees to pick from. He said that he would charge the Library a discounted rate of \$3,200 for the painting. Mr. Früm motioned to purchase a painting using version 2 as the view for \$3,200 from Bruno Vanoudenhove. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”, except Mr. Glaubinger who voted for the other version.

### **Consideration/Approval of Adjusted Architectural Scope of Services**

Ms. Conat directed the Trustees to the letter from Michael Mackey of PSA Dewberry. Based upon the needs of the project, PSA has had to complete tasks that were not defined in the agreement. They are asking for the Library to compensate them for their additional efforts and have proposed that additional tasks will be completed without charge. Ms. Conat motioned to approve payment of \$9,676 for the additional services performed related to the First Floor Project. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

### **Comply with Open Meetings Act Training Update/Requirements**

Ms. Amen reported that as of January 1, 2012 the Trustees have one year to complete the Attorney General’s Open Meetings Act Training. She suggested that the training be completed at the February Board Meeting. Trustees agreed with this recommendation and will meet at 6:30 on February 9, 2012 to complete the training.

### **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 January.

### **ADJOURNMENT**

There being no further business to discuss, Ms. Conat moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 8:45 p.m.

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Sue Conat, Vice President

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Anna M. Amen, Recorder