

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
February 9, 2012**

**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. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

**Trustees Absent:**

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

**Guests Present:** Ms. Jennifer Betancourt, Mr. Michael Mackey

**APPROVAL OF AGENDA**

Mr. Lonoff asked to move the Downtown Steering Committee and Preliminary Review Application Process/Update to after the Minutes of the Previous Meetings – Approval. Trustees agreed.

**MINUTES**

Mr. Früm moved that the minutes of the Regular Meeting of January 12, 2012 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye” except Ms. Imrem and Mr. Lonoff who abstained.

**PUBLIC COMMENTS**

None

**OLD BUSINESS**

**Downtown Steering Committee and Preliminary Review Application Process/Updates**

Mr. Mackey and Ms. Betancourt presented

- the preliminary designs that were included in the Preliminary Review Application that was submitted to the Village
- a report that details the services that were performed that culminated to the preliminary design.

The Trustees talked about the design and changes they would like to have made to the plans. Mr. Mackey emphasized that the plans were preliminary and that changes could be made in the next phase of the project. The Village Planning Staff will meet on February 16<sup>th</sup> to discuss the Preliminary Review Application and their comments will be given to the Village Board on February 28<sup>th</sup>. It was decided that Ms. Betancourt, Mr. Lonoff, Ms. Conat and Mr. Raymond will attend this meeting.

**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 January 31, 2012 was as follows:

General Fund	\$3,891,284.07	
Restricted	269,444.45	
IMRF	30,803.29	
FICA	98,728.27	
Total General Fund	<u>\$4,290,260.08</u>	
Total Capital Improvement		\$451,977.67
Total Debt Service		\$5,394.11

	General Fund	Capital Improvements	Debt Service
Checking	\$2,896,807.76	(\$1,816.14)	\$260.29
Savings/Money Market	469,385.41		
Investments	275,000.00	453,312.82	5,133.82
Illinois Funds	648,271.91	480.99	
Petty Cash	795.00		
Total	<u>\$4,290,260.08</u>	<u>\$451,977.67</u>	<u>\$5,394.11</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>General Fund</u>			
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%
<u>Capital Improvements</u>			
NB&T - 16808	453,312.82	6/23/12	.55%
<u>Debt Service</u>			
NB&T – 16829	5,133.82	7/13/11	.55%

### **Bills and Charges**

Mr. Glaubinger moved to approve the following Bills and Charges for January, 2012:

Operating Funds	
Library Claims List	\$ 111,515.02
Librarian's Claims List	15,450.69
Payroll	245,715.20
Fica/IMRF	47,345.22
ACH to IPBC	41,656.23
Total Operating Funds	<u>\$ 461,682.36</u>
Capital Improvement Fund	
CIF Claims List	\$ 17,990.95
Debt Service Fund	
Grand Total Library	<u><u>\$ 479,673.31</u></u>

He also asked for approval of the following additional bills:

20591	American Express	\$1,778.13
20592	Criterion Pictures	\$1,170.00
20593	Vera Mayer	\$ 572.81
20594	Veolia	\$1,385.67
20595	XEROX	\$1,638.05

Ms. Conat seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

### **FOUNDATION**

Nothing to report.

## **EDC/ICDC COMMITTEE REPORT**

Nothing to report.

## **SPECIAL EVENTS COMMITTEE**

Nothing to report.

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

Nothing to report.

## **LIBRARIAN'S REPORT**

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

- Bruno Vanoudenhove is making excellent progress on the painting of the building
- Mr. Raymond will be sending a thank you letter with photos to Kathryn Plumb about her shelving donation in the Multi Media Department
- Deerfield Public Library will be moving to Caldwell Corners during their construction

The Trustees discussed the company that listed the Library as their principal place of business on their website. Mr. Robbins said that a registered letter was sent on 2/9/12 telling them to cease and desist. He also mentioned that the policy manual is being updated to address this issue.

## **UNFINISHED BUSINESS**

### **Review/Approval of Draft 2012-2013 Annual Budget**

Ms. Amen presented Draft II of the FY2012-2013 Budget. She stated that changes were made based upon the comments at the January Meeting and a salary and wages analysis was completed and is attached. Trustees discussed the information and will vote on the budget at the March/April meeting depending upon when the Village needs the Library budget.

## **NEW BUSINESS**

### **Annual Review/Approval of Fines and Fees Schedule**

Mr. Früm asked the Trustees to consider raising material fines to \$.25. The Trustees discussed this proposal.

Mr. Früm made a motion to increase the amount charged for material fines to \$.25 as of May 1, 2012. Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

Based upon the voting results and the earlier discussion, Mr. Früm made a second motion to increase the amount charged for material fines to \$.20 as of May 1, 2012. Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

The Trustees asked that information be put in the newsletter and on the website.

The Trustees discussed the remaining items on the Fines and Fees Schedule. Ms. Mayer made a motion to accept the Fines and Fees Schedule as presented and the material fine change being effective May 1, 2012. Mr. Früm seconded the motion. On a voice vote, all Trustees voted “aye”.

### **Review/Approval of Library Card Policy Update**

Mr. Robbins explained that the change to the policy was to include the “Teacher Card” that was added in Fall 2011. Ms. Conat motioned to add the “Teacher Card” to the policy. Ms Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

During this discussion a question was raised as to how we verify occupancy and accuracy of information and asked the staff to look into the process.

**Overview of Department Services**

Mr. Lonoff requested that he thought it would be a good idea if the department managers attended a board meeting and updated Trustees on items of interest in their departments. Trustees concurred that this was a good idea.

**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 February.

**ADJOURNMENT**

There being no further business to discuss, Ms. Conat moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 9:25 p.m.

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Marc Lonoff, President

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Anna M. Amen, Recorder