

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
March 8, 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, Ms. Anna Amen, Ms. Ann Weston

**Guests Present:** Ms. Lorayne Flodberg

**APPROVAL OF AGENDA**

Mr. Lonoff asked to move the Report from Insurance Representative to before the Overview of Circulation Department Services.

**NEW BUSINESS**

**Report from Insurance Representative**

Lorayne Flodberg of Arthur J. Gallagher Risk Services was introduced to the Trustees. She explained the different types of insurance coverage that the Library currently has – Property, Crime, General Liability, Automobile Liability, Workers Compensation, Umbrella Liability and Treasurer’s Bond. She then described the additional insurance coverages that have recently become available for the Library – Volunteer Accident, Directors & Officers, which includes Employment Practices Liability, and Crime Policy. She also recommended that a building appraisal be completed to ensure that the coverage limits under the property insurance are adequate. She explained that deductibles can be changed to decrease the cost of insurance. Ms. Amen will complete the insurance questionnaire and Ms. Flodberg will provide quotes for the June 1<sup>st</sup> insurance renewal.

**OVERVIEW OF CIRCULATION DEPARTMENT SERVICES**

Ms. Weston described the duties of the Circulation Department. She emphasized that their main responsibility is to serve people and their goal is to have happy satisfied patrons. She explained that a high quality employee is necessary due to the variety of duties that are performed during a day in Circulation. There are 25 clerks and 15 shelvers that work an average of 4 hours a day.

**MINUTES**

Ms. Conat moved that the minutes of the Regular Meeting of February 9, 2012 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees 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 February 29, 2012 was as follows:

General Fund	\$4,236,070.74
Restricted	266,287.19
IMRF	37,891.39
FICA	107,122.32
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Total General Fund	\$4,647,371.64		
Total Capital Improvement		\$439,771.45	
Total Debt Service			\$5,395.42
	General Fund	Capital Improvements	Debt Service
Checking	\$2,847,744.72	5,847.27	\$260.29
Savings/Money Market	469,574.57		
Investments	175,000.00	433,443.16	5,135.13
Illinois Funds	1,154,257.35	481.02	
Petty Cash	795.00		
Total	\$4,647,371.64	\$439,771.45	\$5,395.42

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<b><u>General Fund</u></b>			
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	433,443.16	6/23/12	.35%
<b><u>Debt Service</u></b>			
NB&T – 16829	5,135.13	7/13/11	.30%

### **Bills and Charges**

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

Operating Funds	
Library Claims List	\$ 106,177.93
Librarian's Claims List	18,485.31
Payroll	257,385.02
Fica/IMRF	49,651.89
ACH to IPBC	41,656.23
Total Operating Funds	<u>\$ 473,356.38</u>
Capital Improvement Fund	
CIF Claims List	\$ 12,336.59
Debt Service Fund	
Grand Total Library	<u><u>\$ 485,692.97</u></u>

He also asked for approval of the following additional bills:

20634	American Express	\$ 885.38
20635	Northbrook Public Library Foundation	\$1,010.00
20636	Pitney Bowes – Reserve Account	\$5,000.00
20637	Bruno Vanoudenhove	\$2,200.00
20638	Veolia	\$660.65
20639	XEROX	\$1,774.34

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.

### **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

- We are moving forward with the Village Planning Department in regards to the first floor project.
- Kathryn Plumb came to the library to see the new shelving in the Multi Media Department. She was very pleased with how her donation was spent.
- Please join me at the next staff breakfast on 3/20 at 8:30.
- Bruno Vanoudenhove delivered the painting of the Library. It has been hung at the base of the main staircase on the first floor.
- Nanette Barber’s Retirement Party will be March 27<sup>th</sup> in the morning.
- There are 3 articles about the Library in the March 8<sup>th</sup> edition of the Northbrook Star.
- There are 3 Library advocacy programs that may interest you – Please let us know if you would like to attend
  - March 24<sup>th</sup> - ILA Trustee Forum in Springfield, Illinois
  - April 18<sup>th</sup> – ILA Illinois Library Day in Springfield, Illinois
  - April 24<sup>th</sup> – ALA Legislative Forum in Washington DC
- The Secretary of State sent a letter notifying us that the FY2012 Per Capita Grants have been awarded.

### **UNFINISHED BUSINESS**

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

Ms. Amen presented Draft III of the FY2012-2013 Budget. She stated that changes were made based upon requests from material selectors, manager staffing requests, changes in employee insurance, staffing for medical leave, new contracts entered into with ATT, ICN and Crystal Maintenance and overall review of FY2012 actual results. Trustees discussed the changes and Mr. Glaubinger moved to approve the budget at presented. Ms. Bergstein seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

#### **Update Preliminary Village Board Review/Auditorium Improvements**

Mr. Raymond stated that he and Ms. Amen met with Michaela Kohlstedt, Village Planner. Ms. Kohlstedt walked us through all the documents that will need to be completed before going to the Planning Commission and the Village Board. He explained how Dewberry will be utilized to complete these documents. The Trustees asked that Dewberry provide a cost estimate for this work and that they provide us with a contract for the next phase of the project.

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

Based upon a question raised at the January Board Meeting, the surrounding libraries were asked if they required patrons to re register their library cards. Results were presented in the Trustees’ green folders. Mr. Raymond advised the Trustees that after reviewing the results, Mr. Robbins suggests establishing a process for re- registering library cards every 3 years. Mr. Früm motioned that a policy be developed for re registering a library card. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

**NEW BUSINESS**

**Approval of Architectural Professional Services Agreement**

Trustees discussed the addendum that Dewberry would like signed. As long as cost estimates are provided for the project, the Trustees agreed that it is okay to work with Dewberry on an hourly basis. Ms. Conat moved that the addendum be signed. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

**Elect Library Board Nominating Committee**

In accordance with the bylaws, Mr. Raymond asked for 3 Trustees to be a part of the Nominating Committee to select a President, Vice-President, Treasurer and Secretary. Ms. Bergstein, Ms. Conat and Ms. Imrem volunteered to be on the committee. Ms. Imrem asked the Trustees to email her with their interests for the next year. The Nominating Committee will meet before the April meeting.

**Approve Sale and Fee Structure of Nonresident Library Service**

Ms. Amen explained that annually the Board needs to approve 1) whether to offer library services to non residents and 2) the method used to calculate the non resident fee. Currently the Library Board has approved offering services to non residents and uses the taxable equalized assessed value of the property to calculate the fee for non resident library service. Mr. Früm made a motion to 1) offer library services to nonresidents and 2) use the taxable equalized assessed value of the property to calculate the fee for non resident library service. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

**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 March.

**ADJOURNMENT**

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 9:00 p.m.

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Marc Lonoff, President

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Anna M. Amen, Recorder