

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
April 12, 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, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: Ms. Miriam Imrem

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

Guests Present: Mr. Rick McCarthy, Ms. Jennifer Betancourt, Mr. Tom Featherstone

APPROVAL OF AGENDA

Mr. Lonoff asked to move Report/Discuss Independent Preliminary Cost Estimate for Auditorium Improvements and Auditorium Improvements/Parking – Further Discussion/Approvals from Unfinished Business to after Public Comments.

OVERVIEW OF DEPARTMENT SERVICES – TECHNICAL SERVICES DEPARTMENT

Ms. Horvath described the duties of the Technical Services Department. The department purchases items for the library collection. The process involves acquisitions, receiving, cataloging and processing of an item. In Fiscal Year 2011 the department added 30,300 items to the collection. There are 13 employees in the department.

MINUTES

Ms. Conat recommended making the following changes to the Meeting Minutes of March 9, 2012

- Agenda Topic - Review/Approval of Library Card Policy Update
 - From “The results are in your green folders” to “Results were presented in Trustees’ green folders”
 - From “Mr. Robbins is in favoring of establishing” to “Mr. Robbins suggests establishing”

Ms. Bergstein moved to approve the minutes of the Regular Meeting of March 9, 2012 as amended. Mr. Früm seconded the motion. On a voice vote, all Trustees voted “aye”.

PUBLIC COMMENTS

None

UNFINISHED BUSINESS

Report/Discuss Independent Preliminary Cost Estimate for Auditorium Improvements

Mr. Lonoff reported that Construction Resources & Management (CRM) has been retained to perform a cost estimate. It is our understanding that the cost estimate should be completed prior to the next board meeting.

Auditorium Improvements/Parking – Further Discussions/Approvals

Ms. Betancourt presented a Project Design Schedule to the Trustees. She discussed various aspects of the design schedule and answered questions from the Trustees regarding construction management. She mentioned that a draft of the AIA contract for the next phase of the project should be completed soon for the Library to review.

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 March 31, 2012 was as follows:

General Fund	\$6,113,650.49		
Restricted	266,362.16		
IMRF	122,872.87		
FICA	174,349.76		
Total General Fund	<u>\$6,677,235.28</u>		
Total Capital Improvement		\$430,398.32	
Total Debt Service			\$74,240.87
	General Fund	Capital Improvements	Debt Service
Checking	\$3,460,821.69	(3,646.46)	\$599.21
Savings/Money Market	469,767.31		
Investments	100,000.00	433,563.72	73,641.66
Illinois Funds	2,645,851.28	481.06	
Petty Cash	795.00		
Total	<u>\$6,677,235.28</u>	<u>\$430,398.32</u>	<u>\$74,240.87</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>General Fund</u>			
NB&T - 16790	100,000.00	4/5/12	.58%
<u>Capital Improvements</u>			
NB&T - 16808	433,563.72	6/23/12	.35%
<u>Debt Service</u>			
NB&T - 16829	73641.66	7/13/11	.35%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 153,396.85
Librarian's Claims List	20,500.82
Payroll	282,244.60
Fica/IMRF	54,758.34
Transfer to Debt Service	68,838.92
ACH to IPBC	41,656.23
Total Operating Funds	<u>\$ 621,395.76</u>
Capital Improvement Fund	
CIF Claims List	\$ 9,493.73
Debt Service Fund	
Grand Total Library	<u><u>\$ 630,889.49</u></u>

He also asked for approval of the following additional bills:

20685	LIMRiCC	\$2,991.17
20686	Susan Merdinger	\$ 900.00
20687	Mary Munday	\$1,208.29
20688	Pinstripes	\$ 757.50
20689	Void	
20690	XEROX	\$1,392.38

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

NOMINATING COMMITTEE REPORT

Ms. Conat reported that the Nominating Committee met earlier in the evening. She presented the following slate:

President – Mr. Lonoff

Vice President – Mr. Früm

Treasurer – Mr. Glaubinger

Secretary – Ms. Imrem

She asked for nominations from the floor. There were none. She stated that voting will take place at the May Meeting.

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

- Deerfield Public Library is closing May18th and will open their temporary quarters in mid June at Caldwell Corners (northeast corner of Lake Cook Road and Waukegan Road).
- He will be looking for a new vehicle. The current Library van is in need of repairs and it has been decided that it doesn’t make sense to keep putting money into it.

UNFINISHED BUSINESS

Approval of Draft 2012-2013 Annual Budget

Ms. Amen reported that the Trustees voted on the budget at the March meeting and that it was given to the Village for their budget presentation that passed earlier in the week. No comments were made or received about the Library Budget. Ms. Conat motioned that the FY2013 Budget be approved. Mr. Glaubinger seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

Discuss/Approve Rental Book Fee

Mr. Robbins reported that the Fines and Fees Schedule was reviewed at the February Meeting. During this review, the charge for material fines was changed from \$.10 to \$.20. However, the Board did not discuss the rental book fine which is \$.15. The staff proposes to change the rental book fine to \$.20. Ms. Bergstein motioned to change the rental book fine to be \$.20. Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

NEW BUSINESS

Update/Approval of Library Card Re-Registration Procedure

Mr. Robbins presented information that was obtained from other Libraries regarding their processes. The Board discussed the types of information to be used for the verification process, how to notify the community of the new procedure and the start date. Mr. Robbins will share this information with staff and develop a procedure for the Library.

Discussion/Approval of Environmental Policy Statement

Mr. Robbins reported that the Green Committee created an Environmental Policy Statement that they would like to share with the community. The intent of the statement is to show the Library’s commitment to the environment. The Green Committee would like the Board to include this statement in the Library Policy. Ms. Conat motioned to include the Environment Policy Statement in the Library Policy. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

Transfer of General Funds to the Capital Improvement Fund and Debt Service Fund

Ms. Amen referred to the memo in the Board Packet. She asked the Trustees to approve

- a transfer to the Capital Improvement Fund for \$75,000 plus FY2012 net expenses
- a transfer to the Debt Service Fund for FY2012 net expenses

Mr. Glaubinger made a motion to transfer funds in accordance to Ms. Amen’s recommendation. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

Discussion/Approval of Artwork Donation from Dennis Downes

Mr. Lonoff presented the donation (pictures and a book) to the Trustees. Mr. Robbins explained that Mr. Downes had a program at the Library and then presented the artwork and book as gifts to the Library. The Board discussed the donation. Ms. Conat made a motion to accept the donation. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”, except one who “abstained”.

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 April.

ADJOURNMENT

There being no further business to discuss, Ms. Conat moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 9:30 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder