

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
May 10, 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, Ms. Miriam Imrem

Trustees Absent: Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Vera Mayer

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

Guests Present: Mr. Tom Featherstone, Mr. Anthony Oliver, Mr. Dan Roberts

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Imrem moved that the minutes of the Regular Meeting of April 12, 2012 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

Ms. Bergstein moved that the minutes of the Nominating Committee Meeting of April 12, 2012 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees on committee voted “aye”.

Ms. Bergstein moved that the minutes of the Special Meeting of April 26, 2012 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye” except Mr. Glaubinger who abstained.

Ms. Bergstein moved that the minutes of the Special Meeting of May 1, 2012 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye” except Ms. Imrem who abstained.

PUBLIC COMMENTS

Tom Featherstone introduced himself and colleague Dan Roberts to the Trustees and Staff. He stated that he has been following the Auditorium Project since 2007 when it started with Frye Gillan and Molinaro. He is very excited that the project is unfolding and hopes that Featherstone, Inc. can be a part of the project. He feels that as construction manager Featherstone, Inc. will complement Dewberry and be a good representative with the Village of Northbrook. He looks forward to bidding on the project.

Anthony Oliver introduced himself and his firm Cordogan Clark & Associates. Cordogan Clark & Associates are architect and construction managers that specialize in libraries. He looks forward to the opportunity to bid and work with the Northbrook Public Library on this project.

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 April 30, 2012 was as follows:

General Fund	\$5,393,931.30		
Restricted	268,232.62		
IMRF	98,446.03		
FICA	159,465.40		
Total General Fund	<u>\$5,920,075.35</u>		
Total Capital Improvement		\$595,133.91	
Total Debt Service			\$378,856.87
	General Fund	Capital Improvements	Debt Service
Checking	\$2,950,069.28	170,455.68	\$305,193.31
Savings/Money Market	469,962.58		
Investments		424,197.14	73,663.56
Illinois Funds	2,499,248.49	481.09	
Petty Cash	795.00		
Total	<u>\$5,920,075.35</u>	<u>\$595,133.91</u>	<u>\$378,856.87</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	424,197.14	6/23/12	.35%
<u>Debt Service</u>			
NB&T - 16829	73,663.56	7/13/11	.35%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 103,435.27
Librarian's Claims List	11,698.43
Payroll	248,743.24
Fica/IMRF	48,198.26
Transfer to Debt Service	304,594.10
Transfer to Capital Improvements	166,623.30
ACH to IPBC	41,656.23
Total Operating Funds	<u>\$ 924,948.83</u>
Capital Improvement Fund	
CIF Claims List	\$ 2,014.89
Debt Service Fund	
Grand Total Library	<u><u>\$ 926,963.72</u></u>

He also asked for approval of the following additional bills:

20717	Criterion Pictures	\$1,160.00
20718	Veolia	\$ 664.71
20719	XEROX	\$1,545.06

Ms. Bergstein seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Bergstein, Conat, Glaubinger, Imrem

“Nay”: None

FOUNDATION

Mr. Raymond has previously reported that Michael Bernberg had expressed interest in assisting with the Foundation. Last week he informed Mr. Raymond that he is very busy right now but plans on helping when his schedule allows.

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

- He showed the Trustees the brochure that will be handed out at the Farmers Market
- The auditor was in last week to complete planning for the FY2012 audit
- The Library will participate in the Chamber Business Expo
- He is pleased with the preliminary financial results from FY2012
- A patron approached him and praised the Trustees for raising overdue fines

UNFINISHED BUSINESS

Approve Legal Review of PSA Dewberry Architectural Contract

Mr. Raymond reported that we have not received a contract from Dewberry. Ms. Conat asked the Trustees if it would be okay to send the contract to legal counsel when received. This way the Trustees will have legal counsel comments when they review. Ms. Bergstein motioned that the architect contract be sent to legal counsel when received. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye”.

Approve Legal Review of Request for Construction Manager

Mr. Raymond presented a draft Request for Proposal for Construction Manager that should be sent to legal counsel for review. Ms. Conat motioned that the draft request for proposal be sent to legal counsel for review. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye”.

Auditorium Improvements/Parking – Further Discussions

Trustees asked that a special meeting be held to review the elevation drawings prior to submitting to the Village.

Discuss/Approve Insurance Renewal

Ms. Amen presented the insurance information in the packet. The Trustees discussed the carriers and the coverage being offered. Questions arose from this discussion that need to be addressed at a special meeting prior to making a decision on the types of coverage that should be purchased by the Library. Ms. Amen and Mr. Robbins will obtain the information and present it to the Trustees at the special meeting.

NEW BUSINESS

Nominating Committee Report and Election of Officers

Ms. Imrem presented the slate:

- President – Mr. Lonoff
- Vice President – Mr. Früm
- Treasurer – Mr. Glaubinger
- Secretary – Ms. Imrem

Ms. Conat asked for comments or changes to the slate presented – there were none. Ms. Imrem motioned to elect the slate as presented. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

Review/Amend Collection Development Policy

Mr. Raymond reported that the Collection Development Policy is being reviewed and will be ready for Trustee review at the June meeting.

Approve 2012 Tax Levy Letter to Village of Northbrook

Mr. Glaubinger motioned to approve the 2012 Tax Levy Letter to Village of Northbrook. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

Determine Need/Agenda/Date for Committee of the Whole Meeting

Trustees decided that a Special Meeting was needed to discuss Planning Commission Documents and Insurance. The date would be determined when the information has been obtained.

ADJOURNMENT

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

Sue Conat, Vice President

Anna M. Amen, Recorder