

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
June 14, 2012**

**CALL TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Mr. Früm.

**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, Ms. Vera Mayer

**Trustees Absent:** Mr. Marc Lonoff

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

**Guests Present:** Mr. David Binkley from The George Sollitt Construction Co, Mr. Jim Creath from Pepper Construction, Mr. Doug Pfeiffer Office Director from Dewberry Architects

**APPROVAL OF AGENDA**

Approved as presented.

**MINUTES**

Ms. Bergstein moved that the minutes of the Regular Meeting of May 10, 2012 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted öayeö, except Mr. Früm and Ms. Mayer who abstained.

Ms. Conat moved that the minutes of the Special Meeting of May 16, 2012 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted öayeö except Ms. Imrem who abstained.

Ms. Mayer moved that the Executive Session minutes not be released. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted öayeö.

**PUBLIC COMMENTS**

Mr. Binkley from The George Sollitt Construction Co and Mr. Jim Creath from Pepper Construction introduced themselves to the Board.

**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 May 31, 2012 was as follows:

General Fund	\$4,951,568.96	
Restricted	263,602.99	
IMRF	69,420.37	
FICA	140,554.35	
Total General Fund	<u>\$5,425,146.67</u>	
Total Capital Improvement		\$574,996.76
Total Debt Service		\$311,612.21

	General Fund	Capital Improvements	Debt Service
Checking	\$2,729,045.43	(4,782.69)	\$420.63
Savings/Money Market	247,729.49		
Investments		579,298.33	311,191.58
Illinois Funds	2,225,159.67	481.12	
Petty Cash	795.00		
Total	\$5,425,146.67	\$574,996.76	\$311,612.21

<b><u>Investment #</u></b>	<b><u>Amount</u></b>	<b><u>Maturity</u></b>	<b><u>Rate</u></b>
<b><u>General Fund</u></b>			
<b><u>Capital Improvements</u></b>			
NB&T - 16808	579,298.33	6/24/12	.35%
<b><u>Debt Service</u></b>			
NB&T ó 16829	311,191.58	7/13/12	.35%

### **Bills and Charges**

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

Operating Funds	
Library Claims List	\$ 173,220.03
Librarian's Claims List	16,165.56
Payroll	268,528.71
Fica/IMRF	51,605.72
Transfer to Debt Service	11,893.17
ACH to IPBC	41,656.23
Total Operating Funds	<u>\$ 563,069.42</u>
Capital Improvement Fund	
CIF Claims List	\$ 20,238.37
Debt Service Fund	
Interest Payment ó wire transfer	<u>\$ 79,165.85</u>
Grand Total Library	<u><u>\$ 926,963.72</u></u>

He also asked for approval of the following additional bills:

20764	American Express	\$ 653.68
20765	Arthur J Gallagher	\$70,714.00
20766	3 M	\$ 5,000.00
20767	Veolia	\$ 662.79
20768	Village of Northbrook	\$ 668.56
20769	XEROX	\$ 1,711.07

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

õAyeö: Bergstein, Conat, Glaubinger, Imrem, Mayer, Früm

õNayö: None

### **FOUNDATION**

Mr. Raymond presented the May financial statements to the Board.

## **SPECIAL EVENTS COMMITTEE**

Nothing to report.

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

Mr. Raymond reported that he attended a RAILS web meeting earlier in the day. He was pleased to provide a positive report on the financial status and the expected services that will be offered in the coming fiscal year to the library community.

## **LIBRARIAN'S REPORT**

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

- That progress is being made towards the 2012 ó 2014 Strategic Plan. The Plan was handed out and the items completed were highlighted in yellow.
- In the Green Folders are the Village Comments to the Plan Commission Documents. He mentioned that Anna and Eric have addressed the Statement of Justification for the Zoning Worksheet and that everything else appears to be in order for the July 17<sup>th</sup> meeting with the Plan Commission.
- After a discussion with the mechanical engineer we are looking into options to repair rather than replace the cooling tower.
- Mary Munday will attend the July meeting
- Attended the Chamber meeting today and bragged about the Library services.

## **UNFINISHED BUSINESS**

### **Discuss PSA Dewberry Architectural Contract/Exhibits**

Included in the packet is the AIA B101 Standard Form of Agreement Between Owner and Architect. Board asked that the document be sent to the attorney for review. They will review the document and attorney comments when received.

### **Discuss/Approve Project Delivery Options(s) and Request for Qualifications**

Mr. Pfeiffer presented and handed out explanations of the following project delivery options available for the project:

- Design ó Bid ó Build
- Construction Manager as Constructor
- Construction Manager as Advisor
- Design ó Build

He recommended that it would be beneficial to the project and the library that the Board select a project delivery method. The Board asked questions and determined that it would be in the best interest of the Library and the project to proceed with a Construction Manager as Constructor. This is the same project delivery method that has been used on past projects and has worked well. Ms. Imrem made a motion to select Construction Manager as Constructor as the project delivery method for the first floor renovation/addition project. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted ðayeö

Based upon this decision a draft Request for Qualification (prepared by Dewberry) was presented and handed out to the Trustees. They decided to send the document to the attorney for review and to schedule a Special Board meeting when the review is complete.

### **Discuss/Approve Project Elevations**

Mr. Pfeiffer presented the revised elevation drawings that need to be presented to the Plan Commission. He said the changes made focused on a neutral color palette/range and a more fluid rhythm/pattern was developed. The Board liked the changes that were made and agreed that these revised elevations could be sent to the Village.

### **Discuss Scope/Funding of First Floor Auditorium Project**

Mr. Raymond pointed out that the project has primarily focused on the auditorium and meeting rooms. He wanted to know if the Board thought it would be practical to visit other areas that may need renovation. The Board discussed the advantages and disadvantages of looking at other areas. Based upon this discussion, it was suggested to submit the elevation documents to the Plan Commission and notify them that there may be other minor renovation projects in a non public area of the building that will be submitted during the permit review process. These areas will be discussed at the Special Meeting held later in June.

### **Update Library Insurance Renewal**

Ms. Amen stated that the insurance policy was bound and went into effect 6/1/12. However prior to June 1<sup>st</sup>, she talked to the attorney about the changes that are being made to the Library insurance policies. The attorney did not see an issue with the changes that were being made but wanted to get clarification on prior acts coverage. After some discussion with the insurance agent and carrier, it was determined that Philadelphia will offer the Library full prior act coverage for the Director & Officer and Employment Practice Policy.

### **NEW BUSINESS**

#### **Review/Amend Collection Development Policy**

Mr. Robbins presented the amended Collection Development Policy. He commented that major changes were made to Selection of Formats section and to the Adult Graphic Novel section. The Board discussed the policy and the changes. Mr. Früm recommended in the future to present to the board only with the significant changes, additions, and deletions recommended by staff. Ms. Bergstein motioned to approve the Collection Development Policy as presented. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted ðayeö.

#### **Approve 2012 Prevailing Wage Rate**

Ms. Conat moved to approve the 2012 prevailing wage resolution. Ms. Bergstein seconded the motion. On a roll call vote, trustees voted:

ðAyeö: Bergstein, Conat, Glaubinger, Imrem, Mayer, Früm

ðNayö: None

#### **Review 4<sup>th</sup> of July Plans**

Mr. Robbins stated that planning has begun for the 4<sup>th</sup> of July parade. We have registered for the parade, contacted the float vendor and ordered shirts. He was pleased with the number of people that will be participating in the parade.

#### **Executive Librarian's Annual Performance Review – Executive Session**

Mr. Früm moved for the trustees to go into executive session for the Executive Librarian's Annual Evaluation. Ms. Bergstein seconded the motion. Approved by unanimous consent.

Upon leaving Executive Session, Ms. Conat motioned to approve a \$5,000 salary increase for the Executive Librarian; effective May 1, 2012, the Executive Librarian's salary will be \$171,000. Ms. Imrem seconded the motion. On roll call vote, trustees voted:

ðAyeö: Bergstein, Conat, Glaubinger, Imrem, Mayer, Früm

ðNayö: None

#### **Determine Need/Agenda/Date for Additional Meeting(s)**

A Special Meeting will be needed later in the month to discuss some open items. The date will 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 9:30 p.m.