

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
August 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:

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Mayer moved that the minutes of the Special Meeting of July 9, 2012 be approved. Ms. Conat seconded the motion. On a voice vote, all Trustees voted "aye".

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

Ms. Conat moved that the minutes of the Special Meeting of July 26, 2012 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye" except Ms. Bergstein and Ms. Mayer who abstained.

PUBLIC COMMENTS

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 July 31, 2012 was as follows:

General Fund	\$5,480,827.52	
Restricted	272,770.66	
IMRF	81,279.58	
FICA	155,697.85	
Total General Fund	<u>\$5,990,575.61</u>	
Total Capital Improvement		\$548,073.27
Total Debt Service		\$311,794.26

	General Fund	Capital Improvements	Debt Service
Checking	\$2,312,086.78	\$(12,020.21)	\$420.63
Savings/Money Market	470,536.42		
Investments		559,612.30	311,373.63
Illinois Funds	3,207,157.41	481.18	
Petty Cash	795.00		
Total	<u>\$5,990,575.61</u>	<u>\$548,073.27</u>	<u>\$311,794.26</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	559,612.30	6/24/13	.35%
<u>Debt Service</u>			
NB&T - 16829	311,373.63	7/13/13	.35%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 144,621.87
Librarian's Claims List	16,801.18
Payroll	258,672.55
Fica/IMRF	49,469.94
ACH to IPBC	47,813.71
Total Operating Funds	<u>\$ 517,379.25</u>
Capital Improvement Fund	
CIF Claims List	<u>\$ 15,258.59</u>
Grand Total Library	<u><u>\$ 532,637.84</u></u>

He also asked for approval of the following additional bills:

General Library Checks	
20848 American Express	\$ 1,088.38
20849 Investor's Business Daily	\$ 789.00
20850 Siemens	\$ 1,193.25
20851 Veolia	\$ 655.68
20852 XEROX	\$ 1,378.26

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Nothing to report.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported that the committee met earlier in the evening. She stated that dates for the annual staff party were discussed and asked Mr. Raymond to check the dates - January 25, 2013 or February 8, 2013 as a date for the party. She also commented that records that she held on the committee's behalf were given to Ms. Mayer.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

LIBRARIAN'S REPORT

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

- Next month, the Economic Development Committee of the Village of Northbrook has asked the Board to review a 6b request for the property at 1829 Stanley.
- Randy Romei, Village of Northbrook Caucus Representative, has begun the process for the April 2013 election. The Trustees up for re-election may be contacted by him.
- The Northbrook Chamber of Commerce has asked the Library some questions regarding the first floor renovation/addition project. Please take a few minutes to review them and provide comments. They would like a response by tomorrow.
- He was pleased with July Circulation and Library usage.
- Staff parking lot lights are being repaired. Joe Skittino believes a pole was struck by lightning.
- Future Village requirements/meeting dates
 - August 13th – a response to Planning Commission conditions is needed
 - August 21st – Planning Commission meeting at 7:30 at Village Hall
 - September 13th – Architectural Control Commission meeting at 5:30 at Village Hall

UNFINISHED BUSINESS

Discuss/Approve PSA Dewberry Architectural Contract/Exhibits

Mr. Lonoff reported he and Mr. Früm met with Dick Thompson and discussed the architectural contract and the services being provided. At this meeting, Mr. Thompson encouraged the Board to meet with Rick McCarthy and talk about the contract and the services.

Mr. Lonoff then conveyed the results of the meeting with Rick McCarthy, which included

- Michael Mackey has returned from Florida and will be assigned to the project. He will review the schematic design and address the Library's concerns. During the meeting, Mr. Früm provided examples of the Board's concerns and asked that these be explained to Mr. Mackey. The Board asked that staff comments be sent to Mr. Mackey for his review.
- Mr. McCarthy will review the contract due to many changes that were made, the proposed fee and the markup for additional services and reimbursable expenses. The Board asked that the attorney's comments and the rider that was prepared be sent to Mr. McCarthy for his review.
- The level of satisfaction regarding the services provided thus far.

Status/Preparations for Northbrook Architectural Control and Plan Commission Meetings

Mr. Raymond asked the Board to review the letter to the Plan Commission. This letter is a response to the conditions that will be added to the resolution that the Planning Commission will vote on at the August 21st meeting and send on to the Village Board in regard to our permit request. The Board agreed that the conditions were reasonable and the letter should be sent to the Plan Commission.

Based upon the Architectural Control Commission comments and the Board's comments related to the exterior façade mock up, a special meeting needs to take place to discuss the options. The Board went outside to look at the façade and asked that Ms. Betancourt be contacted about the special meeting and the options that were discussed.

**Compliance of FY2013 Illinois Public Library Per Capita Grant Application
Annual Report, Standard Chapter Review, Collaboration and Cooperation, Library's
Promotion and Programming, Trustees**

Mr. Robbins explained that every year the Per Capita Grant asks the library administration to review a chapter of the Illinois Library Standards. This year Chapter 9 "Programming" is to be reviewed. Mr. Robbins directed the Board to the handout of Chapter 9 "Programming" standards. He reviewed the standards with the Board and explained how the Library is in compliance with the Standard. Overall, the Library does very well to comply with most of the standards. He feels that the Library should do a better job noticing the provisions available for handicap patrons. This will be worked on in the coming months.

Ms. Amen reviewed the Trustee Question with the Board. This year's question relates to supplemental tax funding that is available for libraries. The Board reviewed the information and the response that will be used in the application.

NEW BUSINESS

Library Trustee Retirement/Vacancy

Ms. Conat presented her verbal resignation to the Board as of September 30, 2012. She said that she enjoyed the years that she served on the Board. Mr. Lonoff thanked Ms. Conat for her years of service.

Mr. Raymond reviewed the Illinois Library vacancy statute with the Board. The Board decided to start the process to fill the vacancy immediately.

Review/Approve Art Show Annual Purchase Prize

Mr. Robbins presented the 2012 juror recommendation for purchase prize for the Journeys Expedition. He stated that it was explained to the judges that the ultimate decision for the purchase prize was at the discretion of the Board. The Board discussed the pieces presented and the process involved in selecting art pieces and judges. Ms. Bergstein made a motion to award the purchase prize to *In a Dream* by David Hannon, 2nd place to *White House*, *Play House* and *Red House* by Erika Leppert and 3rd place to *Spiritual Ladder* by Christian Parks. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye".

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

The Board agreed a Special Meeting will be needed on Thursday, August 16th at 7:30 pm. The items to be discussed are the responses to the Request for Qualification Construction Manager as Construction (CMC) Services, the exterior façade options and the architect contract.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 9:35 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder