

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
December 8, 2011**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:35 p.m. by Mr. Lonoff.

ROLL CALL

The roll was called by Ms. Anna Amen.

Trustees Present: Ms. Susan Conat, Mr. Jay Glaubinger, Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: Ms. Sharon Bergstein, Ms. Miriam Imrem

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

Guests Present: Ms. Kathryn Plumb

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Amen stated that September needed to be changed to October in the Treasurer’s Report. Mr. Früm moved that the minutes of the Regular Meeting of November 10, 2011 be approved as amended. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye” except Mr. Glaubinger who abstained.

Ms. Mayer moved that the minutes of the Special Events Committee Meeting of November 10, 2011 be approved. Ms. Conat seconded the motion. On a voice vote, all Trustees in attendance 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 November 30, 2011 was as follows:

General Fund	\$4,550,330.66		
Restricted	278,574.47		
IMRF	81,820.96		
FICA	130,572.09		
Total General Fund	\$5,041,298.18		
Total Capital Improvement		\$489,289.77	
Total Debt Service			\$5,366.94
	General Fund	Capital Improvements	Debt Service
Checking	\$2,031,672.42	\$35,761.06	\$260.29
Savings/Money Market	468,978.09		
Investments	450,000.00	453,047.78	5,106.65
Illinois Funds	2,089,852.67	480.93	
Petty Cash	795.00		
Total	\$5,041,298.18	\$489,289.77	\$5,366.94

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
NB&T – 16787	75,000.00	12/5/11	.35%
NB&T – 16788	75,000.00	3/5/12	.58%
NB&T – 16789	100,000.00	1/5/12	.35%
NB&T – 16790	100,000.00	4/5/12	.58%
NB&T – 16791	100,000.00	2/22/12	.35%
<u>Capital Improvements</u>			
NB&T - 16808	452,723.37	6/23/12	.55%
<u>Debt Service</u>			
NB&T – 16829	289,295.52	7/13/11	.55%

Bills and Charges

Mr. Glaubinger moved to approve the following Bills and Charges for November, 2011:

General Fund	
Library Claims List	\$186,854.15
Librarian’s Claims List	18,153.87
Payroll	257,740.60
IMRF/FICA	46,045.10
ACH to IPBC	41,656.30
Transfer to Debt Service	404,716.64
Total General Fund	\$955,166.59
Capital Improvement Fund	\$8,702.95
Debt Service Fund	
Debt Service Payment - 2004	\$646,537.50
Debt Service Payment – 2005	36,963.13
Debt Service Payment - 2006	5,626.78
Total Debt Service Fund	\$689,127.41
Total Library	\$1,652,366.95

He also asked for approval of the following additional bills:

1543	Harmon	\$7,536.87
20507	ATT	\$1,277.51
20508	Veolia	\$ 661.32
20509	Village of Northbrook – Water Dept	\$1,180.96
20510	XEROX	\$1,482.48

Mr. Früm seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Raymond reported that Michael Bernberg has expressed interest in helping the Foundation. The Foundation Board is excited about this addition.

SPECIAL EVENTS COMMITTEE

Ms. Conat reported that plans for the staff party are progressing nicely and that the Committee would like to meet prior to the January Board Meeting in the Business Office Conference Room at 6:30 p.m.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mr. Raymond reported that he attended a meeting earlier in the day which shared information on the consolidation of the library systems. He was pleased with the information that was shared and the progress that is being made.

LIBRARIAN'S REPORT

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

- PLA Conference in March 2012 is in Philadelphia, Pennsylvania – please let us know if you would like to attend prior to December 31st
- I have been asked to be a Live & Learn Grant reviewer. If we choose to apply for a grant I will recuse myself from the voting
- The Village will be having a Tax Levy Hearing on 12/13/11 – Ms. Amen and I will attend
- Display shelving has been purchased for MultiMedia with a donation made by Kathryn Plumb. The shelving should be installed by the end of the year.
- The current art show exhibit is from Bruno Vanoudenhove, Cassie Hillenger's husband.
- In addition to speaking to the Village, I have spoken to Rick Hanetho, Executive Director of the Northbrook Park District, about the development of the Village Campus

UNFINISHED BUSINESS

Auditorium/First Floor Improvements Progress

Additional Library/Public Parking Considerations

Downtown Development Considerations/Library Representation

Ms. Conat reported that a meeting took place earlier this month between architects, staff, trustees and Village to discuss the preliminary ideas from the Downtown Northbrook Area Plan and the Library's construction plans. Based upon this meeting, Village Staff suggested that a letter be sent to the Downtown Steering Committee requesting that the Library be included in the discussions regarding the future of downtown Northbrook. The Trustees discussed the letter and thought that it would be a good idea to be a part of the discussions due to the construction plans.

Review of Library Public Service Hours

Mr. Lonoff suggested that this topic be put on hold until the first floor project is complete. Trustees agreed that this would be a good idea.

NEW BUSINESS

Executive Session Minutes/Semi Annual Review

Mr. Lonoff moved that the minutes from the executive session not be made public. By consensus, the Trustees agreed to continue not releasing the executive session minutes.

Approve Early Library Closing (1/27/12) for Special Library Event and Closing (4/20/12) for Staff Development Day

It was determined that the Trustees had already voted on closing the Library on 4/20/12 for Staff Development Day. Ms. Mayer moved that the Library close at 5:00 p.m. on 1/27/12 for a Special Library Event. Ms. Conat seconded the motion. On a voice vote, all Trustees voted "aye".

Consider/Approve FY2012 Live and Learn Construction Grant Application

After discussing the Live and Learn Grant and the Public Construction Grant, the Trustees determined that due to the uncertainty of the project at this time that applying for a grant did not seem practical.

Approve Procedure for Law Enforcement Requests for Patron Information

Mr. Robbins presented the procedure in the Board Packet. Mr. Früm suggested that the Library attorney be the first person contacted. It was decided to revise the procedure and include the state form that is mentioned in the procedure for review at the next meeting.

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 December

ADJOURNMENT

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

Marc Lonoff, President

Anna M. Amen, Recorder