

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
October 11, 2012**

**CALL TO ORDER**

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

**OATH OF OFFICE**

Mr. Lonoff administered the Oath of Office to Daphna Neirick.

**ROLL CALL**

The roll was called by Ms. Anna Amen.

**Trustees Present:** Ms. Sharon Bergstein, Mr. Carlos Früm, Mr. Jay Glaubinger, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

**Trustees Absent:** Ms. Miriam Imrem

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

**Guests Present:** Ms. Jennifer Betancourt

**APPROVAL OF AGENDA**

Approved as presented.

**OVERVIEW OF DEPARTMENT SERVICES – RUTH HAFNER, READERS SERVICES DEPARTMENT**

Ms. Hafner reported on the Readers Services Department. The department is made up of 6 employees (4 full time & 2 part time) who are enthusiastic and service orientated. While explaining the department's responsibilities she shared FY13 statistics in collections, circulations, questions answered, book groups, summer reading club, meeting room uses, programming and outreach. She stated that the goal of the department is gracious and friendly service to ensure the patron had a positive experience while at the library.

**MINUTES**

Ms. Mayer moved that the minutes of the Regular Meeting of September 13, 2012 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye", except Mr. Früm, Ms. Neirick who abstained.

Ms. Mayer moved that the minutes of the Special Meeting of September 20, 2012 be approved. Mr. Früm seconded the motion. On a voice vote, all Trustees voted "aye", except Ms. Neirick 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 September 30, 2012 was as follows:

General Fund	\$6,034,599.97		
Restricted	265,306.51		
IMRF	94,498.87		
FICA	173,089.06		
Total General Fund	<u>\$6,567,494.41</u>		
Total Capital Improvement		\$471,321.62	
Total Debt Service			\$500,067.98
	General Fund	Capital Improvements	Debt Service
Checking	\$3,933,110.10	\$(24,092.11)	\$435.29
Savings/Money Market	470,822.52		
Investments		494,932.48	499,632.69
Illinois Funds	2,162,766.79	481.25	
Petty Cash	795.00		
Total	<u>\$6,567,494.41</u>	<u>\$471,321.62</u>	<u>\$500,067.98</u>

<b><u>Investment #</u></b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
<b><u>Capital Improvements</u></b>			
NB&T - 16808	494,932.48	6/24/13	.35%
<b><u>Debt Service</u></b>			
NB&T - 16829	499,632.69	7/13/13	.35%

**Bills and Charges**

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

Operating Funds	
Library Claims List	\$ 70,018.74
Librarian's Claims List	17,655.91
Payroll	260,036.47
Fica/IMRF	49,590.96
ACH to IPBC	47,813.71
Total Operating Funds	<u>\$ 445,115.79</u>
Capital Improvement Fund	
CIF Claims List	<u>\$ 59,653.60</u>
Grand Total Library	<u><u>\$ 504,769.39</u></u>

He also asked for approval of the following additional bills:

20947	American Express	\$ 917.11
20948	Cooperative Computer Services	\$ 8,771.53
20949	LIMRiCC	\$ 864.87
20950	McClure Inserra	\$ 2,000.00
20951	Three M	\$ 6,935.92
20952	XEROX	\$ 1,564.29
20953	Veolia	\$ 720.16

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Mayer, Ms. Neirick, Mr. Lonoff

“Nay”: None

### **FOUNDATION**

Mr. Raymond suggested that we start reaching out to donors to raise funds for the building project.

### **SPECIAL EVENTS COMMITTEE**

Ms. Mayer reported that a meeting did not take place this month but would like to schedule a meeting for November 8<sup>th</sup> at 6:30 p.m.

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

Mr. Raymond was not able to attend the meeting earlier in the day but plans to view the webcast and will report at the next meeting.

### **LIBRARIAN’S REPORT**

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

- One of his favorite documents is the Patron Comments and Requests from Reference because it conveys actual remarks from patrons regarding their experiences
- Village of Northbrook asked the Library to be a part of the Village’s Board and Commission Continuing Education Session on November 28<sup>th</sup> at 7:00 p.m.
- That Nancy Bishop will be retiring in October – he also read a note from her regarding her experiences at the library
- He went to a CCS meeting at the Highland Park Library and passed on a flyer for a gift naming program that they are offering. Donors can purchase a plaque to put on a seat in the auditorium
- We offer meeting spaces to 92 groups
- Legal Update from Klein Thorpe and Jenkins
- Trustee Training will be scheduled with Ms. Neirick

### **UNFINISHED BUSINESS**

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

Ms. Amen reported that the attorney and Dewberry have been working to finalize the contract but the following issues still exist:

- Need to define the construction budget
  - Administration will work on this
- Need to develop a Construction Sub Committee
  - It was determined that Mr. Lonoff, Ms. Mayer, Mr. Raymond, Mr. Robbins and Ms. Amen will comprise the Construction Sub Committee. Ms. Bergstein will be an alternate.

- Wording of the Construction Manager as Constructor
  - It was determined that a meeting should take place between Dewberry, Pepper, Klein Thorpe and Jenkins and the Library to resolve Dewberry's concerns. Ms. Amen will schedule this meeting for next week.

**Status of Northbrook Village Board Approvals/Auditorium Project**

Mr. Lonoff reported that the Village Board approved the parking variance request. He also commented that the Village Board seemed very supportive of creating more parking as the campus is developed.

**Review/Approve Auditorium Schematic Design**

Ms. Betancourt asked if the Schematic Design could be approved. Mr. Lonoff responded by saying that he would like to have Pepper more involved prior to approving the Schematic Design. Ms. Amen presented a list of unresolved items from staff and trustees. Each item was discussed by the Board and a resolution was agreed upon for most.

**Approval of Construction Manager (contract)**

Ms. Amen reported that a draft of the Construction Manager contract has been sent to the attorney for their review. We have not received comments back from them yet.

**Discuss FY2012 Tax Levy**

Discussion was tabled to next meeting. Trustees asked that the estimate for the debt related to the first floor project be put into the schedules.

**NEW BUSINESS**

**Discuss Staff Appreciation Week Arrangements**

Ms. Mayer moved that Staff Appreciation week will be November 15 through November 21<sup>st</sup>. Mr. Früm seconded the motion. On a voice vote, all Trustees voted "aye".

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

No additional meeting needed.

**ADJOURNMENT**

There being no further business to discuss, Ms. Bergstein moved to adjourn. Mr. Früm seconded the motion. The meeting was adjourned at 10:30 p.m.

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Marc Lonoff, President

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Anna M. Amen, Recorder