

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
December 11, 2008**

CALL TO ORDER

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

ROLL CALL

The roll was called by Ms. Anna Amen.

Trustees present: Ms. Susan Conat, Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Miriam Imrem, Ms. Vera Mayer, Ms. Kathryn Plumb

Trustees absent: Mr. Howard Peltz

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

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Mayer moved that the minutes of the Regular Meeting of November 23, 2008, be approved. Mr. Früm seconded the motion. On voice vote all Trustees voted "aye".

Ms. Mayer moved that the minutes of the Special Meeting of December 4, 2008, be approved. Mr. Früm seconded the motion. On voice vote all Trustees voted "aye".

Ms. Plumb moved that the Executive Session minutes not be released. Mr. Früm seconded the motion. On a roll call vote all Trustees voted "aye".

PUBLIC COMMENTS

None

TREASURER'S REPORT

Ms. Mayer drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of November 30, 2008 was as follows:

General Fund	\$3,560,437.74
Restricted	292,103.09
IMRF	155,208.94
FICA	119,889.67
Total General Fund	<u>\$4,127,639.44</u>
Checking	\$(75,744.81)
Savings/Money Market	221,925.96
Investments	1,365,046.57
Illinois Funds	2,615,616.72
Petty Cash	795.00
Total General Fund	<u>\$4,127,639.44</u>
Capital Improvement Fund	\$351,757.51
Debt Service Fund	\$618.51

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
B of A – 1028231	200,000.00	12/15/08	2.850%
B of A – Gift CD	215,046.57	12/29/08	3.560%
B of A – 1028234	200,000.00	1/09/09	2.850%
B of A – 1168662	150,000.00	1/13/09	3.660%
B of A – 1028237	200,000.00	2/13/09	2.900%
B of A – 1028238	200,000.00	3/16/09	3.000%
B of A – 1028239	200,000.00	4/10/09	3.000%

BILLS AND CHARGES

Ms. Mayer moved to approve the following Bills and Charges for November 2008:

Library Claims List	\$137,789.58
Librarian’s Claims List	18,145.68
Payroll	230,116.51
IMRF/FICA	36,093.76
Wire transfer to DS	144,824.64
Total General Fund	<u>\$566,770.17</u>
Capital Improvement Fund	
Debt Service	<u>652,850.92</u>
Total Library	<u>\$1,219,621.09</u>

She also asked for approval of the following additional bills:

19040	\$1,233.37	AT&T
19041	\$7,871.00	Library Furniture International
19042	\$670.97	Veolia
19043	\$2,781.87	Xerox
19044	\$1,176.00	Village of Northbrook – Water Department

Mr. Früm seconded the motion. On roll call vote, trustees voted:

“Aye”: Früm, Lonoff, Imrem, Mayer, Plumb, Conat

“Nay”: None

FOUNDATION

Mr. Früm reported that a \$1,000 donation was made by Ms. Marilyn Dickey.

Mr. Früm discussed the possibility of naming rights for the first floor improvements. Mr. Raymond reported on the history of naming the meeting rooms. The Foundation may pursue the option of recognition based fundraising.

SPECIAL EVENTS COMMITTEE

Ms. Plumb reported that preparations for the Staff Party are under way.

The committee has decided that Staff Appreciation Day will be in September after Labor Day.

The next meeting will meet on January 8, 2009 at 6:30.

ECONOMIC DEVELOPMENT COMMITTEE

Ms. Conat reported on the November meeting of the EDC. Two items of significance were noted:

- A Red Robin Restaurant has applied to open on Waukegan Road
- At the past meetings, the EDC asked if the governmental unit representatives could vote on issues on behalf of the unit they are representing. The units reported back that issues should and need to be brought to the governmental board or trustees for a decision to be made and then the representative would vote based upon their board's decision. The EDC has decided to table this issue at the present time.

LIBRARIAN'S REPORT

Mr. Raymond commented on the following items:

- Young Adult Area – We have received final drawings from FGM, a meeting with Pepper Construction Management is scheduled for next week to commence the bidding process and Mr. Robbins and Ms. Amen are finalizing the furniture package.
- Attorney – Ms. Amen and Mr. Raymond met with Ms. Kathi Henn from Klein, Thorpe and Jenkins this week. He reminded the Board that Ms. Janet Petschke has announced her official retirement from Klein, Thorpe and Jenkins.
- Health Insurance – We have received a signed Intergovernmental Agreement from the Village. The next step in the process is to serve notice to NSLS. Mr. Raymond will personally call Sara Long as well as send a letter. We will confer with trustees, the Village and IPBC for guidance prior to serving written notice.
- 3rd Floor Electrical Project – We have received a signed contract from Kelso-Burnett Co. The start date has not been discussed but hopefully will be this year.
- Tax Levy- Village has no comments on the tax levy submitted and has stated that we do not need to attend the Tax Levy Hearing on December 15, 2008.
- Survey – We have received a high response rate (via the web and mail) for the Public Survey and will not need to have a second mailing.
- Mary Pardini, a long time Library volunteer, was recognized by the Civic Foundation for her years of service this week.
- NSLS will no longer house our email server. Mr. Robbins is looking into alternative options.

UNFINISHED BUSINESS

Approval of Banking Services and Respective Documents/Resolutions

Ms. Amen reported that the ACH Debit Block Account has been opened and the signature card needs to be signed after the meeting.

NEW BUSINESS

Approval of Staff Development Day (Friday, March 20, 2009)

Mr. Robbins reported that the Staff Development Committee has requested Friday, March 20, 2009 as Staff Development Day. Ms. Plumb made a motion that Friday, March 20, 2009 be Staff Development Day. Ms. Imrem seconded the motion. On voice vote all Trustees voted "aye".

Select January Staff Appreciation Day

As stated in the Special Events Committee report, Staff Appreciation Day will take place in September.

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

Trustees decided to cancel the scheduled December meeting.

ADJOURNMENT

There being no further business to discuss, Ms. Plumb moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 8:30 p.m.

Susan Conat, President

Anna M. Amen, Recorder