

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
December 13, 2012**

CALL REGULAR MEETING 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. Sharon Bergstein, Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

Trustees Absent:

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

Guests Present: Mr. Jim Creath, Mr. Mike Gerrish, Mr. Lance Tritsch

APPROVAL OF THE FOLLOWING AGENDA

Approved as presented.

MINUTES OF THE PREVIOUS MEETINGS

Mr. Früm moved that the minutes of the Regular Meeting of November 8, 2012 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye".

PUBLIC COMMENTS AND QUESTIONS FROM THE AUDIENCE

MONTHLY TREASURER'S REPORT

Review Monthly Financial Statements as Prepared by Accounting Staff

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, 2012 was as follows:

General Fund	\$5,036,199.95		
Restricted	297,258.93		
IMRF	37,194.70		
FICA	138,219.29		
Total General Fund	<u>\$5,508,872.87</u>		
Total Capital Improvement		\$454,052.94	
Total Debt Service			\$5,945.87
	General Fund	Capital Improvements	Debt Service
Checking	\$3,862,494.90	\$18,390.80	\$499.84
Savings/Money Market	471,104.21		
Investments		435,180.80	5,446.03
Illinois Funds	1,174,478.76	481.34	
Petty Cash	795.00		
Total	<u>\$5,508,872.87</u>	<u>\$454,052.94</u>	<u>\$5,945.87</u>

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	435,180.80	6/24/13	.30%
<u>Debt Service</u>			
NB&T - 16829	5,446.03	7/13/13	.30%

Bills and Charges

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

Operating Funds			
Library Claims List	\$	156,359.92	
Librarian's Claims List		15,982.91	
Payroll		260,872.72	
Fica/IMRF		48,604.50	
ACH to IPBC		47,813.71	
Transfer to Debt Service		23,500.00	
Total Operating Funds	\$	553,133.76	
Capital Improvement Fund			
CIF Claims List	\$	4,380.00	
Debt Service Fund			
Debt Service Payment - 2004	\$	657,987.50	
Debt Service Payment - 2005		36,438.13	
Debt Service Payment - 2006		15,974.20	
Total Debt Service Fund	\$	710,399.83	
Grand Total Library	\$	692,514.11	

He also asked for approval of the following additional bills:

Operating Fund			
21024	Advanced Disposal Services	\$	718.14
21025	Call One	\$	617.71
21026	Susan Merdinger	\$	750.00
21027	Snow Systems	\$	1,556.00
Capital Improvement Fund			
1569	Dewberry		\$7,593.90

Mr. Lonoff seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

MONTHLY FOUNDATION REPORT

Nothing to report.

SPECIAL EVENTS COMMITTEE REPORT

Nothing to report.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

LIBRARIAN'S MONTHLY REPORT

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

- Mr. Glaubinger plans to represent the Library at the EDC meeting on January 9, 2013
- A change will be made to the Illinois Library System membership process for 2013. The Library will complete the online process to be in compliance with the new requirements.
- Some of his neighbors are helping the Library
 - Mr. Dennis Byrne discussed his novel *Madness: The War of 1812*
 - Ms. Diane Deiss from Chase Art Company has suggested some ideas and would like to partner with the Library and has donated a book *Dr. Seuss's Secrets of the Deep*
- The Technology Plan is being updated – please let us know of any ideas that you would like to be implemented.
- Holiday vacation plans from 12/26/12 through 12/30/12

BUILDING COMMITTEE REPORT

Review/Discuss Report on Mechanical System as presented by Pepper, Dewberry and KJWW

Review/Discuss Meeting Rooms/Auditorium Renovation Project Cost

Mr. Lonoff reported that the Building Committee met with Dewberry, Pepper and KJWW to discuss the HVAC issue that was discovered while Pepper was preparing the cost estimate and reviewing the designs.

Mr. Lonoff asked Mr. Creath to lead the discussion regarding the mechanical system and the project budget.

Mr. Creath introduced the team – Mr. Gerrish and Mr. Tritsch. He then asked Mr. Tritsch to explain the HVAC issues that had been found and why it is needed to make the changes (energy code and efficiencies) during this project. Mr. Creath then went through the project cost estimate and compared the Pepper estimate to the estimate received from CRM in May 2012. He noted that the HVAC change is the largest part of the difference. The Trustees discussed many issues regarding the project and the cost estimate during this discussion. It was determined that a soil tester should be hired to verify how far down the water table is and the adequacy of the soil. It was also decided that the Trustees need to discuss the project scope with the architect to determine if design changes can be made while keeping the goal and costs in mind.

UNFINISHED BUSINESS

Status of Dewberry Architectural Contract/Exhibits for the Purpose of Improving and Expanding the Library Meeting Rooms/Auditorium

Ms. Amen reported that there are still open items on the contract before it can be signed – the biggest one being the project budget.

Status of Construction Manager Contract for the Purpose of Professional Management to Ensure Timely and Safe Progress/Completion of the Meeting Rooms/Auditorium Improvements

Mr. Creath reported that he and James Wargo, attorney at Klein Thorpe and Jenkins, are still negotiating a few items in the contract.

NEW BUSINESS

Authorize Staff to Prepare, Schedule and Conduct the 2013 Staff Development Program for the Annual Training of Staff Members/Volunteers and the Respective One Day Closing of the Library for such Purposes

Mr. Robbins reported that the Staff Development Day Committee has met and is requesting that the Library be closed on March 15, 2013 for training. Mr. Lonoff moved to approve closing the Library on March 15, 2013 for staff training. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

Determine Need/Agenda/Date for Additional Meeting(s) for the Purpose of Timely Organizational Planning for Library Operations and Development

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. Glaubinger moved to adjourn. Ms. Neirick seconded the motion. The meeting was adjourned at 10:00 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder