

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
March 14, 2013**

**CALL REGULAR MEETING 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, 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, Ms. Anna Amen, Mr. Steve Gianni

**Guests Present:**

**APPROVAL OF THE FOLLOWING AGENDA**

Approved as presented.

**MINUTES OF THE PREVIOUS MEETINGS**

Ms. Mayer moved that the minutes of the Regular Meeting of February 14, 2013 be approved. Mr. Früm 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 February 28, 2013 was as follows:

General Fund	\$4,635,197.27		
Restricted	292,719.02		
IMRF	(10,110.54)		
FICA	110,592.89		
Total General Fund	<u>\$5,028,398.64</u>		
Total Capital Improvement		\$423,964.53	
Total Debt Service			\$5,994.56
	General Fund	Capital Improvements	Debt Service
Checking	\$3,367,464.58	\$(12,026.82)	\$499.84
Savings/Money Market	471,529.55		
Investments		435,509.95	5,494.72
Illinois Funds	1,188,609.51	481.40	
Petty Cash	795.00		
Total	<u>\$5,028,398.64</u>	<u>\$423,964.53</u>	<u>\$5,994.56</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	435,509.95	6/24/13	.30%
<b><u>Debt Service</u></b>			
NB&T - 16829	5,494.72	7/13/13	.25%

**Bills and Charges**

Mr. Glaubinger moved to approve the following Bills and Charges for February, 2013:

Operating Funds	
Library Claims List	\$ 167,049.18
Librarian's Claims List	15,507.10
Payroll	263,944.66
Fica/IMRF	51,286.81
ACH to IPBC	47,813.71
Total Operating Funds	<u>\$ 545,601.46</u>
Capital Improvement Fund	
CIF Claims List	\$ 12,365.20
Grand Total Library	<u><u>\$ 557,966.66</u></u>

He also asked for approval of the following additional bills:

Operating Fund	
21170 3Branch Products, Inc	\$39,552.50
21171 Advanced Disposal - Northbrook	\$ 734.39
21172 Blackbaud	\$ 1,736.51
21173 Three M Business Products	\$ 5,806.07
21174 Village of Northbrook Water Dept	\$ 782.04
21175 XEROX	\$ 1,509.92

Mr. Früm 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.

**EDC/ICDC COMMITTEE 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

- The Library received a donation from Covenant Village Holly Fair earlier today. Ms. Amen and I were lunch guests and part of the program for residents. They are very grateful for all the Library and the Police & Fire Department does for them. They also presented a donation to the Northfield Food Pantry
- There were parking issues related to the Wednesday Film Series.

## **BUILDING COMMITTEE REPORT**

Mr. Lonoff reported that the Building Committee met last week with Dewberry. Dewberry called a meeting to inform the Library that they have worked more hours than budgeted for the schematic design phase of the project and are concerned due to the slow progress that is currently being made. They asked that an additional amount be paid to reimburse them for this extra time spent.

The Trustees discussed the project and the various reasons that were given by Dewberry to support their request. After the discussion, a motion was made by Mr. Früm not to pay additional fees (above the 9%) that have been incurred from project delays due to soil testing. Ms. Imrem 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

## **UNFINISHED BUSINESS**

### **Review/Discuss Meeting Rooms/Auditorium Renovation Project Cost**

Mr. Lonoff stated that there are 2 items that need to get resolved to obtain the project cost.

- Soil Testing/Foundation Work – he explained that the costs associated with the foundation work based upon the soil report have been revised and is not as costly as previously thought. The engineers were able to reduce the number of pilings needed. A peer review will be done of the drawings to ensure the revised solution is acceptable.
- 35MM – Mr. Gianni explained and answered questions about the current film series offered at the Library and the hardships that would be created by not having a 35MM projector. After discussion, the Trustees agreed that the project should include 35MM. Also discussed was the importance of a meeting with James Bond to determine his role on the project.

### **Review/Approve Dewberry Architectural Contract/Exhibits for the Purpose of Improving and Expanding the Library Meeting Rooms/Auditorium**

No Discussion

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

Ms. Amen reported that the attorney sent a revised contract to Pepper for their review.

### **Review/Approval of Draft 2013-2014 Annual Budget**

Ms. Amen presented Draft II of the FY13/14 budget. Trustees discussed the changes and Ms. Mayer moved to approve the budget as presented. Ms. Imrem 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

**NEW BUSINESS**

**Elect Board Nominating Committee**

In accordance with the bylaws, Mr. Raymond asked for 3 Trustees to be a part of the Nominating Committee to select a President, Vice-President, Treasurer and Secretary. Ms. Imrem, Ms. Bergstein and Ms. Neirick volunteered to be on the committee. Ms. Imrem asked the Trustees to email her with their interests for the next year. The Nominating Committee will meet before the April meeting.

**Approve Sale and Fee Structure of Nonresident Library Services**

Ms. Amen explained that annually the Board needs to approve 1) whether to offer library services to non residents and 2) the method used to calculate the non resident fee. Currently the Library Board has approved offering services to non residents and uses the taxable equalized assessed value of the property to calculate the fee for non resident library service. Ms. Bergstein made a motion to 1) offer library services to nonresidents and 2) use the taxable equalized assessed value of the property to calculate the fee for non resident library service. Ms. Imrem 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

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

**ADJOURNMENT**

There being no further business to discuss, Ms. Mayer moved to adjourn. Ms. Bergstein seconded the motion. The meeting was adjourned at 9:50 p.m.

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Marc Lonoff, President

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Anna M. Amen, Recorder