

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
April 11, 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:** Mr. Carlos Früm, Mr. Jay Glaubinger, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

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

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

**Guests Present:** Ms. Carol Henning

**APPROVAL OF THE FOLLOWING AGENDA**

Approved as presented.

**MINUTES OF THE PREVIOUS MEETINGS**

Ms. Mayer moved that the minutes of the Regular Meeting of March 14, 2013 be approved. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted "aye".

**PUBLIC COMMENTS AND QUESTIONS FROM THE AUDIENCE**

Ms. Carol Henning, a reporter from the Northbrook Tower, introduced herself and said that she was asked to attend the meeting for the paper.

**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 March 31, 2013 was as follows:

General Fund	\$6,616,134.39		
Restricted	296,655.19		
IMRF	105,564.22		
FICA	187,329.08		
Total General Fund	\$7,205,682.88		
Total Capital Improvement		\$418,301.82	
Total Debt Service			\$5,995.61
	General Fund	Capital Improvements	Debt Service
Checking	\$3,939,408.78	\$2,213.18	\$499.84
Savings/Money Market	471,627.80		
Investments		415,607.22	5,495.77
Illinois Funds	2,793,851.30	481.42	
Petty Cash	795.00		
Total	\$7,205,682.88	\$418,301.82	\$5,995.61

<b><u>Investment #</u></b>	<b><u>Amount</u></b>	<b><u>Maturity</u></b>	<b><u>Rate</u></b>
<b><u>General Fund</u></b>			
<b><u>Capital Improvements</u></b>			
NB&T - 16808	415,607.22	6/24/13	.30%
<b><u>Debt Service</u></b>			
NB&T – 16829	5,495.77	7/13/13	.25%

### **Bills and Charges**

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

#### Operating Funds

Library Claims List	\$	131,688.53
Librarian's Claims List		19,107.11
Payroll		124,612.70
Fica/IMRF		24,890.23
ACH to IPBC		47,813.71
Total Operating Funds	\$	348,112.28

#### Capital Improvement Fund

CIF Claims List	\$	5,760.00
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Grand Total Library	\$	353,872.28
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He also asked for approval of the following additional bills:

Operating Fund	
21214 LIMRiCC	\$3,239.90

Ms. Neirick seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

### **NOMINATING COMMITTEE REPORT**

Ms. Neirick reported that the Nominating Committee met earlier in the evening. She presented the following slate:

President – Mr. Lonoff  
Vice President – Mr. Früm  
Treasurer – Mr. Glaubinger  
Secretary – Ms. Bergstein

She asked for nominations from the floor. There were none. She stated that voting will take place at the May Board Meeting.

### **MONTHLY FOUNDATION REPORT**

Ms. Amen reported that she is gathering information from local businesses regarding fundraising opportunities.

### **EDC/ICDC COMMITTEE REPORT**

Nothing to report.

### **SPECIAL EVENTS COMMITTEE REPORT**

Nothing to report.

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

Mr. Raymond reported that RAILS is trying to build community through statewide meetings and electronic venues.

### **LIBRARIAN'S MONTHLY REPORT**

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

- Progress has been made with the Pepper contract, thanks to Marc, Anna and the attorney
- Marc has spent a considerable amount of time learning the technical aspects of 35MM, digital and audio system needed for the project.
- The March movies were a success with the patrons
- Student Government Day is coming up in May
- Be sure to see the current art exhibit – it is Northbrook Artists
- The auditor will be coming soon
- Eric will be sending you an updated technology plan for discussion at the next board meeting. Feel free to contact him with comments or questions.
- LIMRiCC JSIP Insurance Pool may change. Additional information to be provided at the May Board Meeting.
- Please let us know if you would like to attend ALA in Chicago.

### **BUILDING COMMITTEE REPORT**

Mr. Lonoff reported that closure is pending for the open issues related to HVAC and 35MM/Digital/Audio.

- HVAC – Building committee is satisfied with the plan provided by KJWW after reviewing Calor suggestions and KJWW comments
- 35MM/Digital/Audio – Originally we planned to have a consultant work with Dewberry and KJWW to specify the equipment and layout needed. Our consultant did not want to work in that capacity so we have been exploring alternatives and may have found a solution. Through our discussions, we have learned that this has many technical aspects. We plan to meet with Dewberry and KJWW soon to discuss the plan.

### **UNFINISHED BUSINESS**

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

Mr. Lonoff stated that this is open until we can finish exploring the 35MM/Digital/Audio and can get clarification on the way to proceed.

#### **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 presented the contract that has been negotiated and reviewed by James Wargo at Klein Thorpe and Jenkins. Ms. Neirick motioned that the contract be signed by the Library. Ms. Mayer seconded the motions. On roll call vote, Trustees voted:

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

“Nay”: None

## **NEW BUSINESS**

### **Transfer of General Funds to the Capital Improvement Fund and Debt Service Fund**

Ms. Amen referred to the memo in the Board Packet. She asked the Trustees to approve

- a transfer to the Capital Improvement Fund for \$75,000 plus FY2013 net expenses
- a transfer to the Debt Service Fund for FY2013 net expenses

Mr. Früm made a motion to transfer funds in accordance to Ms. Amen's recommendation. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

"Aye": Mr. Früm, Mr. Glaubinger, Ms. Mayer, Ms. Neirick, Mr. Lonoff

"Nay": None

### **Discuss Potential of Chase Art Opportunity/Partnership**

Mr. Raymond and Mr. Robbins discussed their meeting with Chase Art Companies. They are the exclusive agent for the Art of Dr. Seuss Collection. The Board was very interested in pursuing a relationship with Chase however feels that this should wait till after the renovation project is complete.

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

Mr. Lonoff stated that an additional meeting may be needed pending the information received regarding 35MM/Digital/Audio discussions.

## **ADJOURNMENT**

There being no further business to discuss, Ms. Neirick moved to adjourn. Mr. Früm seconded the motion. The meeting was adjourned at 8:10 p.m.

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Marc Lonoff, President

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Anna M. Amen, Recorder