

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
May 9, 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, Mr. Eric Robbins, Ms. Anna Amen

Guests Present: Mr. Doug Pfeiffer from Dewberry, Ms. Jenni Betancourt from Dewberry

APPROVAL OF THE FOLLOWING AGENDA

Approved as presented.

MINUTES OF THE PREVIOUS MEETINGS

Mr. Früm moved that the minutes of the Regular Meeting of April 11, 2013 be approved. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye” except Ms. Bergstein and Ms. Imrem who abstained.

Ms. Bergstein moved that the minutes of the Nominating Committee Meeting of April 11, 2013 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees in attendance 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 April 30, 2013 was as follows:

General Fund	\$5,790,566.94		
Restricted	285,980.54		
IMRF	57,334.65		
FICA	157,132.40		
Total General Fund	<u>\$6,291,014.53</u>		
Total Capital Improvement		\$404,150.10	
Total Debt Service			\$356,124.23
	General Fund	Capital Improvements	Debt Service
Checking	\$3,785,784.29	\$7,958.68	\$615.75
Savings/Money Market	471,729.04		
Investments		395,709.99	355,508.48
Illinois Funds	2,032,706.20	481.43	
Petty Cash	<u>795.00</u>		

Total	\$6,291,014.53	\$404,150.10	\$356,124.23
Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	395,709.99	6/24/13	.30%
<u>Debt Service</u>			
NB&T - 16829	355,508.48	7/13/13	.30%

Bills and Charges

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

Operating Funds

Library Claims List	\$	123,361.41
Librarian's Claims List		13,880.49
Payroll		422,775.91
Fica/IMRF		82,312.78
ACH to IPBC		47,813.71
Transfer to Debt Service		350,115.91
Total Operating Funds	\$	<u>1,040,260.21</u>

Capital Improvement Fund

CIF Claims List	\$	663.00
Transfer to General Fund		<u>13,591.50</u>
Total Capital Improvements Fund		14,254.50
Grand Total Library	\$	<u><u>1,040,260.21</u></u>

He also asked for approval of the following additional bills:

Operating Fund

21249	AMEX	\$5,054.84
21250	3M	2,524.72
21251	XEROX	1,261.13

Capital Improvements Funds

1579	VOID	
1580	Dewberry	\$2,146.24

Ms. Neirick 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

Mr. Glaubinger informed the Trustees that Paul Inserra, the auditor, had contacted him as part of the audit process that will take place at the end of May.

A discussion began regarding the donation from the Estate of Howard Peltz and where the funds should be deposited. By Board consensus, the funds should be deposited in the Foundation account.

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

- Paul Inserra has started the audit of year end financials
- We continue to have good communication and coordination with Village Staff on all matters
- Anna and Eric are coordinating with staff regarding the First Floor Project
- I have planned a vacation for the week of June 14th

BUILDING COMMITTEE REPORT

Mr. Lonoff reported that we have been working with the architect about hiring a 35MM consultant.

UNFINISHED BUSINESS

Review/Approve Meeting Rooms/Auditorium Renovation Project Cost

Mr. Lonoff explained that a budget was needed to finalize the architect contract. He referred the Trustees to the document that was sent via email this week. The estimated cost of the project is \$6.5 million. The Trustees discussed the project and budget. Mr. Glaubinger motioned to approve the project budget of \$6.5 million. Ms. Mayer 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

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

Mr. Pfeiffer addressed the email that was sent out earlier this week to the Library regarding the departure of Rick McCarthy from the firm. He assured the Board that the project team is competent and committed to the project.

He then discussed the open items on the contract.

- Project Budget – this was resolved earlier this evening
- Fee – He explained the different options that were being considered – a percentage of Guaranteed Maximum Price at the end of the bidding phase or a percentage of estimated cost of construction and the end of Design Development. He then suggested that a fixed fee option could be available – this would be 9% of the estimated cost of construction as calculated by Pepper. The architect fee for this project would be \$437,400. After discussing the different options the Board agreed to the fixed price option. This amount will be put in the contract.
- Fees previously paid – the clause will be put in the contract that \$78,616.50 will be applied to the Basic Service Fee of \$437,400 and that \$27,002 will be applied to Additional Services
- Reimbursable Expenses - The 15% markup for reimbursable expenses will be taken out of the contract via the rider.

- A one page addendum will be added to the contract once the agreement has been worked out with the 35MM consultant.
- Schedule – He emphasized that it is very important to abide by the project schedule. Ms. Betancourt passed out a revised schedule that will be Exhibit C in the contract. The start date of March 2014 needs to be addressed.

Mr. Lonoff asked that a meeting be scheduled with the Managers, Jenni and the Building Committee within the next week. The purpose of the meeting will be to review the staff comments on the design.

NEW BUSINESS

Nominating Committee Report and Election of Officers

Ms. Neirick presented the slate:

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

Mr. Lonoff asked for comments or changes to the slate presented – there were none. Ms. Neirick motioned to elect the slate as presented. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye”.

Approve 2013 Tax Levy Letter to Village of Northbrook

Ms. Mayer motioned to approve the 2013 Tax Levy Letter to the Village of Northbrook. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

Determine Status of Membership in LIMRiCC – Joint Self Insurance Program (JSIP)

Ms. Amen informed the Trustees that the LIMRiCC Board voted to terminate the JSIP pool at their April 15th meeting. Our participation in the pool ends on May 31, 2013 and we need to decide whether to continue our participation in the pool or leave the pool. After considering all the options, the Trustees determined to continue our participation in the pool to be eligible for the distribution of the excess fund balance. Ms. Amen will contact LIMRiCC to determine what needs to be done.

Approve ACH Transfer for May and June Dental Payment

Ms. Amen presented the June ACH transfer to Intergovernmental Personnel Benefit Cooperative (IPBC). A change is required due to the Library purchasing Dental Insurance from IPBC as of May 1st. Ms. Mayer motioned to approve the recurring payment schedule. Ms. Bergstein seconded the motion.

On a roll call vote, trustees voted:

- “Aye”: Ms. Bergstein, Mr. Früm, Mr. Glaubinger, Ms. Imrem, Ms. Mayer, Ms. Neirick, Mr. Lonoff
- “Nay”: None

Review/Discuss Design Plans for Meeting Rooms

It was decided to table this discussion until after the meeting has taken place with the managers and the Building Committee.

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, Mr. Früm moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 9:20 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder