

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
June 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.

OATH OF OFFICE

Mr. Früm, Ms. Mayer and Ms. Neirick recited the oath of office and were sworn in as Library Trustees.

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:

APPROVAL OF THE FOLLOWING AGENDA

Approved as presented.

MINUTES OF THE PREVIOUS MEETINGS

Mr. Früm moved that the minutes of the Regular Meeting of May 9, 2013 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye".

Ms. Mayer moved that the Executive Session minutes not be released. Ms. Imrem 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 May 31, 2013 was as follows:

General Fund	\$5,100,462.37	
Restricted	318,152.94	
IMRF	28,534.05	
FICA	139,053.51	
Total General Fund	<u>\$5,586,202.87</u>	
Total Capital Improvement		\$651,860.45
Total Debt Service		\$331,036.83

	General Fund	Capital Improvements	Debt Service
Checking	\$3,335,442.50	(\$4,473.42)	\$4.41
Savings/Money Market	471,822.95		
Investments		655,852.44	331,032.42
Illinois Funds	1,778,142.42	481.43	
Petty Cash	795.00		
Total	\$5,586,202.87	\$651,860.45	\$331,036.83

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	655,852.44	6/24/13	.30%
<u>Debt Service</u>			
NB&T - 16829	331,032.42	7/13/13	.30%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 146,234.98
Librarian's Claims List	14,736.01
Payroll	265,250.36
Fica/IMRF	51,631.22
ACH to IPBC	47,813.71
Transfer to Capital Improvement Fund	255,851.14
Transfer to Debt Service	11,388.36
Total Operating Funds	\$ 792,905.78
Capital Improvement Fund	
CIF Claims List	\$ 8,283.24
Debt Service Fund	
Interest Payment – Wire Transfer	\$ 36,564.40
Grand Total Library	\$ 837,753.42

He also asked for approval of the following additional bills:

Operating Fund	
21329 Advanced Disposal	788.48
23330 AMEX	3,777.14
23331 Arthur J Gallagher	79,977.00
23332 McClure Inserra	5,000.00
23333 Philadelphia Insurance	9,560.00
23334 3M	4,469.60
23335 Village of Northbrook – Water	858.48
23336 XEROX	1,389.83

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

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)

Mr. Raymond attended a RAILS update meeting in the RAILS Garage. He noted the following:

- The NSLS building is being remodeled – a synagogue purchased the building
- Dee Brennan, System Director, presided over the meeting online to the entire state
- All participants were civil and upbeat
- Lauren Tucker reported that Illinois Libraries will be receiving additional funds but did not reveal the source of the funds
- Conversation addressed training needs and what is new in Libraries

LIBRARIAN’S MONTHLY REPORT

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

- He will be on vacation from June 14th – June 20
- He plans to attend the ALA conference. He will send a list of sessions that he feels will be beneficial to the Trustees.
- He noted that circulation is down but patron visits are up. He is not sure why but more traffic in the Library is a good thing.

A discussion took place regarding a patron request to allow the use of credit cards at the coin ops and vend print stations. Ms. Amen will discuss our options with the vendor.

BUILDING COMMITTEE REPORT

Mr. Lonoff reported that Dewberry is getting closer to hiring a 35MM consultant for the project.

UNFINISHED BUSINESS

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

Trustees discussed the contract that had been reviewed by the attorney and was ready to be approved. Ms. Mayer motioned to approve the contract as presented. Ms. 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

NEW BUSINESS

Review Fourth of July Plans

Mr. Robbins reported that the plans are progressing nicely. The theme is “Unity through Community”. We have organized a food drive for the Northfield Food Pantry and a blood drive for the Red Cross. We have received a nice response from the community for the food drive.

Approve Resolution 2013-01 Prevailing Wage Rate

Mr. Früm moved to approve the 2013 Prevailing Wage Resolution. Ms. Imrem 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

Approve Resolution 2013-02 Bond Issuance for First Floor Project

Mr. Glaubinger moved to approve the 2013 Bond Issuance for First Floor Project Resolution. Ms. Mayer 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

Approve ACH Transfer for July 2013 – June 2014 Intergovernmental Personnel Benefit Cooperative

Ms. Amen explained to the Board that the necessary information was not available for approval and that the July transfer will reflect the new amount. The transfer schedule will be available for the July meeting.

Review/Discuss Design Plans for Meeting Rooms/Auditorium

Mr. Lonoff reported that a productive meeting took place between the managers and Dewberry to create the design that is presented. Trustees discussed the design and compiled a list of questions for Dewberry. They also discussed creating an area on the website to educate the community about the project and asked if a 3D drawing can be created for this purpose. The drawing will be sent to managers for their review and then approval by the Building Committee prior to entering Design Development.

Executive Librarian’s Annual Performance Review – Executive Session

Ms. Bergstein moved for the Trustees to go into executive session for the Executive Librarian’s Annual Evaluation. Ms. Imrem seconded the motion. Approved by unanimous consent.

Upon leaving Executive Session, Mr. Glaubinger motioned to approve a 2% salary increase for the Executive Librarian; effective May 1, 2013, the Executive Librarian’s salary will be \$174,420. Ms. Mayer 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

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. Bergstein moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 9:50 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder