

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

Trustees Absent: Ms. Sharon Bergstein, Ms. Vera Mayer

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

Ms. Neirick moved that the minutes of the Regular Meeting of June 13, 2013 be approved. 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 June 30, 2013 was as follows:

General Fund	\$4,538,342.86		
Restricted	305,194.40		
IMRF	(3,768.29)		
FICA	118,638.14		
Total General Fund	\$4,958,407.11		
Total Capital Improvement		\$645,151.06	
Total Debt Service			\$331,124.18
	General Fund	Capital Improvements	Debt Service
Checking	\$3,026,894.54	(\$1,348.52)	\$4.41
Savings/Money Market	471,928.34		
Investments		646,018.15	331,119.77
Illinois Funds	1,458,789.23	481.43	
Petty Cash	795.00		
Total	\$4,958,407.11	\$645,151.06	\$331,124.18

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	646,018.15	6/24/13	.30%
<u>Debt Service</u>			
NB&T - 16829	331,119.77	7/13/13	.30%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 251,561.02
Librarian's Claims List	21,790.54
Payroll	267,863.19
Fica/IMRF	52,138.80
ACH to IPBC	53,665.07
Total Operating Funds	<u>\$ 647,018.62</u>
Capital Improvement Fund	
CIF Claims List	\$ 6,875.10
Debt Service Fund	
Grand Total Library	<u><u>\$ 653,893.72</u></u>

He also asked for approval of the following additional bills:

Operating Fund	
21371 Advanced Disposal	787.86
21372 AMEX	2,920.17
21373 Associated Attractions	800.00
21374 LIMRiCC	1,313.49
21375 McClure Inserra	3,000.00
21376 3M	4,534.29
21377 XEROX	1,611.24
21378 Zeotrope	600.00

Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

MONTHLY FOUNDATION REPORT

Nothing to report.

EDC/ICDC COMMITTEE REPORT

Mr. Glaubinger reported on the EDC Meeting that was held on July 10, 2013. The following projects were discussed

- Walmart Development on Skokie Boulevard south of Dundee
- Mixed Use Development on Skokie Boulevard north of Dundee
- Restaurant on the northeast corner of Skokie Boulevard and Dundee
- Walters Development
- Increase in Residential Requests
- Taxing Districts
 - All are financially stable
 - Park district reported that the dog park is complete
 - District 27 reported that Tax Refunds are negatively impacting the budget

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

- Thank you for the opportunity to attend ALA – Next year's Conference location is Las Vegas
- Library will exhibit at the Chamber Expo
- Bill Schildgen was elected the President of the Friends
- He was asked to participate on the PLA Legislative Committee. He is not sure if he will participate due to the construction project
- Parade was GREAT – thankful for staff and trustee participation
- Ruth Hafner has been on medical leave caring for her husband during his recovery
- Words to describe staff – busy, creative, caring, ambitious, curious and changing
- He has been asked to speak at the Northshore Senior Center – date to be determined

BUILDING COMMITTEE REPORT

Ms. Amen reported

- The project has moved into the Design Development Phase
- Zach Manning, 35MM consultant, is a member of the Dewberry Team
- A meeting has been set with the design team and the Building Committee for August 15th
- Bonding process has begun - they anticipate a July 23rd sale
- We are planning to go before the Architectural Control Commission on August 8th to discuss the exterior cladding changes

UNFINISHED BUSINESS

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

Ms. Amen presented the recurring payment schedule to Intergovernmental Personnel Benefit Cooperative.

Ms. Imrem motioned to approve the recurring payment schedule. Mr. Glaubinger seconded the motion.

On a roll call vote, trustees voted:

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

“Nay”: None

Review/Discuss Design Plans for Meeting Rooms/Auditorium

Ms. Amen presented a design plan that was received from Dewberry. The Trustees discussed the plan and asked for some changes to be made prior to submitting to the Village for a Code Review.

NEW BUSINESS

**Compliance of FY2014 Illinois Public Library Per Capita Grant Application
Trustee(s) Webinar to Discuss Components of an Environmental Scan**

Ms. Amen explained that a requirement of the FY2014 Per Capita Grant is to perform an environmental scan. The Trustees were sent the link for the webinar and slides from the presentation and asked to have 3 discussion items for each section of the SWOT analysis. A discussion then took place regarding the strengths, weaknesses, opportunities and threats. The strategic plan was also reviewed and it was noted that some of these items are included and others will be addressed.

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. Imrem moved to adjourn. Mr. Lonoff seconded the motion. The meeting was adjourned at 9:10 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder