

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
August 8, 2013**

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:32 p.m. by Mr. Früm.

ROLL CALL

The roll was called by Ms. Anna Amen.

Trustees Present: Ms. Sharon Bergstein, Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Vera Mayer, Ms. Daphna Neirick

Trustees Absent: Ms. Miriam Imrem, Mr. Marc Lonoff

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

Guests Present: Mr. Neil Milbert, Northbrook Tower

APPROVAL OF THE FOLLOWING AGENDA

Ms. Amen asked if we could move the Review/Approve Annual Art Show Purchase Prize after Minutes of the Previous Meeting. Agenda was approved as amended.

MINUTES OF THE PREVIOUS MEETINGS

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

NEW BUSINESS

Review/approve annual Art Show Purchase Prize

Mr. Robbins reviewed the pieces that were selected by the jurors as the purchase prize, second place prize and third place prize. He read the jurors comments regarding the purchase prize. A discussion regarding each piece took place. The Trustees asked Mr. Robbins to talk to the third place winner about purchasing the piece for the Library Collection. Ms. Bergstein made a motion to approve the juror’s recommendation for the purchase prize, second place prize and third place prize. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

PUBLIC COMMENTS AND QUESTIONS FROM THE AUDIENCE

Mr. Milbert introduced himself to the Board. He is representing the Northbrook Tower.

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 July 31, 2013 was as follows:

General Fund	\$5,331,266.40	
Restricted	309,325.81	
IMRF	34,504.83	
FICA	144,626.12	
Total General Fund	<u>\$5,819,723.16</u>	
Total Capital Improvement		\$628,378.81

Total Debt Service			\$331,269.01
	General Fund	Capital Improvements	Debt Service
Checking	\$2,874,193.66	(\$8,287.96)	\$4.41
Savings/Money Market	472,026.38		
Investments		636,185.34	331,264.60
Illinois Funds	2,472,708.12	481.43	
Petty Cash	795.00		
Total	\$5,819,723.16	\$628,378.81	\$331,269.01

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	636,185.34	6/24/14	.30%
<u>Debt Service</u>			
NB&T - 16829	331,264.60	7/13/14	.30%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 111,338.93
Librarian's Claims List	11,716.09
Payroll	266,428.83
Fica/IMRF	51,724.44
ACH to IPBC	56,487.90
Total Operating Funds	<u>\$ 497,696.19</u>
Capital Improvement Fund	
CIF Claims List	\$ 16,939.44
Debt Service Fund	
Grand Total Library	<u><u>\$ 514,635.63</u></u>

He also asked for approval of the following additional bills:

Operating Fund	
21406 Amalgamated Bank	950.00
21407 Simplex	3,964.00
21408 3M	3,521.37
21409 XEROX	1,700.09

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

Mr. Glaubinger also reported that bond proceeds were received earlier this week as well as second installment tax payments.

MONTHLY FOUNDATION REPORT

Nothing to report.

EDC/ICDC COMMITTEE REPORT

Nothing to report.

SPECIAL EVENTS COMMITTEE REPORT

Nothing to report.

Would like to schedule a meeting for 6:30 on September 12th.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

LIBRARIAN'S MONTHLY REPORT

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

- Attended the Chamber Board Meeting this morning
 - Our participation in the Business Expo was discussed
 - Phil Kiraly, Assistant Village Manager spoke about capital improvements that are starting
- He read an article about a new program at the Glenview Public Library. It is called "Book Club in a Bag" – the bag contains all the ingredients for a book club
- He read an article from Book Expo America which focused on the staying power of print and the future of print. The gist of the article is that there is always room for print even though eBooks are popular
- There is a nice picture of Amy Holcomb in The Northbrook Star working at the APPY Hour program that was at Sunset Foods earlier this week

BUILDING COMMITTEE REPORT

Ms. Mayer reported

- Today the Architectural Control Commission approved the exterior cladding change and the screening for the mechanical system on the roof
- On July 23rd, the Building Committee met with Dewberry to discuss the information that would be submitted to the Architectural Control Commission
- On July 30th, the Building Committee met with Dewberry interior design team to discuss finishes and colors
- On August 15th, the Building Committee will meet with Dewberry Design Team to discuss the project
- Special Meeting
 - August 29th – Dewberry would like to meet with the Trustees to discuss interiors
 - September 26th – Dewberry and Pepper would like to meet with the Trustees to discuss the Design Development Cost Estimate

UNFINISHED BUSINESS

Review/Discuss Design Plans for Meeting Rooms/Auditorium

At the July meeting, Dewberry presented the latest version of the design plan. The Board asked for the plan to show the entire first floor not just the area affected by the construction. Ms. Amen presented the drawing of the first floor as requested and answered questions that were asked. Board and Administration are pleased with the progress that is being made.

NEW BUSINESS

Compliance of FY2014 Illinois Public Library Per Capita Grant Application

**Legal Compliance – Review Chapter 10 “Marketing, Promotions & Collaborations”
Of the Most Recent Additions of Standards for Illinois Public Libraries**

Ms. Amen explained that a requirement of the FY2014 Per Capita Grant is to review Chapter 10 “Marketing, Promotions & Collaborations” of the Most Recent Additions of Standards for Illinois Public Libraries. The Trustees and Library Administration discussed each of the standards at the meeting and the progress made toward meeting the standard. At the end of our review, it was determined that the Library does a good job at meeting the standards required and that no changes were required as a result of the review.

Approve Bank Resolutions

Ms. Amen presented bank resolutions for Board approval due to the change in officers. Mr. Glaubinger made a motion to accept the resolutions and sign them. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

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

The Trustees agreed to the following Special Meetings

- August 29th at 5:30 – Dewberry would like to meet with the Trustees to discuss interiors
- September 26th at 5:30 – Dewberry and Pepper would like to meet with the Trustees to discuss the Design Development Cost Estimate

ADJOURNMENT

There being no further business to discuss, Ms. Mayer moved to adjourn. Ms. Bergstein seconded the motion. The meeting was adjourned at 8:30 p.m.

Carlos Früm, Vice President

Anna M. Amen, Recorder