

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
September 12, 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:

APPROVAL OF THE FOLLOWING AGENDA

Mr. Lonoff asked if we could move the Auditor's Report discussion to the top of the agenda. Agenda was approved as amended.

AUDITOR'S REPORT

Mr. Inserra presented the auditor's report for the fiscal year ending on April 30, 2013. He reviewed components of the report: the Independent Auditor's Report; Management's Discussion and Analysis, the Basic Financial Statements; the Footnote, the Required Supplementary Information, the Additional Information and the SAS114 Letter. Mr. Inserra commented that a clean audit report was issued and there were no issues with management. The Board thanked him for his report.

MINUTES OF THE PREVIOUS MEETINGS

Ms. Bergstein moved that the minutes of the Regular Meeting of August 8, 2013 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye", except Ms. Imrem and Mr. Lonoff who abstained.

Ms. Mayer moved that the minutes of the Special Meeting of August 29, 2013 be approved. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye", except Mr. Früm, Ms. Imrem and Ms. Neirick who abstained.

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 August 31, 2013 was as follows:

General Fund	\$13,210,970.68	
Restricted	301,539.22	
IMRF	112,418.86	
FICA	196,721.30	
Total General Fund	<u>\$13,821,650.06</u>	
Total Capital Improvement		\$577,029.89

Total Debt Service			\$443,488.08
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	General Fund	Capital Improvements	Debt Service
Checking	\$3,707,041.74	(\$42,747.04)	\$3.15
Savings/Money Market	472,127.72		
Investments		619,295.50	443,484.93
Illinois Funds	9,641,685.60	481.43	
Petty Cash	795.00		
Total	\$13,821,650.06	\$577,029.89	\$443,488.08

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			

<u>Capital Improvements</u>			
NB&T - 16808	619,295.50	6/24/14	.30%

<u>Debt Service</u>			
NB&T - 16829	443,484.93	7/13/14	.30%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 123,387.23
Librarian's Claims List	15,048.15
Payroll	270,706.38
Fica/IMRF	52,487.90
ACH to IPBC	56,487.90
Transfer to Debt Service	112,213.74
Total Operating Funds	\$ 630,771.24
Capital Improvement Fund	
CIF Claims List	\$ 51,459.08
Debt Service Fund	
Grand Total Library	\$ 682,230.32

He also asked for approval of the following additional bills:

Operating Fund	
21443 Advanced Disposal	793.59
21444 AMEX	607.48
21445 Call One	741.41
21446 Netrix	5,846.00
21447 Promos 911	672.80
21448 3M	5,775.07
21449 Universal Films	750.00
21450 Universal Films	250.00
21451 Village of Northbrook, Water	1,852.20
21452 Wall Street Journal	1,003.60
21453 XEROX	1,550.46

Ms. Imrem 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

Ms. Amen reported that we received a generous donation from Northbrook Resident Marilyn Dickey.

EDC/ICDC COMMITTEE REPORT

Mr. Glaubinger reported that the EDC/ICDC did not meet this month but the Village has had and will be hosting public meetings regarding the developments on Skokie Blvd.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer reported that the committee met earlier this evening and determined that the staff party will be Friday, January 31, 2014.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mr. Raymond attended a RAILS meeting on August 16th and provided a written report in the Librarian's Report.

LIBRARIAN'S MONTHLY REPORT

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

- Attended the Chamber Board Meeting this morning
 - He feels that the Chamber appreciates when public officials attend the Board Meetings
 - Representatives from the Skokie Blvd Projects were present at the meeting – the members voiced their opinions on the projects at the meeting
- He received a suggestion from a patron regarding installing 5 minute parking spots on the west side of the building. He has not responded to the patron and is considering the request.
- He learned that Northbrook Resident Dean Alexander is the author of the book *Barami Legends*
- The Civic Foundation is accepting applications for their Outstanding Volunteer Award.
- He mentioned that earlier this week Mr. Robbins announced that he would be retiring effective November 15, 2013.

BUILDING COMMITTEE REPORT

Ms. Mayer and Ms. Amen presented the interior finishes that had been selected for the Civic Room, Lobby, Pollak Rooms, bathrooms and auditorium. The Trustees liked the carpet, paint, vinyl wall covering, doors, laminate, corian and tile selection. Mr. Glaubinger made a motion to approve the items selected. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted “aye”.

Mr. Lonoff reported that he and staff went to the University of Chicago earlier this week to look at a lift that is being recommended for the project. He explained that it is a combination stairway and vertical platform lift. Based upon his observations, the lift has many advantages and seems to be a good fit with the project. He also mentioned that a traditional lift will be visited within the next week.

UNFINISHED BUSINESS

Review/Discuss Design Plans for Meeting Rooms/Auditorium

Items discussed under the Building Committee Report.

Discuss/Approve Richard Giacobetti Sculpture

Mr. Robbins presented the proposal from Mr. Giacobetti to purchase his art piece titled “Social Equity” and a display table. Ms. Amen suggested that proceeds from the Art Show could be used for the purchase. Ms. Neirick made a motion to accept Mr. Giacobetti’s proposal to purchase the art piece and display table. Ms. Imren 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

Approval of Per Capita Grant Application

Ms. Amen presented the FY2014 Per Capita Grant. Mr. Glaubinger noted an error on page 3 – the word “or” should be changed to “of”. Ms. Bergstein made a motion to approve the amended FY2014 Per Capita Grant Application. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”.

Approve Early Closing for Art Show (4:30 – 10/4/13)

Mr. Robbins asked if the Library can close early to prepare for the Art Show on Friday, October 4th at 4:30. Ms. Bergstein made a motion to close the Library at 4:30 on October 4th to prepare for the Art Show. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted “aye”.

Discuss/Approve Bank Resolutions

Ms. Amen explained that new bank documents are being presented because over the last couple of months she has been working with Northbrook Bank and Trust (NBT) to eliminate the fees that are being charged to the Library. NBT has offered a new account structure that will help offset the fees and new resolutions and signature cards will need to be signed.

Ms. Amen has stated that she has been researching a place to invest the bond proceeds. Based upon her research she is recommending investing the funds at Cole Taylor Bank, in a NOW account and a Money Market Account. Both accounts will be collateralized in a manner acceptable by the Public Funds Investment Act. A question was asked as to where the Village invests their funds. Ms. Amen was not able to answer this and will ask Jeff Rowitz.

Ms. Imrem made a motion to

- 1) accept NBT’s account structure change and sign the necessary paperwork
- 2) accept Cole Taylor’s banking opportunity after a discussion has taken place with the Village regarding where they invest funds and it remains a better option.

On roll call vote, Trustees voted:

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

“Nay”: None

Discuss Tax levy 2014

The Trustees reviewed the revenue sources and expenses for the General Fund. It was determined that revenue sources appeared reasonable and no changes would be made for FY2015. A discussion regarding salaries and wages occurred and it was noted that changes would be made to the next draft due to personnel changes within the library. A question arose regarding the Debt Service Fund and whether the new debt for the project was included. Ms. Amen noted that she did not include interest payments for the new debt in the Debt Service number and will make the change if necessary in the next draft.

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

- 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 9:00 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder