

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
October 10, 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: Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

Trustees Absent: Ms. Sharon Bergstein, Mr. Carlos Früm

Staff Present: Mr. Chadwick Raymond, 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 September 12, 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 September 30, 2013 was as follows:

General Fund	\$12,932,728.61		
Restricted	298,258.14		
IMRF	85,921.26		
FICA	181,321.79		
Total General Fund	<u>\$13,498,229.80</u>		
Total Capital Improvement		\$525,213.93	
Total Debt Service			\$443,574.56
	General Fund	Capital Improvements	Debt Service
Checking	\$3,785,789.59	(\$42,689.86)	\$3.15
Money Market	223,011.80		
Investments		567,422.36	443,571.41
Illinois Funds	9,488,633.41	481.43	
Petty Cash	795.00		
Total	<u>\$13,498,229.80</u>	<u>\$525,213.93</u>	<u>\$443,574.56</u>

<u>Investment #</u>	Amount	Maturity	Rate
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	567,422.36	6/24/14	.25%
<u>Debt Service</u>			
NB&T - 16829	443,571.41	7/13/14	.25%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 108,568.95
Librarian's Claims List	18,789.70
Payroll	261,039.59
Fica/IMRF	51,037.70
ACH to IPBC	56,487.90
Total Operating Funds	<u>\$ 495,923.84</u>
Capital Improvement Fund	
CIF Claims List	\$ 51,942.82
Debt Service Fund	
Grand Total Library	<u><u>\$ 547,866.66</u></u>

He also asked for approval of the following additional bills:

Operating Fund	
21478 Advanced Disposal	795.90
21479 AMEX	1,823.71
21480 Dornfeld Piano Tuning	1,800.00
21481 McClure Inserra	3,364.00
21482 3M	4,191.00
21483 Call One	759.62

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

“Aye”: 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

Ms. Mayer asked for the committee to meet prior to the November Board Meeting at 6:30.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

LIBRARIAN'S MONTHLY REPORT

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

- Staff Association had a retirement party for Shirly Ward today – she has worked at the library for 16 years
- We have engaged Miriam Pollak to assist with the recruitment of a new Assistant Director
- There is a nice picture and write up of the Library in the article “Libraries we Love” in *Sheridan Road Magazine*
- We are making progress on the next newsletter. My column is a testimonial to Eric.
- He has received many positive comments about the Library from patrons.
- The Illinois State Library has again asked that he be a part of the construction grant review process.
- Due to a patron comment, we retained the services of Gabriel Environmental to test the mold levels in the building. The testing showed that indoor air is being filtered properly but there was an issue with one of the air handlers. Joe Skittino has an action plan established to address the issue.

BUILDING COMMITTEE REPORT

Ms. Mayer discussed the following items

- There is another lift option that we need to visit – it is at Allstate.
- We are planning a meeting with the local Irwin Seating Company rep. He offered to discuss the chair options with us and then we will have trustees and staff provide comments on the auditorium chairs.
- The Fly-Thru has been completed by Dewberry and was viewed by the Trustees. The Trustees were pleased and feel that it is a good depiction of the renovation project.
- A meeting was scheduled for October 17th at 7:30 with Pepper Construction and Dewberry to review the Design Development Cost Estimate.

UNFINISHED BUSINESS

Discuss/Determine FY2014 Tax Levy

Ms. Amen presented the FY2014 Tax Levy. She noted that changes were not made to the Operating Fund and that information requested on salaries and wages was provided for their discussion. The Trustees discussed that the impact of the personnel changes that will take place over the next few months are difficult to quantify and that the salary increase will be discussed further during the Budget process. The Trustees thanked staff for all the information and felt that it was helpful for their analysis. Ms. Amen did note that a change was made to the Debt Service Number on the Property Tax History worksheet. The number includes interest from the debt related to the renovation project. They did not request any other changes and will vote on the Tax Levy at the November Board Meeting.

NEW BUSINESS

Discuss/Approve Bank Resolutions

Ms. Amen reported

- The Village invests funds - Illinois Funds, Northbrook Bank & Trust, Illinois Metropolitan Investment Fund and First Bank of Highland Park.
- The Library savings account at First Bank of Highland Park has been closed because the funds could not be collateralized.
- The accounts at Cole Taylor have been opened and funds have been transferred.
- Presented information on the Illinois Metropolitan Investment Fund
 - The trustees requested information on the types of investments and an explanation as to how the higher rate of return could be obtained.

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

- October 17th at 7:30 – 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 8:35 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder