

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
November 14, 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, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

Trustees Absent: Ms. Miriam Imrem

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

Guests Present:

APPROVAL OF THE FOLLOWING AGENDA

Ms. Mayer asked if the Building Committee Report be moved to the last item of the meeting. All trustees agreed with this change.

MINUTES OF THE PREVIOUS MEETINGS

Ms. Neirick moved that the minutes of the Regular Meeting of October 10, 2013 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye", except Ms. Bergstein and Mr. Früm who abstained.

Ms. Bergstein moved that the minutes of the Regular Meeting of October 17, 2013 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye", except 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 October 31, 2013 was as follows:

General Fund	\$11,312,864.89	
Restricted	296,978.37	
IMRF	55,937.12	
FICA	163,453.65	
Total General Fund	<u>\$11,829,234.03</u>	
Total Capital Improvement		\$1,728,149.39
Total Debt Service		\$443,665.71

	General Fund	Capital Improvements	Debt Service
Checking – NBT	\$3,632,866.40	(\$27,983.03)	\$3.15
Checking – CTB		240,057.21	
Money Market – GSB	223,048.46		
Money Market – CTB		1,000,069.45	
Investments		515,534.32	443,662.56
Illinois Funds	7,972,524.17	481.44	
Petty Cash	795.00		
Total	\$13,498,229.80	\$1,728,149.39	\$443,665.71

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>General Fund</u>			
<u>Capital Improvements</u>			
NB&T - 16808	515,534.32	6/24/14	.25%
<u>Debt Service</u>			
NB&T – 16829	443,662.56	7/13/14	.25%

Bills and Charges

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

Operating Funds	
Library Claims List	\$ 91,468.83
Librarian's Claims List	23,145.29
Payroll	262,687.16
Fica/IMRF	51,090.75
ACH to IPBC	56,487.90
Transfer to Construction Fund	1,240,000.00
Total Operating Funds	\$ 1,724,879.93
Capital Improvement Fund	
CIF Claims List	\$ 37,293.17
Debt Service Fund	
Grand Total Library	\$ 1,762,173.10

He also asked for approval of the following additional bills:

Operating Fund	
21507 Advanced Disposal	850.23
21508 AMEX	995.83
21509 Call One	720.82
21510 FEMA	3,581.00
21511 Snow Systems	1,556.00
21512 Sound Inc	905.86
21513 3M	2,151.69
21514 Viso	2,011.73
21515 XEROX	1,706.89

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, , Mr. Früm, Mr. Glaubinger, 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 reported that the committee did not meet this month and asked for the committee to meet prior to the December 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

- A number of applications have been received for the Assistant Director position. Miriam Pollack and Laurie Prioletti are assisting me with this search.
- Sandy Früm has donated her \$1,000 Chamber of Commerce auction prize to the Northbrook Public Library Foundation

UNFINISHED BUSINESS

Discuss/Approve FY2014 Tax Levy

Ms. Amen presented the FY2014 Tax Levy. She noted that changes were not made to the Operating Fund based upon discussions from the last two meetings. Trustees then discussed various expense items in the operating fund. Based upon this discussion, additional information will be shared with the Trustees regarding salaries during the budget process and changes were made to the tax levy. Mr. Glaubinger made a motion was made to approve the tax levy as amended with the changes discussed. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

Discuss/Approve Bank Resolutions for Illinois Metropolitan Investment Fund

Ms. Amen shared information with the Trustees regarding collateralization of the fund. The Trustees decided to participate in the fund to earn higher rates of return in a safe investing environment. Mr. Glaubinger made a motion to join Illinois Metropolitan Investment fund. Mr. Früm seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

NEW BUSINESS

Discuss Participation in Libraries of Illinois Risk Agency (LIRA)

Ms. Amen provided the background information on LIRA.

- Gallagher Insurance approached the Illinois Library Association (ILA) about creating an insurance pool for libraries. ILA thought this was a good idea and supports Gallagher in their mission
- In March, 2013, ILA and Gallagher asked 52 libraries to participate in an insurance design study.
- The results of the study were presented to the Libraries at the end of October, 2013. LIRA documents were given to the Board for their review

- Gallagher needs a majority of the libraries to join LIRA by December 6, 2013. They would like the pool to be established prior to January 1, 2014 due to some legislative changes.

Ms. Amen then explained that she asked the attorney to review the LIRA documents and shared those comments with the Trustees. A discussion ensued regarding the information received and a decision was made to not join LIRA at this time.

BUILDING COMMITTEE REPORT

Ms. Mayer discussed the following items

- Revised project budget – She noted that value engineering options have been identified and the budget appears to be in line. The Trustees reviewed the value engineering options and approved them.
- Tonight the change in exterior cladding was presented and approved by the Architecture Control Commission.
- Earlier today the committee met with Dewberry to discuss roller shades, door hardware, lighting, auditorium chairs, restrooms and the lift.
- Friends Gift Shop will be closing as soon as all the merchandise is sold. It was discussed that Mr. Lonoff and Mr. Raymond should meet with The Friends to discuss the future.
- Vending area – will be 3 machines – coffee, drink and snacks.
- Lift – The Building Committee and Staff visited Allstate and were pleased with the operation of the lift. An enclosure can be put around the lift to make it similar to an elevator. It appears very safe and the cost appears reasonable. It was also discussed to use the donation from The Peltz Estate for the lift. The Trustees agreed this was a good idea.
- Chairs – Need to finalize bidding process with Bill O’Connor and Dewberry and have it approved by the attorney. A decision will need to be made as to who will sell the chairs – The Friends or The Foundation.

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

Marc Lonoff, President

Anna M. Amen, Recorder