

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
December 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, Ms. Anna Amen

Guests Present:

APPROVAL OF THE FOLLOWING AGENDA

Board approved with no changes.

MINUTES OF THE PREVIOUS MEETINGS

Mr. Früm moved that the minutes of the Regular Meeting of November 14, 2013 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye", except Ms. Imrem 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 November 30, 2013 was as follows:

General Fund	\$10,529,709.11		
Restricted	300,952.91		
IMRF	24,112.89		
FICA	144,090.72		
Total General Fund	\$10,998,865.63		
Total Capital Improvement		\$1,674,150.61	
Total Debt Service			\$5,003.15
	General Fund	Capital Improvements	Debt Service
Checking – NBT	\$3,340,049.46	(\$44,249.83)	\$3.15
Checking – CTB		240,116.40	
Money Market – GSB	223,086.35		
Money Market – CTB		1,000,161.65	
Investments		477,640.94	5,000.00
Illinois Funds	7,434,934.82	481.45	
Petty Cash	795.00		
Total	\$10,998,865.63	\$1,674,150.61	\$5,003.15

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T - 16808	477,640.94	6/24/14	.25%
<u>Debt Service</u>			
NB&T - 16829	5,000.00	7/13/14	.20%

Bills and Charges

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

Operating Funds

Library Claims List	\$	129,654.60
Librarian's Claims List		17,680.68
Payroll		266,060.20
Fica/IMRF		50,546.89
ACH to IPBC		56,487.90
Transfer to Debt Service		328,574.43
Total Operating Funds	\$	849,004.70

Capital Improvement Fund

CIF Claims List	\$	54,266.80
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Debt Service Fund

2005 Debt Payment	\$	30,525.00
2006 Debt Payment		12,267.49
2012 A Debt Payment		3,847.00
2012 B Debt Payment		634,765.00
2013 B Debt Payment		85,832.50
Grand Total Library	\$	1,670,508.49

He also asked for approval of the following additional bills:

Operating Fund

21564	AMEX	1,340.67
21565	Arthur J Gallagher	723.00
21566	FE Moran	1,050.00
21567	H F Group	1,322.05
21568	New York Times	1,667.88
21569	Park Circus	810.00
21570	Timothy Sharpe	1,500.00
21571	3M	1,285.31
21572	Village of Northbrook	2,187.36
21573	XEROX	1,140.01

Ms. Bergstein 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

Nothing to report.

EDC/ICDC COMMITTEE REPORT

Nothing to report.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer reported that the committee met earlier this evening to discuss the staff appreciation party. The date of the party has been changed to Saturday, February 1st at 7 p.m.

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 Chamber meeting today – they were very complimentary of the Library
- Business Office is very busy
- Maintenance is very busy – Tim Murray resigned
- Attended a seminar put on by the Village relating to the Concealed Carry Law
- Making good progress in recruiting a replacement for the Assistant Director position
- Friends mailbox is full of donation envelopes as a result of their year end mailing
- Architects are working on the renovation project – permit paperwork will be submitted soon

BUILDING COMMITTEE REPORT

Ms. Mayer discussed the following items

- Attended the Village Board Meeting on Tuesday, December 10th. A motion to approve the change to the exterior of the building was made by the Architectural Control Commission and was approved on the Consent Agenda.
- We received an email from Dewberry regarding fireproofing. The Village is requiring that we fireproof the existing building to be in compliance with code. This was not part of the project that has been quoted to date.
- Audio Visual Equipment & Auditorium Equipment – Steve Gianni and Don Downey are reviewing the equipment list prepared by KJWW and will provide comments when they are done with their review.
- Lift – We are looking into glass alternatives
- Chairs – The Foundation will buy the chairs as a gift to the Library. Prior to the meeting being adjourned we will go to the Business Office to select the chair for the project.

UNFINISHED BUSINESS

Discuss/Approve Bank Resolutions for Illinois Metropolitan Investment Fund

Ms. Amen presented the resolution for the Illinois Metropolitan Investment Fund. At the November meeting the Board voted to join the fund and now needs to approve the resolution. Ms. Mayer made a motion to approve 13-2 a Resolution Approving and Authorizing Execution of a Second Amended and Restated Declaration of Trust for the Illinois Metropolitan Investment Fund. 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

NEW BUSINESS

Executive Session Minutes/Semi Annual Review

Ms. Mayer moved that the minutes from the executive session not be made public. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

Approve Early Library Closing (1-31-14) for Special Library Event

Item not discussed as event date was changed and there is not a need to close the Library.

Authorize Staff to Prepare, Schedule and Conduct the 2014 Staff Development Program for the Annual Training of Staff Members on Thursday, April 3, 2014

Mr. Raymond reported that the Staff Development Day Committee has met and is requesting that the Library be closed on April 3, 2014 for training. Ms. Mayer moved to approve closing the Library on April 3, 2014 for staff training. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted “aye”.

Discuss/Review Compensation Process

Ms. Amen presented the salary ranges and evaluation form. After reviewing the information, the Board determined to create a Compensation Sub Committee. The Committee will consist of Mr. Lonoff, Ms. Mayer, Ms. Bergstein and Ms. Neirick. The Committee will meet on January 16th at 10 a.m. in the Business Office Conference Room.

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

Additional meeting not needed at this time.

MEETING MOVED TO BUSINESS OFFICE

BUILDING COMMITTEE REPORT - CONTINUED

Ms. Amen presented the chair options, fabric and wood. The Board sat in the chairs and discussed the options. The Board selected the seat type, back type and approved the fabric selection. The Board asked for the wood to be changed to a walnut color rather than ebony.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 8:45 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder