

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
January 9, 2014**

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: Ms. Carol Henning, Northbrook Tower

APPROVAL OF THE FOLLOWING AGENDA

Board approved with no changes.

MINUTES OF THE PREVIOUS MEETINGS

Ms. Bergstein moved that the minutes of the Regular Meeting of December 12, 2013 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye”.

Ms. Mayer moved that the minutes of the Special Events Meeting of December 12, 2013 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees in attendance 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 December 31, 2013 was as follows:

General Fund	\$4,831,464.13		
Restricted	302,247.97		
IMRF	(7,505.84)		
FICA	125,562.44		
Total General Fund	<u>\$5,251,768.70</u>		
Total Capital Improvement		\$6,948,960.55	
Total Debt Service			\$30,135.57

	General Fund	Capital Improvements	Debt Service
Checking – NBT	\$3,194,534.37	\$10,016.97	\$3.15
Checking – CTB		240,177.58	
Money Market – GSB	223,123.02		
Money Market – CTB		1,000,246.59	
Investments		423,466.71	5,131.17
Illinois Funds	50,539.39	213,375.38	

IMET	1,782,776.92	5,061,677.32	25,001.25
Petty Cash	795.00		
Total	<u>\$5,251,768.70</u>	<u>\$6,948,960.55</u>	<u>\$30,135.57</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T - 16808	423,466.71	6/24/14	.25%
<u>Debt Service</u>			
NB&T - 16829	5,131.17	7/13/14	.20%

Bills and Charges

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

Operating Funds

Library Claims List	\$	96,159.75
Librarian's Claims List		11,802.58
Payroll		254,236.27
Fica/IMRF		49,506.74
ACH to IPBC		56,487.90
Transfer to CIF - Construction Fund		5,061,421.87
Transfer to CIF		212,893.13
Transfer to Debt Service		25,000.00
Total Operating Funds	<u>\$</u>	<u>5,767,508.24</u>

Capital Improvement Fund

Debt Service Fund

Grand Total Library	<u>\$</u>	<u>5,767,508.24</u>
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He also asked for approval of the following additional bills:

Operating Fund

21601 FE Moran	3,856.00
21602 Illinois Paper	770.01
21603 Miriam Pollak & Associates	1,300.00
21604 XEROX	1,357.75
CIF - Construction Fund	
1001 Dewberry	98,901.74

Ms. Mayer 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

Mr. Raymond reported that the Foundation received a donation from Reva Auerbach in memory of Alan Auerbach and a brick donation from the Ah Tou Family.

EDC/ICDC COMMITTEE REPORT

Mr. Glaubinger reported that the EDC/ICDC met on Wednesday, January 8, 2014. Some of the items discussed were:

- Changes to Cook County Class 6B Program – there are 2 programs available
- Northbrook Chamber of Commerce and Chicago North Shore Convention and Visitors Bureau presented all the things they can do for businesses in Northbrook
- Updates from the Taxing Districts
 - The School Districts reported that changes in pension laws will have a financial impact on them
- Sandy Früm reported that a new bill is being presented that will effect vendors bidding on public projects. Vendors will need to have an apprentice program to bid on public projects. This requirement may reduce the number of bidders on public projects.
- David Schoon talked about the ongoing developments in Northbrook
 - The biggest project is 770 Skokie Blvd – the documents are in the Plan Commission and will then be presented to the Village Board. They intend to break ground sometime during the Summer of 2014. The developer would like the TIF to be amended. The Village Board will need to create a committee to review their request

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer reported that plans are progressing for the staff appreciation party and that invitations were sent out earlier this week.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

LIBRARIAN'S MONTHLY REPORT

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

- He and the Staff are grateful for the closing earlier this week due to the weather
- We have extended an offer to a new maintenance employee
- We are grateful for the donation to the Foundation from Reva Auerbach and The Ah Tou Family
- Illinois State Library is performing a Resource Sharing Survey
- Celina has been very busy with projects for the Library
- Thank you for the staff appreciation party on Saturday, February 1st

BUILDING COMMITTEE REPORT

Nothing to report. Ms. Amen will provide a status report via email.

UNFINISHED BUSINESS

NEW BUSINESS

Annual Review/Adjustment of the Library Fines and Fees Schedule as Considered by the Administrative Staff and Library Board of Trustees

Trustees discussed the various items on the schedule, specifically fines and video fees. Ms. Amen provided comments from staff regarding the schedule and asked for the changes to be made. The changes are:

- Remove computer disks from the schedule
- Change the amount for used AV to \$.50 - \$.25 is incorrect
- Add to the bottom that the Friends of the Northbrook Public Library sell flash drives and bags.

Ms. Bergstein made a motion to approve the Fines and Fees Schedule with the proposed changes. Ms. Imrem seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

“Abstain” : Mr. Früm

Selection of Auditor for the Review/Audit of the 2013/14 fiscal Year and Reporting Accordingly in a Timely Manner

Ms. Amen reported that in January, 2013 the Library had gone out to bid for Audit Services for fiscal years ending 2013, 2014, 2015, 2016 and 2017. Based upon the proposals received, McClure Inserra & Company was selected to perform audit services for the Library. A motion was made for McClure Inserra & Company to perform audit services for fiscal year 2014.

Review/Approval of Draft 2014-2015 Annual Budget

Discussion was tabled till February meeting.

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.

ADJOURNMENT

There being no further business to discuss, Ms. Mayer moved to adjourn. Mr. Früm seconded the motion. The meeting was adjourned at 8:05 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder