

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
February 13, 2014**

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:35 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

Trustees Absent: Ms. Miriam Imrem, Ms. Daphna Neirick

Staff Present: Mr. Chadwick Raymond, Mr. Andrew Kim, 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 January 9, 2014 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

Ms. Mayer moved that the minutes of the Compensation Committee Meeting of January 16, 2014 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 January 31, 2014 was as follows:

General Fund	\$4,411,756.47		
Restricted	300,364.97		
IMRF	(37,241.65)		
FICA	106,461.46		
Total General Fund	\$4,781,341.25		
Total Capital Improvement		\$6,837,873.46	
Total Debt Service			\$30,144.26
	General Fund	Capital Improvements	Debt Service
Checking – NBT	\$3,020,544.28	\$10,016.97	\$3.15
Checking – CTB		887,388.97	
Money Market – GSB	223,160.92		
Money Market – CTB		240,238.77	
Investments		636,474.55	5,132.05
Illinois Funds	51,866.44	482.75	

IMET	1,484,974.61	5,063,271.45	25,009.06
Petty Cash	795.00		
Total	<u>\$4,781,341.25</u>	<u>\$6,837,873.46</u>	<u>\$30,144.27</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T - 16808	636,474.55	6/24/14	.25%
<u>Debt Service</u>			
NB&T - 16829	5,132.05	7/13/14	.20%

Bills and Charges

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

Operating Funds

Library Claims List	\$	120,319.65
Librarian's Claims List		18,647.59
Payroll		250,141.58
Fica/IMRF		48,196.52
ACH to IPBC		56,487.90
Total Operating Funds	<u>\$</u>	<u>493,793.24</u>

Capital Improvement Fund

Debt Service Fund

Grand Total Library	<u>\$</u>	<u>606,731.48</u>
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He also asked for approval of the following additional bills:

Operating Fund

21640	4 Imprint	1,991.91
21641	Advanced Disposal	669.61
21642	AMEX	2,558.55
21643	FE Moran	1,025.00
21644	HOH Water Technology	1,767.95
21645	NUECO	1,127.78
21646	Snow Systems	1,556.00
21647	3M	1,946.62
21648	XEROX	1,680.75

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

MONTHLY FOUNDATION REPORT

Ms. Amen reported we received a donation from Marilyn Dickey.

EDC/ICDC COMMITTEE REPORT

Nothing to report.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer reported that the staff appreciation party was held last weekend. The staff enjoyed themselves at the party and liked the gift handed out. A thank you note was received from the Staff.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

LIBRARIAN'S MONTHLY REPORT

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

- Per Capita Grant letters were received this week and the Library received \$41,462.50.
- He has completed reviewing the Construction Grants for the Illinois State Library.
- He will be on vacation from February 15th through February 22nd.
- He shared 2 recent staff collaborations
 - Redesigned tax form area
 - Love Your Library Lobby Program
- Pay phone was removed from the Library earlier this week.
- Circulation is down due to the weather.
- He received a letter from Nancy Miller which states how much she appreciates the Library

BUILDING COMMITTEE REPORT

Ms. Amen presented an update from Dewberry, an update from Pepper, an update on auditorium chairs and an update on the donated materials room.

- Dewberry Update
 - We are wrapping up the permit review response letters and updating the drawings.
 - We'll be resubmitting to the Village on Monday, February 10th.
 - We'll have Issued for Bid documents sent to Pepper on Feb. 18th.
- Pepper Update as of February 13th
 - Thursday, February 27th - Bid documents are anticipated to be available
 - Tuesday, March 4th - Pre-bid meeting at 10:00 A.M.
 - Thursday, March 20th - Public Bid Opening at 2:00 P.M.
 - Thursday, April 10th – Board to approve contractors as presented by Pepper
 - Estimated project start date is end of April
 - Estimated project end date is March 2015
 - Estimated Project timeline and phasing documents
 - Phase 1 A Construction Fence, Temporary Wall Construction, Demolition Construction of Auditorium and Meeting Room
 - Phase 1 B East and West Entrance Construction
 - existing entrances will remain operational while this construction is underway
 - once complete the new entrances will be used for entry to the building
 - approximate time frame 2 months
 - Phase 2 HVAC work on roof and 2nd floor
 - Phase 3 Removal of vestibule on north side of building and addition of 2 parking spots
 - Phase 4 Site Utilities and Paving work
 - Phase 5 A & B Completion of Lobby finishes.
 - ceilings, column enclosures, flooring and some MEP work
- The chairs for the auditorium will be purchased by the Foundation. Larson Equipment and Furniture Company will provide a sample chair in Ebony on Red Oak with Ditty Charcoal and Classic Walnut on Maple with Montgomery Midnight. Once received the Trustees will make the final selection and fundraising efforts will begin.

- During the construction project, the Library will not accept donations for used books. Once the project is complete, the Friends will accept donations of used books and sell them in the space allocated to them. The Donated Materials Room will be used for other purposes once construction is completed on the entrances.

Mr. Früm asked staff to talk to the Fire Department about if special accommodations are needed at entrances when shelter is needed during natural disasters.

COMPENSATION COMMITTEE REPORT

Mr. Lonoff reported that the committee met in January. It was determined that the current procedure should be formalized and a date should be given to the managers requesting pay grade changes and non-standard salary increases so that this information can be considered prior to approving the budget in March. It was also determined that the committee would like to develop a compensation plan that offers a cost of living increase and a merit increase. This will be discussed at a future meeting and will not be effective for May 2014 salary increases.

UNFINISHED BUSINESS

Review/Approval of Draft 2014-2015 Annual Budget

Ms. Amen presented the budget and commented that additional information was needed to complete salary and wage, material, program and professional fee budget estimates. This information will be included in Budget Draft III presented in March.

NEW BUSINESS

Discuss Carpet Replacement

Ms. Amen explained that the carpet in the walkway around the second floor is worn and needs to be replaced. She has worked with Interface, a carpet company, to select the carpeting and with Nolan Sales, a carpet installer. After receiving the quote, it was determined that this project would need to go out to bid. Ms. Amen has some concerns regarding this project and the HVAC work on the second floor related to the renovation project and asked if coordination and bidding of this project could be done by Pepper and Dewberry. The Board agreed that this suggestion made sense.

Discuss Insurance Options

Ms. Amen asked the Board if they would be interested in reviewing insurance options and costs. She has been in contact with 2 new insurance agencies, an insurance pool and our current agent. She asked that a special meeting be held to have the companies make presentations. The Special Meeting will be held on Tuesday, March 4th at 6:30.

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

A Special Meeting to review insurance options will be held on Tuesday, March 4th at 6:30.

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