

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
March 13, 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:** Mr. Carlos Früm, Mr. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

**Trustees Absent:** Ms. Sharon Bergstein

**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 February 13, 2014 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”, Ms. Imrem and Ms. Neirick abstained.

Ms. Imrem moved that the minutes of the Special Board Meeting of March 4, 2014 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted “aye”, Ms. Neirick 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 February 28, 2014 was as follows:

General Fund	\$4,957,395.42		
Restricted	299,196.50		
IMRF	(12,182.36)		
FICA	121,243.33		
Total General Fund	<u>\$5,365,652.89</u>		
Total Capital Improvement		\$6,838,187.68	
Total Debt Service			\$30,152.18
	<b>General Fund</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
Checking – NBT	\$2,867,311.44	\$8,637.47	\$3.15
Checking – CTB		887,457.93	
Money Market – GSB	223,198.83		
Money Market – CTB		240,294.06	
Investments		636,609.69	5,132.92
Illinois Funds	46,109.83	483.25	
IMET	2,228,237.79	5,064,705.28	25,016.11
Petty Cash	795.00		
Total	<u>\$5,365,652.89</u>	<u>\$6,838,187.68</u>	<u>\$30,152.18</u>

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<b><u>Capital Improvements</u></b>			
NB&T - 16808	636,609.69	6/24/14	.25%
<b><u>Debt Service</u></b>			
NB&T - 16829	5,132.92	7/13/14	.20%

**Bills and Charges**

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

Operating Funds

Library Claims List	\$	100,533.07
Librarian's Claims List		14,548.14
Payroll		261,484.09
Fica/IMRF		50,237.91
ACH to IPBC		56,487.90
Total Operating Funds	\$	<u>483,291.11</u>

Capital Improvement Fund

Library Claims List	\$	80.00
Transfer to Operating Fund		1,299.50
Total Capital Improvement Fund	\$	<u>1,379.50</u>

Debt Service Fund

Grand Total Library	\$	<u>486,050.11</u>
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He also asked for approval of the following additional bills:

Operating Fund

21681	Advanced Disposal	669.61
21682	AMEX	1,469.67
21683	Blackbaud	1,823.34
21684	Illinois Paper	1,203.18
21685	XEROX	1,044.39

Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

“Aye”: 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 staff appreciation week is next 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

- We had an awesome audience of Bidders for the Project on March 6<sup>th</sup> at the Pre Bid Meeting.
- Laurie Prioletti is out on medical leave – her recovery is slow but steady
- Amy Holcomb, Youth Services Librarian, was named as a Mover & Shaker by Library Journal
- Patron fell on library property and has hired an attorney to represent him. Our insurance company has been notified and will handle the matter.
- Circulation continues to be poor due to the cold weather we are experiencing.

## **BUILDING COMMITTEE REPORT**

Ms. Amen reported

- Public Bid Opening will take place on Thursday, March 20<sup>th</sup> at 2:00 pm
- Pepper has inquired as to where the contractors can park during construction. We contacted the Village for the area on the north side of Cherry Lane west of the railroad tracks. Due to the requirements of the Village, Pepper did not want to use this area since the requirements will incur expenses that were not part of the budget. Mr. Raymond suggested that contractors be allowed to use the Library employee parking lot. Administration will coordinate with staff regarding parking during the project. Board agreed with this suggestion.
- Samples of the Auditorium Chairs are expected to arrive next week.
- Additional work has been asked of Dewberry to change the design of the Donated Materials area from a storage room to an office. They will charge us \$2,600 for this work. Board agreed to the charge.

## **COMPENSATION COMMITTEE REPORT**

Nothing to report.

Ms. Neirick asked about the number of responses to the request regarding pay grade and pay increases. Ms. Amen responded that the Managers submitted their requests. The requests needed to be reviewed by administration. The requests did not appear unreasonable in nature or quantity and the budget should accommodate the requests if approved.

Ms. Neirick asked if additional steps needed to be taken by the Compensation Committee. Ms. Amen replied that an answer to this question should be made once the requests have been reviewed and changes have been made. This will allow us to receive feedback from the staff regarding the process put into place. She agreed that it made sense and should be discussed after the raises have been given.

## **UNFINISHED BUSINESS**

### **Review/Approval of Draft 2014-2015 Annual Budget**

Ms. Amen presented the changes made to Draft III of the Budget. She asked that the surplus be transferred to CIF as a reserve for future capital improvements or additional funds needed for the First Floor Renovation Project. The Board agreed to this change. Ms. Mayer motioned to approve the budget with the surplus being added as a transfer to CIF. Ms. Imrem seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

## **NEW BUSINESS**

### **Discuss Library Participation in July 4<sup>th</sup> Parade**

Ms. Amen explained that due to staff vacation and family commitments, the Library's participation will need to be less this year. She asked if the Library Trailblazer can be used rather than a float with decorations. We plan to get staff and trustees to participate in the parade as in years past. Board agreed to this change for July 2014.

**Elect Library Board Nominating Committee**

In accordance with the bylaws, Mr. Raymond asked for 3 Trustees to be a part of the Nominating Committee to select a President, Vice-President, Treasurer and Secretary. Ms. Imrem, Ms. Mayer and Ms. Neirick volunteered to be on the committee. Ms. Imrem asked the Trustees to email her with their interests for the next year. The Nominating Committee will meet before the April meeting.

**Approve Sale and Fee Structure of Nonresident Library Service**

Ms. Amen explained that annually the Board needs to approve 1) whether to offer library services to non residents and 2) the method used to calculate the non resident fee. Currently the Library Board has approved offering services to non residents and uses the taxable equalized assessed value of the property to calculate the fee for non resident library service. Mr. Früm made a motion to 1) offer library services to nonresidents and 2) use the taxable equalized assessed value of the property to calculate the fee for non resident library service. Ms. Mayer seconded the motion. On roll call vote, Trustees voted:

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

“Nay”: None

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

The Nominating Committee will meet at 7:00 pm on April 10<sup>th</sup>.

**ADJOURNMENT**

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Neirick seconded the motion. The meeting was adjourned at 8:20 p.m.

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Marc Lonoff, President

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Anna M. Amen, Recorder