

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
April 10, 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, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

**Trustees Absent:** Ms. Miriam Imrem

**Staff Present:** Mr. Chadwick Raymond, Mr. Andrew Kim, Ms. Anna Amen

**Guests Present:** Pepper Construction – Jim Creath, Lance Tritsch, Dan Rosenberg, Pat Rioux  
Dewberry – Jennifer Betancourt  
Northbrook Star – Irv Leavitt  
Northbrook Tower – Dan Dorfman

**APPROVAL OF THE FOLLOWING AGENDA**

Mr. Lonoff asked to move Discuss/Approve Bid Recommendations from Pepper Construction Regarding the First Floor Renovation Project to the first item of discussion. The Board agreed with this change to the agenda.

**NEW BUSINESS**

**Discuss/Approve Bid Recommendation from Pepper Construction regarding the First Floor Renovation Project**

Mr. Lonoff asked Pepper Construction to provide a project update. Mr. Creath started by saying that good bid results were received during the bid process. He explained that one bid package would be rebid. The low bidder requested that his bid be withdrawn and this left only one bidder for this specific package which does not support the competitive bid process. He then asked the Board for approval to make the awards of the contracts. Mr. Früm responded to Mr. Creath's request by asking his fellow Trustees to not accept the bid recommendations. He asked that Pepper Construction and Dewberry review the bids and determine a plan to keep the project within the budget of 6.5 million dollars. Ms. Amen explained that part of the overage is due to the carpet replacement project on the second floor and Mr. Tritsch explained that part of the overage is due to a spray fire proofing requirement from the Village of Northbrook during the permit review process. Ms. Betancourt asked that the voluntary alternates be discussed by Board. Mr. Früm responded to Ms. Betancourt's request and asked his fellow Trustees to not consider the voluntary alternates since the project is over budget. Mr. Lonoff expressed a different perspective. He stated that the purpose of the project is to enhance the patron's experience in the Library by upgrading technology, comfort and programming and would like to see the project keep its current momentum. Pepper stated that a few of the bids contained voluntary alternates that should be considered by the Board as cost reduction options. A discussion ensued regarding the options and then Mr. Früm asked if the Board could move into Executive Session since contract negotiation items were going to be discussed. Mr. Leavitt said that the Board could not move into Executive Session and Mr. Raymond agreed. It was at this time that the discussion was tabled and asked if a Special Meeting could be scheduled for April 16<sup>th</sup> at 4:00 pm to further discuss the project, bids and contracts.

**MINUTES OF THE PREVIOUS MEETINGS**

Ms. Mayer moved that the minutes of the Regular Meeting of March 13, 2014 be approved. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted "aye", Ms. Bergstein 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 March 31, 2014 was as follows:

General Fund	\$6,870,142.78		
Restricted	299,199.10		
IMRF	95,186.01		
FICA	187,745.02		
Total General Fund	<u>\$7,452,272.91</u>		
Total Capital Improvement		\$6,809,076.73	
Total Debt Service			\$30,160.31
	<b>General Fund</b>	<b>Capital Improvements</b>	<b>Debt Service</b>
Checking – NBT	\$2,635,046.11	\$6,137.47	\$3.15
Checking – CTB		859,165.84	
Money Market – GSB	223,233.07		
Money Market – CTB		240,355.29	
Investments		636,731.78	5,133.70
Illinois Funds	14,174.44	483.75	
IMET	4,579,024.29	5,066,202.60	25,023.46
Petty Cash	795.00		
Total	<u>\$7,452,272.91</u>	<u>\$6,809,076.73</u>	<u>\$30,160.31</u>

<b><u>Investment #</u></b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>Capital Improvements</u></b>			
NB&T - 16808	636,731.78	6/24/14	.25%
<b><u>Debt Service</u></b>			
NB&T – 16829	5,133.70	7/13/14	.20%

**Bills and Charges**

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

Operating Funds	
Library Claims List	\$ 184,102.66
Librarian's Claims List	12,410.09
Payroll	281,807.03
Fica/IMRF	54,724.53
ACH to IPBC	56,487.90
Total Operating Funds	<u>\$ 589,532.21</u>
Capital Improvement Fund	
Claims List	<u>\$ 7,123.20</u>
Construction Fund	
Claims List	<u>\$ 28,367.19</u>
Grand Total Library	<u>\$ 632,145.80</u>

He also asked for approval of the following additional bills:

Operating Fund

21715	3Branch	2,048.50
21716	Advanced Disposal	669.61
21717	AMEX	6,039.76
21718	Northbrook Public Library Foundation	2,305.00
21719	ROTI	1,048.00
21720	3M	2,926.08

Construction Fund

1009	Paddock Publishing	129.25
1010	Village of Northbrook	1,234.00

Mr. Lonoff seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

A question was asked about the monthly income statement – Why was workers compensation/unemployment insurance and general insurance over budget? Ms. Amen explained that on March 15<sup>th</sup> the insurance carrier changed and the new carrier asked for payment of the new policies. She also stated that a refund has not been received from the old insurance carrier for the time period March 15<sup>th</sup> – May 31<sup>st</sup>.

**MONTHLY FOUNDATION REPORT**

Nothing to report.

**NOMINATING COMMITTEE REPORT**

Ms. Mayer reported that the Nominating Committee met earlier in the evening. She presented the following slate:

- President – Mr. Lonoff
- Vice President – Mr. Glaubinger
- Treasurer – Ms. Imrem
- Secretary – Ms. Bergstein

She asked for nominations from the floor. There were none. She stated that voting will take place at the May Board Meeting.

**EDC/ICDC COMMITTEE REPORT**

Mr. Glaubinger reported that a meeting will be held on April 30<sup>th</sup> to discuss the 6b request from TZAM Diagnostics/HP Real Estate LLC. for the property at 1880 Holste Road.

**SPECIAL EVENTS COMMITTEE REPORT**

Nothing to report.

**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 attended the Chamber Board Meeting earlier today
- He and Mr. Kim attended the Annual Lunch at Covenant Village earlier in the day and were awarded a \$2,000 donation. Donations are made from proceeds from the Holly Fair at Covenant Village.
- Mr. Früm inquired about the Library write up included in the green folders. Mr. Raymond explained that one of the Ancient Tree Residents wrote the article regarding the Library for their newsletter.

## **BUILDING REPORT**

Ms. Amen reported

- Insurance – Cook & Kocher advised that we obtain the Builders Risk Policy from Chubb – cost is approximately \$5,000. Trustees discussed and agreed with the recommendation
- Furniture – Ms. Amen met with Dewberry earlier today and would like to discuss the options with Mr. Lonoff, Ms. Mayer, Mr. Raymond and Mr. Kim on Tuesday, April 15<sup>th</sup> at 3:00 pm. On April 24<sup>th</sup> at 3:00 the results from this meeting will be shared with Dewberry.
- Construction Documentation – Multivista a visual construction documentation visual provider would like to offer their services for the First Floor Renovation Project. Pepper has used their services for some of their jobs. Board asked some questions and would like to know if Maintenance Staff feels this service would be beneficial prior to making a decision.

## **COMPENSATION COMMITTEE REPORT**

Nothing to report.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

#### **Discuss/Approve Transfer of General Funds to the Capital Improvement Fund and Debt Service Fund**

Ms. Amen referred to the memo in the Board Packet. She asked the Trustees to approve

- a transfer to the Capital Improvement Fund for \$160,000 plus FY2014 net expenses
- a transfer to the Debt Service Fund for FY2014 net expenses which includes June 13 bond interest payment

Ms. Bergstein made a motion to transfer funds in accordance to Ms. Amen's recommendation. Mr. Glaubinger seconded the motion. On roll call vote, Trustees voted:

On roll call vote, Trustees voted:

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

“Nay”: None

#### **Discuss Approve a Motion to Assign Bid Contracts to Pepper Construction for the First Floor Renovation Project**

Discussion tabled till Special Meeting on April 16<sup>th</sup> at 4:00 pm.

#### **Discuss/Approve Library Smoking Policy**

Mr. Kim asked the Trustees to consider a change to the Northbrook Public Library Smoking Policy. The change would include a detailed list of tobacco products including electronic cigarettes. The Board discussed the change and agreed that it should be made. Ms. Neirick motioned that the second paragraph be changed in accordance with Mr. Kim's recommendation. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

#### **Discuss/Approve Medical Benefit Plan Changes**

Ms. Amen referred to the memo in the Board Packet and explained that the changes requested to the PPO would allow the Library Medical Benefit Package to match the Village Medical Package. The changes would decrease the PPO insurance premium by 8.6%. The HMO plan will increase 3.6%. The Board discussed the changes and asked that it be emphasized to the staff that the premium is decreasing and this decrease can be used to cover the increase in deductible.

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

Special Meeting on April 16<sup>th</sup> at 4:00 pm.

**ADJOURNMENT**

There being no further business to discuss, Ms. Bergstein moved to adjourn. Ms. Neirick seconded the motion. The meeting was adjourned at 9:00 p.m.

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Marc Lonoff, President

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Anna M. Amen, Recorder