

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Business Office
September 11, 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. Jay Glaubinger, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

Trustees Absent: Ms. Sharon Bergstein, Mr. Carlos Früm

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

Guests Present: Ms. Alice Calabrese Berry, Mr. Paul Inserra

APPROVAL OF THE FOLLOWING AGENDA

Mr. Lonoff asked if the New Business could be moved ahead of the Unfinished Business and the Executive Session would be the last item of business. All Trustees agreed to this change.

MINUTES OF THE PREVIOUS MEETINGS

Ms. Mayer moved that the minutes of the Regular Meeting of August 19, 2014 be approved. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted “aye”, Ms. Imrem abstained.

PUBLIC COMMENTS AND QUESTIONS FROM THE AUDIENCE

None

AUDITOR’S REPORT

Mr. Inserra presented the auditor’s report for the fiscal year ending on April 30, 2014. He reviewed components of the report: the Independent Auditor’s Report; Management’s Discussion and Analysis, the Basic Financial Statements; the Footnote, the Required Supplementary Information, the Additional Information and the SAS114 Letter. Mr. Inserra commented that a clean audit report was issued and there were no issues with management. Mr. Inserra informed the board that due to GASB changes for the April 2016 financial statements the unfunded IMRF liability will be shown as a liability. The Board thanked him for his report.

MONTHLY TREASURER’S REPORT

Review Monthly Financial Statements as Prepared by Accounting Staff

Ms. Imrem drew attention to the financial report as exhibited in the Board packet.

The financial status of the library funds as of August 31, 2014 was as follows:

General Fund	\$7,548,396.81	
Restricted	316,474.39	
IMRF	138,213.35	
FICA	211,293.36	
Total General Fund	<u>\$8,214,377.91</u>	
Total Capital Improvement		\$6,217,550.64
Total Debt Service		\$318,226.17

	General Fund	Capital Improvements	Debt Service
Checking – NBT	\$1,798,383.89	\$6,934.56	\$3.15
Checking – CTB		96,195.57	
Money Market – GSB	223,420.27		
Money Market – CTB		240,634.63	
Investments		799,534.43	5,138.00
Illinois Funds	646,842.13	482.75	
IMET	5,544,936.62	5,073,768.70	313,085.02
Petty Cash	795.00		
Total	\$8,214,377.91	\$6,217,550.64	\$318,226.17

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T - 16808	799,534.43	6/24/15	.25%
<u>Debt Service</u>			
NB&T – 16829	5,138.00	7/13/15	.20%

Bills and Charges

Ms. Imrem drew attention to the following Bills and Charges for August, 2014 and the additional bills listed below:

Operating Funds		
Library Claims List	\$	107,853.51
Librarian's Claims List		15,860.43
Payroll		267,017.83
Fica/IMRF		50,974.35
ACH to IPBC		49,139.08
Total Operating Funds	\$	490,845.20
Capital Improvement Fund		
Claims List	\$	
Construction Fund		
Claims List	\$	282,736.62
Debt Service		
Grand Total Library	\$	773,581.82

Additional Bills

Operating Fund		
21892	Advanced Disposal	689.69
21893	Eco Clean Maintenance	3,546.00
21894	Innovation Experts	8,012.00
21895	Movie License USA	745.00
21896	Village of Northbrook - Water	2,057.20
21898	Xerox	1,306.01
Construction Fund		
1028	Paddock Publications	112.70
1029	Pepper Construction	348,746.00

Ms. Imrem made a motion to approve the August Bills and Charges and additional bills as listed. Ms. Mayer seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

MONTHLY FOUNDATION REPORT

Nothing to report.

EDC/ICDC COMMITTEE REPORT

Nothing to report

SPECIAL EVENTS COMMITTEE REPORT

Nothing to report.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

LIBRARIAN’S MONTHLY REPORT

Nothing to report.

NEW BUSINESS

Discuss Tax Levy 2015

Ms. Amen presented a draft of the tax levy. The draft shows zero percent increase in total expenses between 2015 budget and 2016 levy expense. This will allow the Library to have a .3% tax levy increase. The Board asked Ms. Amen to look into increasing the IMRF tax levy for the unfunded liability that will be shown on future balance sheets. The Board will review this again at the October Board Meeting. The final levy numbers need to be approved at the November Board Meeting

Approve Early closing for Art Show (5:00 P.M. – 11/14/2014)

To prepare for the art show the staff is requesting that the library close at 5:00 P.M. on November 14, 2104. Ms. Neirick made a motion to close the library at 5:00 P.M. to prepare for the art show. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted “aye”.

Discuss/Approve Art Donation

Mr. Kim explained that Dr. Shelly Bulwa would like to donate one of his alabaster sculptures to the Library. Mr. Kim showed pictures of the pieces available for the donation. The Trustees reviewed the pictures and selected one. Mr. Kim will contact Dr. Bulwa to complete the donation process.

UNFINISHED BUSINESS

Building Report

Ms. Amen reported on:

- Technology Bid Packages were received yesterday. Three bids were received. They are being reviewed by Dewberry and Pepper. A recommendation will be made next week to the Library .
- Library will be opening at 3:00 P.M. on September 17th. The new roof top units will hoisted to the roof

Approve FY2015 Illinois Public Library Per Capita Grant Application

Ms. Amen presented a draft of the Per Capita Grant Application. Mr. Kim completed the technology portion of the application this week and Mr. Lonoff will view The Edge Initiative Webinar to complete that requirement. The final application will be presented at the October Board Meeting and is due on October 15, 2014.

Discuss/Approve Additional Work/Services for AV Package

Discussion tabled until the bid packages have been reviewed and a contractor is selected.

Executive Director Search Report - Executive Session

Mr. Lonoff moved for the Trustees to go into executive session for a discussion regarding candidates for the executive director search. Ms. Mayer seconded the motion. Approved by unanimous consent.

Upon leaving the Executive Session, Mr. Lonoff stated that all candidates that have applied to date were discussed and interview questions were handed out for review.

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

It was determined that the Trustees would meet on Thursday, October 2nd at 7:30 to review additional applications received for the executive director position.

ADJOURNMENT

There being no further business to discuss, Ms. Imrem moved to adjourn. Ms. Neirick seconded the motion. The meeting was adjourned at 9:50 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder