

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Business Office
November 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: Ms. Sharon Bergstein, Mr. Jay Glaubinger, Mr. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

Trustees Absent: Ms. Daphna Neirick

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

Guests Present: Ms. Kate Hall

APPROVAL OF THE FOLLOWING AGENDA

Mr. Lonoff asked if the agenda item Discuss RFID findings from Staff item be moved after Public Comments and Questions from the Audience. Board agreed to this change and approved revised agenda.

MINUTES OF THE PREVIOUS MEETINGS

Ms. Bergstein moved that the minutes of the Regular Meeting of October 9, 2014 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye", Mr. Früm abstained.

Ms. Bergstein moved that the minutes of the Special Meeting of October 11, 2014 be approved. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye", Mr. Früm abstained.

Ms. Bergstein moved that the minutes of the Special Meeting of October 18, 2014 be approved. Ms. Mayer seconded the motion. On a voice vote, all Trustees voted "aye", Mr. Früm abstained.

Ms. Imrem moved that the minutes of the Special Meeting of October 28, 2014 be approved. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted "aye".

Ms. Bergstein moved that the minutes of the Special Meeting of October 29, 2014 be approved. Mr. Früm seconded the motion. On a voice vote, all Trustees voted "aye".

PUBLIC COMMENTS AND QUESTIONS FROM THE AUDIENCE

None

NEW BUSINESS

Discuss RFID Finding from Staff

Mr. Gianni presented the report prepared by the RFID committee. He explained pros, cons and concerns that the committee deemed pertinent to the Northbrook Public Library. The Board discussed the report and the items presented and decided to use the current gates and revisit the decision in a year. The Board thanked Mr. Gianni and the committee for their work on the 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 October 31, 2014 was as follows:

| | | | |
|---------------------------|-----------------------|-----------------------------|---------------------|
| General Fund | \$6,840,749.96 | | |
| Restricted | 303,465.55 | | |
| IMRF | 83,542.65 | | |
| FICA | 177,984.38 | | |
| Total General Fund | \$7,405,742.54 | | |
| Total Capital Improvement | | \$5,224,898.05 | |
| Total Debt Service | | | \$318,443.41 |
| | General Fund | Capital Improvements | Debt Service |
| Checking – NBT | \$1,961,727.88 | \$5,203.22 | \$3.15 |
| Checking – CTB | | 206,735.64 | |
| ProPay | 536.15 | | |
| Money Market – GSB | 223,486.38 | | |
| Money Market – CTB | | 240,654.74 | |
| Investments | | 799,868.52 | 5,139.72 |
| Illinois Funds | 133,665.59 | 482.75 | |
| IMET | 5,085,531.54 | 3,971,953.18 | 313,300.54 |
| Petty Cash | 795.00 | | |
| Total | <u>\$7,405,742.54</u> | <u>\$5,224,898.05</u> | <u>\$318,443.41</u> |

| Investment # | Amount | Maturity | Rate |
|------------------------------------|---------------|-----------------|-------------|
| <u>Capital Improvements</u> | | | |
| NB&T - 16808 | 799,868.52 | 6/24/15 | .25% |
| <u>Debt Service</u> | | | |
| NB&T – 16829 | 5,139.72 | 7/13/15 | .20% |

Bills and Charges

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

| | |
|--------------------------|------------------------|
| Operating Funds | |
| Library Claims List | \$ 114,112.76 |
| Librarian's Claims List | 17,085.43 |
| Payroll | 261,690.14 |
| Fica/IMRF | 49,218.08 |
| ACH to IPBC | 49,139.08 |
| Total Operating Funds | <u>\$ 491,245.49</u> |
| Capital Improvement Fund | |
| Claims List | <u>\$</u> |
| Construction Fund | |
| Claims List | <u>\$ 622,121.13</u> |
| Debt Service | |
| Grand Total Library | <u>\$ 1,113,366.62</u> |

Additional Bills

Operating Fund

| | | |
|-------|------------------------------|-----------|
| 21954 | Advanced Disposal | 689.69 |
| 21955 | AMEX | 1,530.56 |
| 21956 | Calaberry Consulting LLC | 15,000.00 |
| 21957 | Cooperative Computer Service | 750.00 |
| 21958 | Credit Card Systems, Inc | 1,013.63 |
| 21959 | Eco Clean Maintenance, Inc | 3,546.00 |
| 21960 | FEMA Flood Payments | 3,546.00 |
| 21961 | Reserve Account | 4,000.00 |
| 21962 | Snow Systems | 1,556.00 |
| 21963 | Three M Business Products | 3,387.00 |

Construction Fund

| | | |
|------|--------------------------|------------|
| 1035 | Dewberry Architects, Inc | 14,803.18 |
| 1036 | Pepper Construction | 606,469.00 |

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

On roll call vote, Trustees voted:

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

“Nay”: None

MONTHLY FOUNDATION REPORT

Ms. Amen presented information on the auditorium chairs. Mr. Früm stated that the Foundation Board would like to sell the auditorium chairs for \$500.00. The Library Board concurred with the price. Ms. Amen will begin work on the promotion information for this fundraiser with Ms. Preston.

EDC/ICDC COMMITTEE REPORT

Mr. Glaubinger reported on the October 15th EDC/ICDC Meeting. A flyer from the meeting was placed in the Trustees green folders. In addition to the information in the flyer, District 225 reported that Dr. Pryma will be retiring at the end of the year and focus groups have been created to determine the criteria for the new principal. Mr. Raymond was present at the meeting and was honored for his service on the committee.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Mayer reported that the Trustees will be providing annual appreciation treats for the staff from November 19th through November 25th. Ms. Mayer also stated that annually the Board recognizes staff and volunteers. The 2015 Appreciation Celebration will be held on January 10th and it will include honoring Mr. Raymond’s retirement.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Nothing to report.

LIBRARIAN’S MONTHLY REPORT

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

- Kudos to RFID Committee
- New carpet installation on second floor is complete
- Thank you to our Friends for their help with the Art Show
- He will attend the Annual Clergy lunch on December 3rd
- Thank you to Multi Media for the Concerts on Three
- He attended the Chamber Board Meeting and provided an update on the construction project
- Thank you to the staff for their efforts during the Construction Project
- Library Journal has announced the 5 Star Libraries for 2014 – we lost a star
- He will attend Fire Chief Nolan’s retirement reception on November 14th
- He will rank grants for the Illinois State Library
- He will be on vacation November 19th – November 21st

UNFINISHED BUSINESS

Building Report

Ms. Amen reported on the following

- West Entrance will be closed starting November 17th
- HVAC - Next week the duct silencers will be delivered – these items are holding up the completion of the HVAC work on the second floor

Approve Tax Levy 2015

Ms. Amen presented the tax levy. Mr. Früm made a motion to approve the tax levy as presented with a one percent increase. Ms. Imrem seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

NEW BUSINESS

Discuss IMET Convenience Fund Default Issue

Ms. Amen shared information concerning the IMET situation. She also explained that money has been transferred from IMET to Northbrook Bank and Trust, MB Financial and Illinois Funds.

Approval of Employment Letter for Executive Director

Mr. Lonoff presented the employment letter for Ms. Kate Hall, the new Executive Director. Mr. Früm made a motion to approve the employment letter. Ms. Bergstein seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

Ms. Hall signed the letter at the meeting.

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

ADJOURNMENT

There being no further business to discuss, Ms. Imrem moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 9:45 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder