

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Business Office
December 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: Ms. Sharon Bergstein, Mr. Jay Glaubinger, Mr. Carlos Früm, 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: Ms. Kate Hall

APPROVAL OF THE FOLLOWING AGENDA

Approved as presented.

MINUTES OF THE PREVIOUS MEETINGS

Ms. Bergstein moved that the minutes of the Regular Meeting of November 13, 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

None

MONTHLY TREASURER’S REPORT

Review Monthly Financial Statements as Prepared by Accounting Staff

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

The financial status of the library funds as of November 30, 2014 was as follows:

General Fund	\$5,910,068.28		
Restricted	301,049.53		
IMRF	53,794.55		
FICA	159,952.31		
Total General Fund	\$6,424,864.67		
Total Capital Improvement		\$4,604,528.17	
Total Debt Service			\$15,198.10
	General Fund	Capital Improvements	Debt Service
Checking – NBT	\$2,737,407.85	\$5,203.22	\$3.15
Checking – CTB		3,427,609.31	
ProPay	1,052.54		
Money Market – GSB	223,514.85		
Money Market – CTB		240,664.63	
Investments		800,038.35	5,140.59
Illinois Funds	3,311,386.15	482.75	
IMET	150,708.28	130,600.11	10,054.36
Petty Cash	795.00		
Total	\$6,424,864.67	\$4,604,528.17	\$15,198.10

<u>Investment #</u>	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>
<u>Capital Improvements</u>			
NB&T - 16808	800,038.35	6/24/15	.25%
<u>Debt Service</u>			
NB&T - 16829	5,140.59	7/13/15	.20%

Bills and Charges

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

Operating Funds

Library Claims List	\$	179,872.42
Librarian's Claims List		12,814.27
Payroll		265,400.32
Fica/IMRF		50,872.49
ACH to IPBC		49,139.08
Transfer to Debt Service		550,258.56
Total Operating Funds	\$	<u>1,108,357.14</u>

Capital Improvement Fund

Claims List	\$	<u> </u>
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Construction Fund

Claims List	\$	<u>621,352.18</u>
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Debt Service

2006 Debt Payment	\$	12,426.99
2012 A Debt Payment		3,842.11
2012 B Debt Payment		701,765.00
2013 B Debt Payment		135,525.00
Total Debt Service	\$	<u>853,559.10</u>
Grand Total Library	\$	<u>2,583,268.42</u>

Additional Bills

Operating Fund

21997	Advanced Disposal	689.69
21998	AMEX	920.78
21999	Eco Clean Maintenance, Inc	3,646.00
22000	Eco Promotional Products	3,218.06
22001	Mindcentric	1,080.00
22002	Renaissance Hotel	3,000.00
22003	Snow Systems	1,556.00
22004	Three M Business Products	1,228.00
22005	XEROX	1,372.17
22006	New York Times	1,757.60

Construction Fund

1038	Pepper Construction	704,288.00
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Ms. Mayer made a motion to approve the November Bills and Charges and additional bills as listed. Ms. Neirick seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Glaubinger, Mr. Früm, 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 invitations for Mr. Raymond’s retirement party and staff appreciation party on January 10th have been sent out. The RSVP date is December 22nd. The plans are progressing nicely.

On behalf of the staff, Ms. Amen thanked the Trustees for the treats during staff appreciation week in November.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall reported on changes that the Illinois State Library (ISL) is proposing to the administrative rules and standards for Illinois library systems. RAILS is asking the member libraries to comment on the proposed changes. Ms. Hall will draft a letter for the Board review and approval.

LIBRARIAN’S MONTHLY REPORT

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

- Pleased with the construction progress and that additional spaces have been opened in the parking lot
- Pleased that he was able to host the Office Staff Holiday Luncheon in his home on December 8th
- He attended his last Chamber Board Meeting early today
- Mr. Kim will provide the Year End in Review for the Newspaper
- Thanked the Board for the fleece jackets
- He is in the process of cleaning his office and files for Ms. Hall
- He will hand out some of his nautical items at the staff association party on December 16th
- He is trying hard to keep staff and patron comfortable during the construction project
- He wishes Ms. Hall well in being his successor

UNFINISHED BUSINESS

Building Report

Ms. Amen reported that a project update was sent on December 10th to the Trustees and Staff – there is nothing additional to report.

Discuss/Approve Dewberry Contract Modification

Nothing has been received from Dewberry – discussion tabled until Dewberry presents information.

NEW BUSINESS

Discuss Meeting Room Policy Questions from Staff

Mr. Kim reported that a 9 person committee has been created to review and revise the Meeting Room Policy. The committee would like some guidance from the Trustees on the following items:

- Target utilization rate
- Public usage vs Library usage
- Food & Beverage
- Northbrook Residents vs Non Northbrook Residents
- Soft launch and grand opening

Mr. Kim took notes while the Trustees discussed the items. The Trustees asked that the committee prepare a policy that can be reviewed based upon their comments.

Discuss/Approve Date for Staff Development Day 2015

Mr. Kim reported that the Staff Development Day Committee has met and would like to propose April 10, 2015 or April 17, 2015 for training. The Trustees discussed the dates and Ms. Mayer moved to approve closing the Library on April 17, 2014 for staff training. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted “aye”.

Executive Session Minutes/Semi Annual Review

Ms. Lonoff moved that the minutes from the executive session not be made public. Ms. Bergstein seconded the motion. On a voice vote, all Trustees voted “aye”.

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

No additional meetings are needed at this time.

ADJOURNMENT

There being no further business to discuss, Ms. Bergstein moved to adjourn this meeting as Mr. Raymond’s last one as Executive Director. The Trustees thanked Mr. Raymond for his years of service above self to the Northbrook Public Library. Ms. Mayer seconded the motion. The meeting was adjourned at 8:35 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder