

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Business Office
February 12, 2015**

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:40 p.m. by Mr. Lonoff.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Anna Amen.

Trustees Present: Mr. Carlos Früm, Mr. Jay Glaubinger, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Daphna Neirick

Trustees Absent: Ms. Sharon Bergstein, Ms. Miriam Imrem

Staff Present: Ms. Kate Hall, Mr. Andrew Kim, Ms. Anna Amen

Guests Present: None

APPROVAL OF THE FOLLOWING AGENDA

Mr. Früm moved that the agenda be approved as presented. Mr. Glaubinger seconded the motion. On a voice vote, all Trustees voted “aye.”

APPROVAL OF JANUARY 15, 2015 MINUTES

Ms. Mayer moved that the minutes of the Regular Meeting of January 15, 2015 be approved. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted “aye.”

PUBLIC COMMENTS

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 January 31, 2015 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$5,152,290.16		
Restricted	280,249.46		
IMRF	(4,378.06)		
FICA	123,094.58		
Total General Fund	<u>\$5,551,256.14</u>		
Total Capital Improvement		<u>\$3,394,634.35</u>	
Total Debt Service			<u>\$15,201.10</u>
Checking – NBT	\$2,431,795.84	\$20,203.22	\$3.15
ProPay	2,347.99		
Money Market – GSB	223,570.89		
Checking/ Money Market – CTB		2,443,034.39	
Investments		800,372.65	5,142.31
Illinois Funds	2,742,025.90	482.75	
IMET	150,720.52	130,541.34	10,055.64
Petty Cash	795.00		
Total	<u>\$5,551,256.14</u>	<u>\$3,394,634.35</u>	<u>\$15,201.10</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T - 16808	800,372.65	6/24/15	.25%
<u>Debt Service</u>			
NB&T - 16829	5,142.31	7/13/15	.20%

Bills and Charges

Ms. Amen drew attention to the following Bills and Charges for January, 2015 and the additional bills listed below:

Operating Funds			
Library Claims List		\$	108,662.82
Librarian's Claims List			15,679.87
Payroll			249,930.72
Fica/IMRF			47,496.33
ACH to IPBC			49,139.08
Total Operating Funds		\$	<u>471,208.82</u>
Capital Improvement Fund			
Claims List			
Construction Fund			
Claims List		\$	<u>508,395.60</u>
Debt Service			
Grand Total Library		\$	<u>979,604.42</u>

Additional Bills

Operating Fund – Library Account			
22071	Eco Advanced Disposal		4,041.00
22072	Snow System		1,556.00
22073	Three M Business Products		2,313.13
Construction Fund			
1045	Pepper Construction		384.225.00

Mr. Glaubinger made a motion to approve the January Bills and Charges and additional bills as listed. Mr. Früm seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Mr. Früm, Mr. Glaubinger, Ms. Mayer, Ms. Neirick, Mr. Lonoff
 “Nay”: None

ECONOMIC DEVELOPMENT COMMITTEE REPORT (EDC)

INDUSTRIAL AND COMMERCIAL DEVELOPMENT COMMISSION (ICDC)

Mr. Glaubinger handed out the report from the January 14th EDC/ICDC Meeting for the Trustees to review. The next EDC/ICDC meeting will be in April.

SPECIAL EVENTS COMMITTEE REPORT

Nothing to report.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall reported that RAILS had made an offer to CCS libraries to join eREAD Illinois which is funded by a grant from Secretary of State and State Librarian Jesse White through the Illinois State Library to the RAILS Library System. CCS will discuss the offer at their March meeting. Sixty percent of RAILS Library’s currently participate in eREAD Illinois.

STAFF REPORTS

In addition to her written report Ms. Hall made the following comments

- As suggested by Trustee Früm a press release was sent regarding the construction project.
- The meeting room policy committee is working on a draft that will be presented to the Board at the March meeting.
- She is happy to report that a majority of the door issues have been resolved. Earlier in the day, the door installer, TeeJay met with staff to provide training and explanations for what has been done related to our concerns. The unresolved issue is related to the scratches and this cannot be addressed until the weather is warmer since the doors will need to be painted. Ms. Hall has asked for written assurance regarding the plan to paint the doors and guarantees from the manufacturer that the plan will work. We have also asked Pepper to hold payment to this subcontractor until the letter is received.
- Ann Weston, Circulation Manager, has announced her retirement effective March 31st after 43 years of service to the Library. There will be a Staff Appreciation Party in honor of Ms. Weston on March 24th at 10:30.
- She attended the Northbrook Chamber of Commerce board meeting today.
- She met with Ken Chase of the Civic Foundation when he dropped off a check for the Early Literacy iPad Station which is located in Youth Services. She also plans to attend the Civic Foundation April Meeting and will determine how the library can help the Civic Foundation and become involved in Northbrook Days.
- She has scheduled “Meet the Director” in March – she will be stationed at a table in Reference to meet members of the community.

Mr. Kim reported that a thief had been caught stealing movies. Since the fall, DVDs and Blu-Rays that had been identified as missing were being returned to the library through the RAILS delivery service without cases. With the help of the delivery service it was determined that the DVDs were being dropped off at the Arlington Heights Memorial Library (AHML) and returned to Northbrook Public Library (NPL). NPL asked AHML to review security tapes to see if the culprit could be identified. AHML could not identify the culprit. On Wednesday, February 11th, the culprit was caught in the act by NPL Multimedia staff. The police were notified and charges were filed. Mr. Kim will go to court on March 30th. Since the DVDs were returned the culprit is being charged with destruction of commercial property not theft.

Ms. Amen report that the Library received approximately \$5,000 from the liquidating trust created by Illinois Metropolitan Investment Fund (IMET). Ms. Hall mentioned that Ms. Amen and she will be attending the IMET Annual Meeting in March and expect to obtain additional information regarding the distribution of the liquidating trust.

UNFINISHED BUSINESS

Building Report

Ms. Amen reported that the project is progressing and Pepper plans to be finished at the end of March. At the beginning of the month, tours were given to staff and everyone was happy to see the new space. Any board members that would like a tour should contact Ms. Hall to schedule one.

Discuss/Approve Dewberry Contract Modification

Ms. Hall reported that Dewberry had been contacted regarding the request for a contract modification and that she asked them for additional information. Dewberry stated that they will provide the information requested and provided an invoice for January which was approximately \$8,000. Once the information has been received and reviewed, a meeting will be set up with Dewberry.

NEW BUSINESS

Review draft Annual Budget for \$8,483,141

Ms. Hall and Ms. Amen presented the draft budget for FY2016. They drew attention to the memo in the packet explaining the changes and stated that additional detail on materials, salaries & wages and programming will be provided at the March Board meeting. Ms. Hall asked if additional clarification was needed for other budget lines. The Board discussed other income, professional fees, staff development, board development and contingency. Based upon the discussion, changes will be made and presented at the March Board Meeting.

Approve Fines & Fees Schedule

Ms. Hall asked if there were any questions regarding the requested changes to the Fines & Fees Schedule. The Board discussed the changes and asked various questions. Ms. Neirick made a motion to accept the Fines & Fees Schedule as presented. Mr. Lonoff seconded the motion. . On roll call vote, Trustees voted:

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

“Nay”: None

Review Determine Need/Agenda/Date for Additional Meeting(s)

No additional meetings are needed at this time.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn this meeting. Ms. Mayer seconded the motion. The meeting was adjourned at 9:30 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder