

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

CALL REGULAR MEETING TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:32 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, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Daphna Neirick

Trustees Absent: Ms. Sharon Bergstein, Ms. Vera Mayer

Staff Present: Ms. Kate Hall, Ms. Anna Amen

Guests Present: Mr. Matt Yan, Northbrook Tower

APPROVAL OF THE FOLLOWING AGENDA

Mr. Früm moved that the agenda be approved as presented. Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye."

APPROVAL OF February 12, 2015 MINUTES

Mr. Glaubinger moved that the minutes of the Regular Meeting of February 15, 2015 be approved. Ms. Neirick seconded the motion. On a voice vote, all Trustees voted "aye", Ms. Imrem abstained.

PUBLIC COMMENTS

None

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 February 28, 2015 was as follows:

	Operating	Capital Improvements	Debt Service
General Fund	\$5,928,990.05		
Restricted	282,216.06		
IMRF	37,697.91		
FICA	147,381.94		
Total General Fund	<u>\$6,396,285.96</u>		
Total Capital Improvement		<u>\$3,010,547.18</u>	
Total Debt Service			<u>\$15,202,.25</u>
Checking – NBT	\$2,261,739.06	\$20,203.22	\$3.15
ProPay	3,106.04		
Money Market – GSB	223,599.37		
Checking/ Money Market – CTB		2,058,776.72	
Investments		800,542.59	5,143.18
Illinois Funds	3,756,325.69	482.75	
IMET	150,720.80	130,541.90	10,055.92
Petty Cash	795.00		
Total	<u>\$6,396,285.96</u>	<u>\$3,010,547.18</u>	<u>\$15,202.25</u>

Investment #	Amount	Maturity	Rate
<u>Capital Improvements</u>			
NB&T - 16808	800,542.59	6/24/15	.25%
<u>Debt Service</u>			
NB&T – 16829	5,143.18	7/13/15	.20%

Bills and Charges

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

Operating Funds

Library Claims List	\$	123,598.43
Librarian's Claims List		14,423.21
Payroll		254,043.32
Fica/IMRF		47,040.63
ACH to IPBC		49,139.08
Total Operating Funds	\$	488,244.67
Capital Improvement Fund		
Claims List		
Construction Fund		
Claims List	\$	384,425.00
Debt Service		
Grand Total Library	\$	872,669.67

Additional Bills

Operating Fund – Library Account

22104	AND Staffing	1,229.30
22105	Baker & Taylor	4,110.00
22106	Eco Clean	3,646.00
22107	Steve Foley	1,035.69
22108	Utica	1,418.00
22109	XEROX	1,030.33

Construction Fund

1047	Pepper Construction	658,435.00
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Ms. Imrem made a motion to approve the February Bills and Charges and additional bills as listed. Mr. Lonoff seconded the motion.

On roll call vote, Trustees voted:

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

ECONOMIC DEVELOPMENT COMMITTEE REPORT(EDC)

INDUSTRIAL AND COMMERCIAL DEVELOPMENT COMMISSION (ICDC)

Nothing to report.

SPECIAL EVENTS COMMITTEE REPORT

Nothing to report.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Ms. Hall reported that RAILS expects to hear back from the Illinois State Library regarding administrative rule changes next month. She also stated that RAILS is in good financial health – they have approximately two years of operating expenses in reserve due to proceeds received from building and property sales. They are not concerned about the budget changes mentioned in the governor's state of the state address and expect to provide the same level of service that is provided now.

STAFF REPORTS

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

- Grand opening of the new space will be June 13th from 10 to 4 and June 14th from 1 to 4 - Staff are planning fun activities for the community and tours will be given of the new space.
- Andrea Johnson, Youth Services Manager, has been asked to participate in a forum organized by the Illinois State Library called **Targeting Autism: A National Forum on Serving Library Patrons on the Spectrum**. The Illinois State Library was awarded an Institute of Museum and Library Services (IMLS) National Leadership Forum Grant to help libraries better serve patrons and family members impacted by Autism Spectrum Disorders. Ms. Johnson will participate in 2 stakeholder forums in Springfield, Illinois to develop an action plan. The content of the action plan will be included in a subsequent grant proposal to IMLS.
- The Library will participate in Light it Blue on April 2nd to show our support of autism.
- On March 24th at 10:00 am, Staff Association will be hosting a retirement party to honor Ann Weston. Prior trustees will be present at this party.
- The Consolidated Election will be held on Tuesday, April 7th. Although Sharon Bergstein was slated by the caucus, she is running as a write in candidate due to her paperwork not being submitted to the Cook County Clerk's office by the caucus.

UNFINISHED BUSINESS

Building Report

Ms. Hall reported that the project is slated to be completed by the end of March. Training, furniture delivery and cleaning will take place in April. She is also happy to report that the project is proceeding according to plan and budget. Library programming will begin in May 2015.

Discuss/Approve Dewberry Contract Modification

Ms. Hall reported that Dewberry has not responded to requests for additional information regarding the contract modification. Ms. Hall has spoken to Doug Pfeiffer and he has agreed that no payment is necessary till the information has been received and reviewed by the Library.

NEW BUSINESS

Approve moving April 9, 2015 Board Meeting to April 16, 2015

Ms. Hall asked that the date of April Board Meeting be changed. Mr. Früm motioned that the meeting date be changed from April 9th to April 16th. Mr. Lonoff seconded the motion. On a voice vote, all Trustees voted "aye."

Approve FY2016 Board Meeting Schedule

Ms. Hall requested that the board meetings in FY2016 be moved from the 2nd Thursday on the month to the 3rd Thursday of the month. This will allow staff additional time to prepare financial statements and statistics.

The meeting schedule will be as follows:

May 21, 2015	November 19, 2015
June 18, 2015	December 17, 2015
July 16, 2015	January 21, 2016
August 20, 2015	February 18, 2016
September 17, 2015	March 17, 2016
October 15, 2015	April 21, 2016

Ms. Neirick made a motion to change the date of the board meetings to the 3rd Thursday of the month.

Ms. Imrem seconded the motion. On a voice vote, all Trustees voted "aye."

Approve Sale and Fee Structure of Non-Resident Library Services

Ms. Hall explained that annually, according Illinois State Library Administrative Rules, the Board must vote to determine how to charge a non-resident for a library card. Currently the Library uses the tax bill method and she recommends continuing using that method. Mr. Früm made a motion to approve the tax bill method as means to charge a non-resident for a library card. Ms. Neirick seconded the motion.

On roll call vote, Trustees voted:

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

“Nay”: None

Approve FY2016 Annual Budget for \$8,484,641

Ms. Hall and Ms. Amen presented and answered questions regarding the budget for FY2016. It was noted that the FY date and amount stated on the agenda was incorrect. Mr. Früm made a motion to approve the FY2016 budget for \$8,484,641, as presented. Mr. Lonoff seconded the motion.

On roll call vote, Trustees voted:

“Aye”: Mr. Früm, Mr. Glaubinger, Ms. Imrem, 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 8:40 p.m.

Marc Lonoff, President

Anna M. Amen, Recorder