

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
January 10, 2008**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:35 p.m. by Ms. Conat.

ROLL CALL

The roll was called by Ms. Anna Amen.

Trustees present: Ms. Susan Conat, Mr. Carlos Früm, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Kathryn Plumb, Mr. Howard Peltz

Trustees absent: Ms. Miriam Imrem

Staff Present: Mr. Chadwick Raymond, Mr. Eric Robbins, Ms. Anna Amen

Guests: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Mayer moved that the minutes of the Regular Meeting of December 13, 2007 be approved. Ms. Plumb seconded. On voice vote all Trustees voted "aye", except Mr. Peltz who abstained.

Ms. Plumb moved that the minutes of the Executive Meeting of November 8, 2007 be approved. Mr. Peltz seconded. On voice vote all Trustees voted "aye".

PUBLIC COMMENTS

None

TREASURER'S REPORT

Ms. Mayer drew attention to the financial report as exhibited in the Board packet. The financial status of the library funds as of December 31, 2007 was as follows:

General Fund	\$2,944,804.71
Restricted	287,910.11
IMRF	122,658.95
FICA	97,049.15
Total General Fund	<u>\$3,452,422.92</u>
Checking	\$72,612.07
Savings/Money Market	571,554.07
Investments	208,821.86
Illinois Funds	2,598,639.92
Petty Cash	795.00
Total General Fund	<u>\$3,452,422.92</u>

Capital Improvement Fund	\$268,524.27
Debt Service Fund	\$10,273.21

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
LNB - Gift CD	\$208,821.86	1/28/08	4.65%

BILLS AND CHARGES

Ms. Mayer moved to approve the following Bills and Charges for December, 2007:

Library Claims List	\$94,009.14
Librarian's Claims List	15,030.35
Payroll	217,532.09
IMRF/FICA	35,710.94
Total General Fund	<u>\$362,282.52</u>
Capital Improvement Fund	-
Debt Service	-
Total Library	<u>\$362,282.52</u>

She also asked for approval of the following additional bills:

18546	American Library Association	\$900.00
18547	Embury, Ltd.	\$3,624.97
18548	Interior for Business	\$3,799.00

Ms. Plumb seconded. On roll call vote, trustees voted:

“Aye”: Conat, Früm, Lonoff, Mayer, Plumb, Peltz,

“Nay”: None

FOUNDATION

Mr. Früm reported that the Foundation Board voted on the theme *Invest in the Vision* at the December meeting. Ms. Plumb and Mr. Dan Lloyd are working on fundraising literature. Mr. Früm asked Ms. Amen to report on the Brick Sales. She stated that during December 5 bricks were sold and to date 13 bricks have been sold. Mr. Früm suggested that a brick unveiling take place when the bricks are installed this spring.

SPECIAL EVENTS COMMITTEE

Ms. Plumb reported that the committee met earlier in the evening to discuss the Staff Party and all is progressing according to plan.

Ms. Plumb moved that Letter of Agreement be approved with Heartland Animal Shelter. The Shelter is scheduled to host a fundraiser in the auditorium on January 25th hosting Peter Mayer. The Library

has received the Letter of Agreement, Certificate of Insurance and the downpayment for the event. Mr. Lonoff seconded. On roll call vote, trustees voted:
“Aye”: Conat, Früm, Lonoff, Mayer, Plumb, Peltz,
“Nay”: None

LIBRARIAN’S REPORT

Mr. Raymond gave the following report:

1. The Department of Commerce and Economic Opportunity Grant has not been spent.
2. Mr. Terry Wodder sent a survey requesting library statistics. Information from the survey will be used by SOLD – Save Our Library Dollars. It was decided by the Board that the survey be completed as requested.
3. The heater in the west vestibule is starting to fail and that he has been informed by Mr. Lewis that this will be a big project since it is in the ceiling and hopefully installation will coincide with the first floor construction project.
4. He thanked the Friends organization for their most recent donation to the Library. They will purchase a projector and screen for the interactive classroom.
5. Logo items - Thank you for completing the survey. Discussion has taken place between library staff to set a date to unveil the new Logo. It was decided by the Board to unveil the new Logo during the brick ceremony.
6. As requested, he is in the process of obtaining the fundraising literature from the Glenview Public Library.
7. The following items are still open with the Village:
 - a. Health Insurance – All information was been provided to IPBC and they are waiting to hear back as to what the next step will be.
 - b. Electronic Use Policy – The Village employee that is working on this is out of the country. Ms. Prioletti has compiled some information but will wait to get the Village policy prior to proceeding further.
8. Ms. Plumb volunteered to assist in recognizing John Novison’s service to the Village and support of the Library.

OLD BUSINESS

Completion of Logo Questionnaire & Related Action Schedule

See Librarian’s report (above, item #5) for related discussion.

NEW BUSINESS

Preliminary Review of Draft FY09 Budget

Questions were asked about CCS expenses, equipment rental and maintenance and salaries and wages. It was suggested that bids be obtained for projects to ensure pricing is appropriate and all project facets are being considered. Answers to be provided at February meeting.

Annual Review of Fines and Fees Schedule

Questions were asked about VHS circulation, lost card replacement and piano usage. Answers to be provided at February meeting

Review/Finalize First Floor Meeting Room Capital Improvement Renderings and Related Financing Preferences

Mr. Früm stated that renderings are still not correct and that comments from the Board are helpful and appreciated. Discussion took place regarding changes to the renderings. Mr. Raymond will summarize changes and send to FGM. When new renderings are received, Mr. Raymond will send them to the Board via email for comments as done in the past.

Review/Approve Revised Collection Development Policy

Mr. Früm suggested that an art collection policy be added. It was noted that the art collection policy currently exists in the Board Policy Manual and that the selection of art work is a responsibility of the Board not the librarians. It was decided that it resides in the correct policy and not add it to the Collection Development Policy. Ms. Plumb motioned to approve the Collection Development Policy as presented. Mr. Früm seconded the motion.

On roll call vote, trustees voted:

“Aye”: Conat, Früm, Lonoff, Mayer, Plumb, Peltz,

“Nay”: None

Selection of 2008 Auditor

Discussion took place whether to retain McClure Inserra & Co. for an additional year or go out to bid. Decision was made to go out to bid. Ms. Amen will provide requested information at the February meeting.

Committee of the Whole Meeting

Trustees decided to cancel the scheduled January 24, 2008 meeting.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Mr. Peltz seconded the motion. The meeting was adjourned at 9:15 p.m.

Howard Peltz, Secretary

Anna M. Amen, Recorder