

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
February 8, 2007**

**CALL TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Ms. Plumb.

**ROLL CALL**

The roll was called by Mr. Eric Robbins.

**Trustees present:** Ms. Susan Conat, Mr. Carlos Früm, Ms. Imrem, Ms. Vera Mayer, and Ms. Kathryn Plumb

**Trustees absent:** Mr. Marc Lonoff, Mr. Howard Peltz

**Staff Present:** Mr. Chadwick Raymond, Mr. Eric Robbins

**Guests Present:** None

**MINUTES**

There was one correction to the January 11, 2007 minutes. In the Treasurer's report, the Certificate of Deposit of NBBT13883 should have a date of maturity of 09/10/07. Mr. Früm moved that the minutes of the January 11, 2007 Regular meeting be approved as corrected. Ms. Conat seconded. On a voice vote all Trustees voted aye.

Mr. Früm moved that the minutes of the January 11, 2007 Special meeting be approved. Ms. Mayer seconded. On a voice vote all Trustees voted aye.

There was one correction to the January 25, 2007 minutes. Under Review of Revised Drawings, the sentence starting "Ms Conat asked if the wheelchair lift" should read "Ms. Plumb". Ms. Mayer moved that the minutes of the January 25, 2007 Regular meeting be approved as corrected. Ms. Imrem seconded. On a voice vote all Trustees voted aye.

**APPROVAL OF AGENDA**

The agenda was approved with no changes.

**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 June 30, 2006 was reported as follows:

General Fund	\$2,844,134.80
Restricted	222,940.16
IMRF	112,894.91
FICA	110,801.47
Total General Fund	<u>\$3,290,771.34</u>
Checking	(64,235.93)
Savings/Money Market	137,466.74
Investments	2,554,693.59

Illinois Funds	662,051.94
Petty Cash	795.00
Total General Fund	<u>\$3,290,771.34</u>

<b>Capital Improvement Fund</b>	\$198,446.70
<b>Debt Service Fund</b>	\$7,302.23

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b>General Fund</b>			
LBN500323160	400,000.00	02/08/07	5.200%
LBN500403540 - Gifts	199,693.59	02/13/07	5.125%
LBN500349220	100,000.00	03/08/07	5.175%
LBN500356146	125,000.00	03/08/07	5.175%
LNB500372680	200,000.00	03/08/07	5.150%
NTTB14289	400,000.00	04/07/07	5.300%
LNB500372682	200,000.00	04/12/07	5.150%
LNB500349218	330,000.00	05/03/07	5.175%
LNB500404130	400,000.00	06/14/07	5.125%
NTTB13883	200,000.00	09/10/07	5.250%
Total General Fund	<u>\$2,554,693.59</u>		

**BILLS AND CHARGES**

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

Library Claims List	\$98,440.70
Librarian's Claims List	16,111.63
Payroll	198,388.35
IMRF/FICA	31,772.93
Total General Fund	<u>\$344,713.61</u>
Capital Improvement Fund	2,753.14
Debt Service	4,909.61
Total Library	<u>\$352,376.36</u>

She also noted that she reviewed the CDs and bank deposits and the December statements are in order.

Ms. Conat asked about the \$1,000 check to the Salon Concerts. Mr. Raymond said that he would confirm proper accountability.

On roll call trustees voted:

"Aye": Conat, Früm, Imrem, Mayer, McBride, Plumb

"Nay": None

**FOUNDATION**

No Report

## **EVENTS COMMITTEE**

Ms. Plumb reported that the committee is busy preparing for the Holiday Party. She and Ms. Mayer are working on guidelines for non-library events.

## **LIBRARIAN'S REPORT**

Mr. Raymond gave the following report:

1. If interested, Trustees can attend a Trustee Forum at ILA.
2. He noted a turnover report on why people leave employment at the library.
3. He is working on a succession plan and has heard about some retirements coming in the next year.
4. A FOIA was received from Mr. Donald Singer in Buffalo Grove requesting information on candidates in the upcoming election.
5. He will be talking with Mr. Novinson concerning the \$16,000 from the bonding issue and the timeliness in getting it resolved before it becomes an accounting issue for the auditor.
6. Reva Auerbach received a grant for a Jewish discussion series. Ms. Plumb said she would write a letter from the Board congratulating Ms. Auerbach.
7. Concerning the Auditorium Project:
  - a. There was good progress by the Board on Scheme C Refined.
  - b. Both he and Mr. Thompson were disappointed with the computer imagery submitted by the architects. New imagery had arrived and would be forwarded to the Trustees and they could give him their comments.
  - c. The invoice from Frye, Gillan and Molinaro is confusing and someone from FGM should clarify it.
  - d. He had communicated to Pepper to bill the library on time spent on budgeting for the project.

The Board briefly discussed the changes in gross floor space vs. building footprint and how that may affect parking requirements. Mr. Raymond said that Mr. Poupard would be the one on the Village staff who the library should initially address on the issue.

## **UNFINISHED BUSINESS**

### **Approve Finalized Library Impact Fee Intergovernmental Agreement**

Mr. Raymond said that he would ask Mr. Poupard for a final version of the agreement.

### **Preliminary Review of the 2007-2010 Draft Strategic Plan and Draft FY 2008 Budget**

Mr. Robbins reviewed the current draft of the plan and asked for comments from the Board. Ms. Plumb noted that the library logo should have an increased priority. Mr. Früm suggested that some businesses may be willing to sponsor databases if the library provides linking back to their sites. Mr. Robbins mentioned recent progress with the intergovernmental cooperation between the Library, Village and Parks on WiFi hotspots around town.

Mr. Raymond reported that the line items in the latest draft of the 2008 Budget for Salaries and Utilities were decreased. He recommended no action on the Budget until the March Regular Meeting.

### **Annual Review/Approval of the Fines and Fees Schedule**

The Board consensus was to let the current Schedule stand as is.

### **Approve Auto Lease**

Ms. Conat moved to approve the auto lease with Steve Foley of Northbrook. Ms. Imrem seconded.

On roll call trustees voted:

“Aye”: Conat, Früm, Imrem, Mayer, Plumb

“Nay”: None

**NEW BUSINESS**

No new business

**ADJOURNMENT**

There being no further business to discuss, Ms. Mayer moved to adjourn. Mr. Früm seconded the motion. The meeting was adjourned at 10:20 p.m.

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Howard Peltz, Secretary

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Eric Robbins, Recorder