

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
February 14, 2008**

**CALL TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:32 p.m. by Ms. Conat.

**ROLL CALL**

The roll was called by Ms. Anna Amen.

**Trustees present:** Ms. Susan Conat, Mr. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer

**Trustees absent:** Mr. Howard Peltz , Ms. Kathryn Plumb

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

**Guests:** None

**APPROVAL OF AGENDA**

Ms. Conat moved that the Logo Discussion be moved prior to the Treasurer's Report. Mr. Früm seconded. Approved by unanimous consent.

**MINUTES**

Mr. Früm moved that the minutes of the Regular Meeting of January 10, 2008 be approved. Ms. Mayer seconded. On voice vote all Trustees voted "aye", except Ms. Imrem who abstained.

**PUBLIC COMMENTS**

None

**UNFINISHED BUSINESS**

**Logo Discussion**

Ms. Kaspar led the discussion by explaining the thought process behind the different logo designs. Discussion took place on each logo and one was selected. Mr. Früm motioned to select the new library logo. Mr. Lonoff seconded. On roll call vote, trustees voted:

"Aye": Conat, Früm, Imrem, Lonoff, Mayer,

"Nay": None

It was decided that the new logo will be provided in different colors at the March meeting and a date to begin using the new logo will be selected at that meeting.

## **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 January 31, 2008 was as follows:

General Fund	3,072,558.01
Restricted	281,287.71
IMRF	127,808.85
FICA	98,601.89
Total General Fund	<u>3,580,256.46</u>
Checking	(51,999.04)
Savings/Money Market	116,171.27
Investments	1,451,276.39
Illinois Funds	2,064,012.84
Petty Cash	795.00
Total General Fund	<u>3,580,256.46</u>
<b>Capital Improvement Fund</b>	251,417.91
<b>Debt Service Fund</b>	10,281.55

### Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
LNB - Gift CD	\$211,276.39	2/27/08	3.00%
NBBT - 15158	200,000.00	5/9/08	4.50%
NBBT - 15141	200,000.00	5/9/08	4.50%
NBBT - 15148	400,000.00	6/13/08	4.00%
NBBT - 15108	220,000.00	7/11/08	4.75%
NBBT - 15123	220,000.00	7/14/08	4.75%

## **BILLS AND CHARGES**

Ms. Mayer moved to approve the following Bills and Charges for January 2008:

Library Claims List	\$139,474.41
Librarian's Claims List	17,875.70
Payroll	206,703.10
IMRF/FICA	33,16.84
Wire to Foundation	1,000.00
Total General Fund	<u>398,370.05</u>
Capital Improvement Fund	17,830.06
Debt Service	
Total Library	<u>\$416,200.11</u>

She also asked for approval of the following additional bills:

18587	\$6,588.90	Thompson
18588	\$5,647.62	Thompson
18589	\$678.04	Vera Mayer

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

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

“Nay”: None

### **FOUNDATION**

Mr. Früm reported on the financial statements of the Foundation. It was noted that Ms. Plumb and Mr. Dan Lloyd are working on fundraising literature. Revised renderings were reviewed and it was determined that changes still need to be made for the Civic Room rendering. Mr. Raymond and Mr. Robbins will discuss the changes with FGM.

### **SPECIAL EVENTS COMMITTEE**

Ms. Conat reported that the Staff Party was a success. Mr. Früm commented that the Staff Party should not be the responsibility of the Board. Discussion took place that resulted in the conclusion that the Staff Party is a representation of the Board’s appreciation to the staff for their hard work. It should continue to be hosted by the Board, but that wait staff will be hired to serve the staff, so that the Board can interact with staff at the party.

Ms. Conat reported that the Committee would like to make the following changes to the art show:

- 1) Future art shows should be a community event not a fundraising event. The event should have an opening reception, show art and the Foundation should be represented to distribute information. Board agreed with this change.
- 2) That future art shows, starting in 2009 are to be the responsibility of the library staff. The committee will train staff as needed. Mr. Robbins will discuss and determine who would be suited to acquire this responsibility.

Ms. Conat mentioned that theme gathering for the 2008 art show will take place during March/April.

### **LIBRARIAN’S REPORT**

Mr. Raymond gave the following report:

1. Thank You!!! The staff party was enjoyed by all.
2. We will be looking for a company to remove the snow from the parking lot. Many spots have been lost with the snow placement.
3. Legislative Breakfast – If anyone would like to attend, please let him know.
4. Chamber Dinner – If anyone would like to attend, please let him know.
5. Village may abate their levy that was approved at the December meeting.

### **UNFINISHED BUSINESS**

#### **Logo Discussion**

Topic was moved; see above for related discussion.

#### **Review/Approve Draft FY2009 Budget**

Board discussed the budget and decided that it should be balanced prior to approval. It will be revisited at the March meeting.

### **Update on Staff Health Insurance Options**

It was agreed to move up the discussion of this item during the budget consideration. Mr. Raymond commented that this is the biggest dynamic in the FY 2009 budget, however the current health insurance option is a stable one. Communication with the Village is ongoing and the Library has been given direction to talk directly with IPBC to address the outstanding issues. Mr. Raymond will set up a meeting with IPBC to discuss the options available to the Library.

### **Review of Fines and Fees Schedule**

Motion made to approve the Fines and Fees Schedule by Ms. Imrem. The motion was seconded by Ms. Mayer. On roll call vote, trustees voted:

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

“Nay”: None

### **Review of Audit Proposals/Selection of 2008 Auditor**

Ms. Mayer presented the proposals received. The Board asked that a multiple year fee proposal be obtained from one of the firms. A final decision will be made at the March meeting.

### **Review Bylaws Report**

Ms. Mayer presented the bylaws report and in accordance with the bylaws the proposed amendments will be voted upon at the March meeting as presented.

### **NEW BUSINESS**

#### **Committee of the Whole Meeting**

Trustees decided to cancel the scheduled February meeting.

### **ADJOURNMENT**

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Imrem seconded the motion. The meeting was adjourned at 9:13 p.m.

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Anna M. Amen, Recorder