

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
June 12, 2008**

**CALL TO ORDER**

The regular meeting of the Board of Trustees was called to order at 7:30 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, Mr. Howard Peltz

**Trustees absent:** Ms. Kathryn Plumb

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

**Guests Present:** Mr. David Schoon

**APPROVAL OF AGENDA**

Ms. Conat asked that the discussion relating to the Village Property Tax Rebate (PTR) Incentive be moved to after the Election of Officers. On a voice vote all Trustees voted “aye”.

**MINUTES**

Mr. Früm moved that the minutes of the Regular Meeting of May 8, 2008 be approved. Mr. Lonoff seconded the motion. On voice vote all Trustees voted “aye”.

Ms. Imrem moved that the minutes from the Nominating Committee Meeting of April 10, 2008 be approved. Mr. Lonoff seconded the motion. On voice vote all Trustees voted “aye”.

Mr. Peltz moved that the Executive Session minutes not be released. Mr. Früm seconded the motion. On a roll call vote all Trustees voted “aye”.

**ELECTION OF OFFICERS**

Ms. Imrem moved that the slate of officers as presented be elected – President, Ms. Susan Conat, Vice President - Ms. Kathryn Plumb, Secretary - Mr. Howard Peltz, Treasurer - Ms. Vera Mayer. Mr. Lonoff seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

**NEW BUSINESS – Consider/Recommend Village Property Tax Rebate (PTR) Incentive**

Mr. David Schoon, Assistant Director/Economic Development Coordinator of the Village of Northbrook Community Planning Department presented the eligibility, benefits and process of the proposed property tax rebate incentive program for qualifying commercial and industrial projects. The Economic Development Committee (EDC) would like each taxing district to review the proposed program and provide comments and a decision for the July EDC meeting. The Library Trustees discussed the program at length and determined that items needed to be discussed with legal counsel and questions were given to Mr. Schoon to be answered by the committee. Further discussion on this topic will take place at the July meeting.

**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 May 31, 2008 was as follows:

General Fund	3,660,546.52
Restricted	310,399.86
IMRF	161,074.84
FICA	126,054.22
Total General Fund	<u>4,258,075.44</u>
Checking	11,228.99
Savings/Money Market	238,281.18
Investments	1,052,374.69
Illinois Funds	2,955,395.58
Petty Cash	795.00
Total General Fund	<u>4,258,075.44</u>
<b>Capital Improvement Fund</b>	353,463.47
<b>Debt Service Fund</b>	231,258.47

Investments:

<b><u>Investment #</u></b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
NBBT - 15148	400,000.00	6/13/08	4.00%
NBBT - 15108	220,000.00	7/11/08	4.75%
B of A – Gift CD	212,374.69	7/1/08	2.40%
NBBT - 15123	220,000.00	7/14/08	4.75%
<b><u>Debt Service</u></b>			
B of A - 925112	180,000.00	7/14/08	2.450%

**BILLS AND CHARGES**

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

Library Claims List	\$184,942.91
Librarian’s Claims List	17,367.09
Payroll	230,583.41
IMRF/FICA	36,943.28
Wire to Foundation	
Total General Fund	<u>469,836.69</u>
Capital Improvement Fund	
Debt Service	112,850.92
Total Library	<u>\$582,687.61</u>

She also asked for approval of the following additional bills:

18768	\$1,549.80	American Express
18769	\$1,750.00	New World Record
18770	\$1,400.00	Postmaster – Northbrook
18771	\$760.20	Village of Northbrook

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

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

“Nay”: None

Ms. Mayer also reported on a finding from the annual audit. Mr. Inserra, Library Auditor, discovered that FICA and Medicare for several part time employees were not being withheld. Ms. Mayer discussed the issue with office staff and learned that a full payroll audit was to be performed by office staff. She requested office staff to obtain an estimate for services from Mr. Inserra to perform the payroll audit. She moved that the audit be performed by Mr. Inserra for the fee obtained. Mr. Früm seconded the motion. On a voice vote all Trustees voted “aye”.

### **FOUNDATION**

Mr. Früm reported that two mock up fundraising folders have been completed and were passed around for viewing. The Foundation Board will meet to finalize the folder and the internal documents for the fundraising folder. The folder will be given to Ms. Liz Howard for comments prior to final printing. He estimates that the folder will be completed within the next month. He also presented the financial statements for May 2008.

### **SPECIAL EVENTS COMMITTEE**

Nothing to report.

### **LIBRARIAN’S REPORT**

Mr. Raymond commented on how well the staff did during the lockdown drill that had taken place at the library earlier in the day and noted that another lockdown drill will take place on June 25<sup>th</sup>. This next drill will take place prior to the Library opening and there will be a few people in the library acting as patrons. The police and fire department have been invited to observe the drill.

### **UNFINISHED BUSINESS**

#### **Logo Discussion**

Ms. Conat referred to Ms. Kaspar’s comments which stated that it would be best to allow the logo color to be determined based upon the application it is represented in. Mr. Früm moved to follow Ms. Kaspar’s advice. Ms. Mayer seconded the motion. On a voice vote all trustees voted “aye”.

#### **Review/Approve Draft Patron Behavior Policy**

Discussion took place regarding the revised policy. A change was made and it was moved by Mr. Früm to approve the policy as amended. Mr. Peltz seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

### **Select Public Survey Consultant**

Discussion revolved around proposals presented, suggestions were made for final negotiations and it was moved by Mr. Peltz to accept Northern Illinois University Public Opinion Laboratory's proposal with suggested changes. Mr. Früm seconded the motion. On a roll call vote, trustees voted:

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

“Nay”: None

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

Office staff learned that NSLS is considering changing the health insurance carrier from PHCS/Beechstreet to Aetna which may offer a cost benefit. Based upon this information, further discussion regarding health insurance options will take place at the July meeting.

### **Usage of Illinois Economic Opportunity Grant**

The trustees reviewed the proposed changes to the young adult area and discussed changing the usage of the DCEO grant money. A motion was made by Ms. Imrem to change the usage of the DCEO grant money to improve the young adult area. Ms. Mayer seconded the motion. On a roll call vote, trustees voted:

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

“Nay”: None

### **NEW BUSINESS**

#### **Approve Bank Resolutions & Consider/Approve Illinois Prime Fund**

The trustees discussed existing and ongoing banking arrangements. Based upon this discussion, Mr. Früm moved to approve the bank resolutions from Bank of America and Northbrook Bank and Trust. Ms. Imrem seconded the motion. On roll call vote, trustees voted:

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

“Nay”: None

The trustees also discussed opening an Illinois Funds Prime Fund Account with the State of Illinois. Trustees stressed the importance of investing funds to obtain the highest investment return possible while using authorized instruments. It was determined based upon investigation that the Illinois Funds appears to meet the requirements of the investment policy. Mr. Peltz made a motion to open a Prime Fund Account at the Illinois Funds. Mr. Früm seconded the motion. On a roll call vote, trustees voted:

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

“Nay”: None

#### **Approve 2008 Prevailing Wage Rates**

Mr. Lonoff moved to approve the 2008 prevailing wage resolution. Mr. Peltz seconded the motion. On a roll call vote, trustees voted:

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

“Nay”: None

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

Trustees decided to cancel the scheduled June 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.

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Howard Peltz, Secretary

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Anna M. Amen, Recorder