

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
June 14, 2007**

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 Mr. Chadwick Raymond

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

Trustees Absent: None

Staff Present: Mr. Chadwick Raymond

Guests: None

OATH OF OFFICE

Ms. Conat conducted the Oath of Office, swearing in Mr. Howard Peltz as Library Trustee.

MINUTES

There were no changes to the May 10, 2007 minutes. Mr. Peltz moved that the minutes of the Regular Meeting of May 10, 2007 be approved. Mr. Früm seconded. On a voice vote all the Trustees voted "aye" except Ms. Mayer and Mr. Peltz who abstained.

APPROVAL OF AGENDA

The agenda was approved with no changes.

PUBLIC COMMENTS

None

TREASURER'S REPORT

The financial status of the library funds as of May 31, 2007 was reported as follows:

General	3,451,192.82
Restricted	267,858.96
IMRF	151,625.65
FICA	132,047.53
Total General Fund	<hr/> 4,002,724.96
Checking	(163,842.73)
Savings/Money Market	6,028.87
Certificates of Deposit	3,333,588.97
Illinois Funds	826,154.85
Petty Cash	795.00
Total General Fund	<hr/> 4,002,724.96

Capital Improvement Fund	265,256.19
Debt Service Fund	243,581.75

Investments:

Certificates of Deposit	<u>Amount</u>	<u>Maturity</u>	<u>Rate</u>	<u>Term-Days</u>
<u>Operating</u>				
LNB500404130	400,000.00	06/14/07	5.125%	181
LNB – Gift CD	203,588.97	06/29/07	5.075%	60
LNB500448846	400,000.00	07/12/07	5.175%	154
LNB500471764	400,000.00	08/09/07	5.100%	154
NBBT13883	200,000.00	09/10/07	5.250%	269
LNB500471765	100,000.00	09/13/07	5.100%	189
LNB500482626	200,000.00	09/13/07	5.100%	176
NBBT14246	300,000.00	09/14/07	5.100%	176
LNB500482625	200,000.00	10/11/07	5.100%	204
LNB500502015	200,000.00	10/11/07	5.100%	182
LNB500520159	330,000.00	11/08/07	5.075%	189
NBBT14319	400,000.00	12/07/07	5.000%	244
	<u>\$3,333,588.97</u>			
Debt Service				
LNB50042261	160,000.00	11/28/07	5.075%	182

BILLS AND CHARGES

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

Library Claims List	\$196,639.82
Librarian's Claims List	18,776.22
Payroll	214,557.93
IMRF/FICA	34,667.62
	<u>464,641.59</u>
Total General Fund	
Capital Improvement Fund	208.00
Debt Service Fund	120,096.06
	<u>584,945.65</u>
Total Library	

Check for extra approval is as follows:

18281	Village of Northbrook (water bill)	\$777.00
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On roll call trustees voted:

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

FOUNDATION REPORT

Mr. Früm reported that Mr. Dan Lloyd has been appointed to the Foundation Board and is drafting a brochure for the first floor improvements campaign. Ms. Celina Kasper and Mr. Raymond will assist Mr. Lloyd. Mr. Raymond will also contact Mr. Lonn Frye, library architect, for the larger mounted drawings. Mr. Früm and Mr. Raymond will then meet with prospective donors.

SPECIAL EVENTS COMMITTEE REPORT

Ms. Plumb reported on the upcoming library sponsored art show which begins on September 28. This year, buy a box and gift containers will return as fundraising events. The committee is actively seeking quality donations/newer items for the sale.

LIBRARIAN'S REPORT

Mr. Raymond briefly reported on the work of the Personnel Committee, including further assistance from legal counseling regarding clarification of newer legislation and existing policy language. Mr. Raymond is also communicating with other library directors regarding policy language related to employee usage of library property. The committee will meet again following additional legal counsel. Mr. Raymond also reported briefly on library security matters. The Board encouraged Mr. Raymond to pursue his interest in contacting John Novinson regarding the possibility of obtaining staff health insurance through the Village.

UNFINISHED BUSINESS

Mr. Früm reported on the special joint meeting of the Northbrook Economic Development Committee and Industrial /Commercial Development Commission. He reported on the preliminary mixed use plans for the 1000 Skokie Boulevard redevelopment project (former Commonwealth Edison property). Further refinement is expected based on Village and commission input. Mr. Früm will keep the Library Board informed of related developments.

NEW BUSINESS

Approve Bank Resolutions

The trustees discussed existing and ongoing banking arrangements to ensure fiduciary responsibility including timely deposits/investments, transfers, and expenditure procedures. Mr. Früm requested consideration of fewer signatories. Ms Mayer, Treasurer and Chadwick Raymond reviewed existing operational needs, procedures and safe guards including clarification that the Business Manager is not authorized to sign checks. Following further discussion Ms. Mayer moved approval of the bank resolutions from Northbrook Bank and Trust and LaSalle National Bank. Mr. Peltz seconded.

On roll call Trustees voted:

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

“Nay”: None

“Abstain”: Früm

Approve 2007 Prevailing Wage Rates/Resolution

Mr. Früm moved to approve the 2007 prevailing wage resolution. Ms. Plumb seconded. The resolution passed by unanimous consent.

Interactive Classroom Rental Terms

Mr. Früm reported on staff efforts to develop rental terms for the interactive classroom. Mr. Robbins has been coordinating with the Chamber of Commerce and a business which led to his researching comparable arrangements at other libraries. Trustee Früm was asked for related counsel. Draft rental terms will be presented at the July board meeting.

July 12th Board Meeting Arrangements

Mr. Früm will preside at the July 12th regular Board meeting. The meeting will be held in the Business Office conference room.

June Committee of the Whole Meeting

The scheduled June 28th Committee of the Whole meeting was cancelled.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m. by unanimous consent.

Howard Peltz, Secretary

Chadwick Raymond, Recorder