

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

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 7:40 p.m. by Ms. Conat.

ROLL CALL

The roll was called by Mr. Eric Robbins.

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

Trustees absent: Mr. Howard Peltz

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

Guests: None

APPROVAL OF AGENDA

Approved by mutual consent.

MINUTES

Ms. Mayer moved that the Minutes of the June 12, 2008 meeting be approved. Ms. Imrem seconded. Minutes were approved by consent.

PUBLIC COMMENTS

None

TREASURER'S REPORT

Ms. Mayer presented the financial status of the library funds as of June 30, 2008 as follows:

General Fund	\$3,338,667.57
Restricted	313,307.60
IMRF	142,620.30
FICA	109,707.62
Total General Fund	<u>\$3,904,303.09</u>
Checking	19,627.04
Savings/Money Market	88,549.63
Investments	2,152,374.69
Illinois Funds	1,642,956.73
Petty Cash	795.00
Total General Fund	<u>\$3,904,303.09</u>
Capital Improvement Fund	\$ 354,042.73
Debt Service Fund	\$ 231,281.58

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
NBBT 15108	220,000.00	07/11/08	4.750%
B of A - Gift CD	212,374.69	07/01/08	2.400%
NBBT 15123	220,000.00	07/14/08	4.750%
B of A - 1026508	150,000.00	09/15/08	2.600%
B of A - 1026509	150,000.00	10/15/08	2.675%
B of A - 1028230	200,000.00	11/17/08	2.800%
B of A - 1028231	200,000.00	12/15/08	2.850%
B of A - 1028234	200,000.00	01/09/09	2.850%
B of A - 1028237	200,000.00	02/13/09	2.900%
B of A - 1028238	200,000.00	03/16/09	3.000%
B of A - 1028239	200,000.00	04/10/09	3.000%
 Total General Fund	 \$2,125,374.69		
<u>Debt Service</u>			
B of A - 1028239	180,000.00	07/14/08	2.450%

BILLS AND CHARGES

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

Library Claims List	\$199,723.74
Librarian's Claims List	16,650.89
Payroll	221,578.40
IMRF/FICA	35,784.39
Total General Fund	<u>\$473,737.42</u>
 Capital Improvement Fund	 -
Debt Service	-
Total Library	<u>\$473,737.42</u>

She also asked for approval of the following additional bills:

18814	Donna Hicks	\$ 1360.20
18815	Veolia Waste	\$ 651.13
18816	Margaret Cizek	\$ 1783.10

Ms. Plumb seconded. On roll call trustees voted:

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

“Nay”: None

“Abstained”: Früm

SPECIAL EVENTS COMMITTEE

Ms Mayer asked for approval to submit a use agreement to Rotary for their 10/25/08 auction. Approved by general consent.

FOUNDATION

Mr. Raymond reported that after meeting with Ms. Howard, changes were being made to the Foundation brochure. He asked for Trustee comments by email. He said that Mr. Amberg and Mr. Lloyd would review the document after the changes were made. Mr. Früm noted that the list of naming opportunities would need to be updated.

Ms. Amen reported that all of the bricks had been received and installed.

LIBRARIAN'S REPORT

Mr. Raymond noted the following items:

- 1) Staff members Mr. Downey and Ms. Pontius had married and a small reception would be held on July 15th in the Staff Room.
- 2) The Library had another month of increased usage statistics.
- 3) Maintenance located a problem in the electrical panel on the 3rd floor. A short term resolution is in process, but the Library is also investigating a long term solution.
- 4) He attended the Chamber Board Meeting and the Park District said they may purchase a new park and make improvements to the Leisure Center.
- 5) He thanked the Board for their support and participation on the 4th of July parade.

UNFINISHED BUSINESS

Select Public Survey Consultant

Ms. Conat reported that, due to new information, it was being recommended to select MCIC as the survey vendor. Mr. Früm moved to rescind the acceptance of the N.I.U. proposal and accept the MCIC proposal. Ms. Mayer seconded.

On roll call Trustees voted:

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

“Nay”: None

Update / Selection of Staff Health Insurance Option(s)

Mr. Raymond said there were no recommendations at this time. The staff is comparing the IBPC and NSLS options. The current NSLS coverage is stable. Ms. Amen reported that with the NSLS change to Aetna, there was only a 3% increase in fees last year.

Consider / Recommend Village Property Tax Rebate Incentive

Mr. Früm said that the Village attorney reported to the Economic Development Commission that the proposed incentive agreement could not be implemented.

NEW BUSINESS

Approve Architect and Construction Manager Contracts

Mr. Raymond reported that the contracts had not been received. He asked if the Board would hold a Special Board Meeting once they arrived. The consensus was to hold the meeting.

Review Chapter IX “Facilities-Implications of Technology on Designing/Remodeling a Building” of Serving Our Public: Standards for Illinois Libraries

Mr. Raymond reviewed the document chapter and noted that he had been in discussion with staff over various technology related issues and the building, including: electronic locks on doors and the installation of cameras; update of the Young Adult area, making sure that there was sufficient capabilities to deliver power and computer/technology access; updating of the wireless system to improve speed and security; and the e911

capability of the new phone system, which allows 911 operators to identify from which room in the library an emergency call is originating.

Review / Approval of Electronic Use Policy

Mr. Raymond reviewed the policies issued by the Village and District 28 for staff use of electronic resources. He noted that most of it protected the library from staff doing anything illegal, dumb or embarrassing. He said that additional guidelines were being sought from public libraries. Ms. Conat said that the District 28 format was more useful and tended to be concerned with chronic abuse of resources.

EDC Meeting Attendance

Mr. Früm asked that someone else from the Board represent the Library at Economic Development Commission meetings, which occur every other month at 7:30 a.m. Ms. Conat asked that Mr. Raymond send out an email asking for volunteers.

Determine Need / Agenda / Date for July Committee of the Whole

The Board consensus was that a July Committee of the Whole meeting was unnecessary, but that a Special Meeting may be called for the architectural and construction contract approvals.

ADJOURNMENT

There being no further business to discuss, Ms. Mayer motioned for adjournment and Ms. Plumb seconded. The meeting was adjourned at 8:30 p.m.

Eric Robbins, Recorder