

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
August 14, 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, Mr. Marc Lonoff, Ms. Vera Mayer, Mr. Howard Peltz, Ms. Kathryn Plumb

Trustees absent: Ms. Miriam Imrem

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

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Mayer moved that the minutes of the Regular Meeting of July 10, be approved. Mr. Früm seconded the motion. On voice vote all Trustees voted “aye”, except Mr. Peltz who abstained.

Mr. Früm moved that the minutes from the Special Meeting of July 21, 2008 be approved. Ms. Mayer seconded the motion. On voice vote all Trustees voted “aye”, except Ms. Conat who abstained.

PUBLIC COMMENTS

None

AUDITORS REPORT

Mr. Inserra presented the Audited Financial Statements. He explained that the Library received an Unqualified Audit Opinion which is a clean opinion and that the financial results are reasonably represented. He reviewed the Management’s Discussion and Analysis section of the audit. He explained that this section explains the two types of financial presentation – the fund presentation which focuses on current financial resources and the government wide presentation which complies with GASB 34 requirements. He reviewed the balance sheet, income statements, footnotes and supplemental information. He noted that the General Fund retained a 5 to 6 month reserve which shows that we have a fair amount of resources to cover expenses. He also reviewed budgetary results, noting that actual spending was less than budget and that we remained within our legal spending limits. He commented that the Library transferred \$100,000 to the capital improvement fund which increased the fund balance to approximately \$350,000.

Mr. Inserra also presented the Agreed Upon Procedures Report. He explained that during the audit it was noted that 3 employees did not have FICA and Medicare withheld from their paychecks. Based upon this finding, the Library Board and Management wanted to ensure that payroll deductions were accurate so the firm’s services were retained to apply Agreed Upon Procedures to the July 15, 2008 Payroll Register. He discussed the procedures performed and the findings made.

He thanked the Board for the opportunity of serving the library. Trustees thanked him for his report and he left the 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 July 31, 2008 was as follows:

General Fund	3,108,331.19
Restricted	313,893.87
IMRF	134,234.88
FICA	102,029.12
Total General Fund	<u>3,658,489.06</u>
Checking	(105,085.99)
Savings/Money Market	405,617.73
Investments	1,713,663.10
Illinois Funds	1,643,499.22
Petty Cash	795.00
Total General Fund	<u>3,658,489.06</u>
Capital Improvement Fund	354,646.32
Debt Service Fund	232,542.72

Investments:

<u>Investment #</u>	Amount	Maturity	Rate
<u>General Fund</u>			
B of A – 1026508	150,000.00	9/15/08	2.600%
B of A – Gift CD	213,663.10	9/29/08	2.590%
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	1/09/09	2.850%
B of A – 1028237	200,000.00	2/13/09	2.900%
B of A – 1028238	200,000.00	3/16/09	3.000%
B of A – 1028239	200,000.00	4/10/09	3.000%
<u>Debt Service</u>			
B of A – 1059338	181,237.25	11/17/08	2.720%

BILLS AND CHARGES

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

Library Claims List	\$135,231.46
Librarian’s Claims List	17,845.44
Payroll*	115,037.79
IMRF/FICA*	18,400.20
Total General Fund	<u>286,514.89</u>
Capital Improvement Fund	
Debt Service	
Total Library	<u>\$286,514.89</u>

* Transfer to Village for 7/31/08 payroll was made on 8/1/08

She also asked for approval of the following additional bills:

18854	\$2,787.50	Single Path LLC
18855	\$6,195.50	Xerox
18856	\$672.71	Veolia

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

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

“Nay”: None

FOUNDATION

Mr. Früm presented the financial statements for July 2008. He also noted that the fundraising folders are still in the review process.

SPECIAL EVENTS COMMITTEE

A request was made for the next meeting to be held on September 11, 2008 at 6:30 pm.

Ms. Plumb reported that Staff Appreciation will be hosted twice a year – once in February and once in September.

Ms. Mayer reported that the Northbrook Rotary Club has provided a letter of agreement for use of the Library for their annual fundraising event to be signed by the Trustees.

LIBRARIAN’S REPORT

Mr. Raymond commented on Mr. Inserra’s report and is proud that the Library is financial sound. He also noted that the fund balance should be considered when the tax levy is discussed this fall.

He reported on an accident that occurred at the Library earlier in the week. A patron fell on the south west side of the building. The patron has told us that she will contact her attorney. The Library has not heard anything more on the incident.

He noted that Steve Gianni is very proud that the Wednesday Classic Film Series is listed in the Chicago Tribune Movie/Tempo section on Fridays.

Discussion took place about the electrical report and it was noted that all parties (Library, Village and Contractor) are working together to ensure this is completed in a timely manner.

UNFINISHED BUSINESS

Approve contract with Metro Chicago Information Center for Public Survey

Mr. Früm moved to approve the contract as presented. Mr. Peltz seconded the motion. On a roll call vote, trustees voted:

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

“Nay”: None

Trustees would like further clarification about the online response options and were pleased that a report will be completed comparing and contrasting 2008 data with the findings from the 2001 study.

Update on Staff Health Insurance Options

Mr. Raymond reported that our application to IPBC is being processed and that IPBC staff do not anticipate any problems. He noted that further clarification is needed as to whether the Library should

join IPBC as an additional class or a listed entity. The Trustees asked for further information on Library's liability for run off claims – do we need to pay the claims for 90 days or the premium.

Review/Approval of Employee Electronic Use Policy

Mr. Raymond reported that many reports were reviewed and used to create the draft policy presented. The intention of the policy is to protect the library from an employee who uses the Library's resources an inappropriate manner. The Trustees want to create a productive working environment and want to make sure that a policy is presented in a least resistive way to the employees. They suggested having the managers review the policy, to add a section about passwords and a mechanism that shows that the policy was presented and reviewed by the employee.

Report Progress/Status of Young Adult Remodeling Grant Project

Mr. Raymond reported that Mr. Robbins is the project lead on this project and that the project will ramp up upon his return from vacation and that the Board will be informed and be part of the decision process. He asked that mechanical and acoustical work be omitted from the contract based upon the email received from Lonny Frye, project architect. Trustees noted to proceed with the project.

NEW BUSINESS

Consideration/Approval of Art Donation

Ms. Amen reported that a patron, Ms. Lynn Wurtzel wanted to donate a stained glass piece of art to the Library. She brought the piece to the youth services department at the end of July. On voice vote all Trustees voted "aye" to accept the piece of art.

Approval of Providing Space/Assistance for the 2008 Village of Northbrook Annual Dinner

Ms. Conat, Ms. Plumb and Mr. Raymond met with Cheryl XXXXX this week about hosting the 2008 Village of Northbrook Annual Dinner at the Library. It was suggested that a letter of agreement be created to list the responsibilities of each organization. Ms. Plumb moved, pending an acceptable date, to allow the Village of Northbrook to use the Library to host the 2008 Annual Dinner. Mr. Lonoff seconded the motion. Mr. Früm abstained from voting.

Appoint Representative to the Northbrook Economic Development Commission

It was determined that Ms. Conat will be the new Library representative for the Northbrook Economic Development Commission. This change will be effective for the next meeting on September 10, 2008.

Compliance of Illinois Per Capita Grant Requirements:

Review Illinois Freedom of Information Act, Open Meeting Act and Ethics Statement

Ms. Conat asked the Trustees if the above documents were reviewed – all Trustees answered yes. Ms. Conat thanked the Trustees for completing the Statement of Economic Interest by the deadline. The Trustees then watched the Model Ethics Ordinance DVD provided by NSLS.

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

Trustees decided to cancel the scheduled August meeting but noted that a Special Meeting may be called to discuss Health Insurance.

ADJOURNMENT

There being no further business to discuss, Ms. Conat moved to adjourn. Mr. Früm seconded the motion. The meeting was adjourned at 9:12 p.m.

Howard Peltz, Secretary

Anna M. Amen, Recorder