

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
September 13, 2007**

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, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Kathryn Plumb

Trustees absent: Ms. Miriam Imrem, Mr. Howard Peltz

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

Guests: None

APPROVAL OF AGENDA

Approved as presented.

MINUTES

Ms. Plumb moved that the minutes of the Special Events Committee of August 9, 2007 be approved by the committee members. Ms. Mayer seconded. Minutes were approved unanimous by consent.

Ms. Mayer moved that the minutes of the Regular Meeting of August 9, 2007 be approved. Ms. Plumb seconded. On voice vote all Trustees voted "aye", except for Mr. Früm who abstained.

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 August 31, 2007 was as follows:

General Fund	\$2,468,213.15
Restricted	293,431.65
IMRF	99,483.85
FICA	84,228.73
Total General Fund	<u>\$2,945,357.38</u>
Checking	(37,443.53)
Savings/Money Market	218,217.33
Investments	2,137,039.02
Illinois Funds	626,749.56
Petty Cash	795.00
Total General Fund	<u>\$2,945,357.38</u>
Capital Improvement Fund	\$264,795.34
Debt Service Fund	\$246,586.51

Investments:

Investment #	Amount	Maturity	Rate
<u>General Fund</u>			
NBBT13883	200,000.00	09/10/07	5.250%
LNB500471765	100,000.00	09/13/07	5.100%
LNB500482626	200,000.00	09/13/07	5.100%
NBBT14246	300,000.00	09/14/07	5.100%
LNB500482625	200,000.00	10/11/07	5.100%
LNB500502015	200,000.00	10/11/07	5.100%
LNB - Gift CD	207,039.02	10/29/07	5.000%
LNB500520159	330,000.00	11/08/07	5.075%
NBBT 14319	400,000.00	12/07/07	5.000%
Total General Fund	<u>\$2,137,039.02</u>		
<u>Debt Service</u>			
LNB50042261	160,000.00	11/28/07	5.075%

BILLS AND CHARGES

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

Library Claims List	\$114,273.12
Librarian's Claims List	18,390.22
Payroll	223,902.05
Transfer to Debt Service	2,322.69
IMRF/FICA	36,656.43
Total General Fund	<u>\$395,544.51</u>
Capital Improvement Fund	-
Debt Service	-
Total Library	<u>\$395,544.51</u>

She also asked for approval of the following additional bill:

18400 Village of Northbrook – Water Department \$1,932.00

On roll call trustees voted:

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

“Nay”: None

FOUNDATION

Mr. Früm reported that the Foundation Board will be meeting on September 14, 2007 and that they are waiting for drawings of the Civic and Pollak Room from the architects. The Foundation Board feels that these are necessary to start the fundraising campaign.

SPECIAL EVENTS COMMITTEE

Ms. Plumb reported that the Five Senses Art Show is scheduled for September 28, 2007 and that it will be the highlight of the Northbrook Social Scene. Fundraising during the event will include the Basket Silent Auction, the Luxury Corner Silent Auction, items sold by local Artists and lots of other surprises. Bring your friends it will be lots of FUN. It was also reported that many of the artists will be attending the show with guests. Mr. Raymond reported that he received a donation to the Art Show from the Hand Written Note Campaign – it was noted that it was obviously worth the effort.

LIBRARIAN'S REPORT

Mr. Raymond gave the following report:

1. The staff parking lot is almost complete - the Village staff was great to work with on this project.
2. Public Notice will be given to close the Library at 4:30 on September 28, 2007 for the set up of the Art Show.
3. Board members should consider attending the PLA Conference in March 2008.
4. Personnel Policy will be presented once the Electronic Use Policy has been reviewed.

OLD BUSINESS

Reconsider/Approve FY08 Staff Health Insurance Contributions

Mr. Raymond reported on items discussed during a meeting with the Village HR Manager, Library Staff (Mr. Raymond and Ms. Prioletti) and the Insurance Provider.

Items noted:

- Insurance Provider seems receptive to the Library joining the plan through the Village as an “Additional Class”
- Village Board shouldn't object as long as risk to Village is low
- Changing insurance may not reduce cost to Library however it will provide a richer program to staff and increase stability
- Due to collective bargaining, Village Staff only pays 8% of health insurance costs
- Library has a 6 month termination clause with current insurance provider

It was decided that additional analysis is needed which will be completed by Staff and presented next month.

NEW BUSINESS

Review of *Serving Our Public: Standards for Illinois Public Libraries*

Mr. Raymond summarized the document and highlighted items from each chapter. Discussion took place during the report and it appears that the Library is in strong compliance. Additional discussion took place about “Sharing our Secrets” with the community on the website and/or newsletter.

Approve 2007 Per Capita Grant Application

Mr. Raymond highlighted that a portion of the grant will be spent on marketing/advertising and that a community survey needs to be completed next year.

Mr. Früm moved that the Board approve the 2007 Per Capita Grant Application. Ms. Mayer seconded.

On roll call trustees voted:

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

“Nay”: None

Review/Approve Draft 2007 Tax Levies

Mr. Raymond noted that two known issues were not addressed in this draft of the levy – a webserver upgrade and health insurance costs.

Board discussion took place as to how to increase Capital Improvement Fund since money was spent in prior year for building repairs.

It was determined that additional levy drafts should be provided for review next month.

Approve Discontinuing Acceptance of Out-of-State Library Cards

Mr. Raymond drew attention to the document in the Board Packet written by Ms. Weston. He also reported that per Sarah Long at NSLS the Library is not required to honor out-of-state library cards. Ms Weston stated that it is not fair to use an out-of-state library card if you don't pay taxes to an in-state library. Board discussion took place regarding effective date and notification process of this change. Ms. Weston stated that effective immediately new registration for out-of-state cards would no longer be accepted and that a letter would be sent to patrons that currently use out-of-state cards to explain the new policy and that a Northbrook Library card would need to be purchased by December 1st if they wished to continue their library services.

Mr. Früm moved that the Board approve to discontinue accepting out-of-state library cards. Ms. Mayer seconded.

On roll call trustees voted:

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

“Nay”: None

Consider/Approve Terms of Painted Pets Auction Reception

Mr. Raymond asked the Board on behalf of Dan Lloyd and Pat Strong, members of the Arts in Northbrook, if alcohol could be served at the Painted Pets Auction Reception. It was decided that since the reception will be taking place during Library operating hours that the alcohol can not be served.

View Open Meeting Act Continuing Education DVD

Moved to the next meeting.

Consider/Approve New Library Logo

Additional time and guidelines were given to create a logo for the Library. This will be discussed at a future meeting.

Committee of the Whole Meeting

Trustees decided to cancel the scheduled September 27, 2007 meeting.

ADJOURNMENT

There being no further business to discuss, Ms. Mayer moved to adjourn. Mr. Früm seconded the motion. The meeting was adjourned at 9:45 p.m.

Susan Conat, President

Anna M. Amen, Recorder