

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
November 8, 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. Eric Robbins.

**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, Mr. Eric Robbins, Ms. Anna Amen, Ms. Celina Kaspar

**Guests:** None

**APPROVAL OF AGENDA**

The presentation on creation of a new logo was moved to before the Treasurer's Report by unanimous consent.

**MINUTES**

Ms. Mayer moved that the Minutes of the October 11, 2007 be approved by the committee members.

Ms. Imrem seconded. Minutes were approved by unanimous consent.

**OLD BUSINESS**

**Creating a New Library Logo**

Ms. Kaspar asked the Board for feedback on what they were looking for in a logo; its purpose and style, and whether they wanted an image or text or both. The Board discussed the pros and cons of different approaches, including whether it should be abstract or representational. Ms. Kaspar said that she would be looking forward to more feedback and would bring in logos for review either in December or January.

**PUBLIC COMMENTS**

None

**TREASURER'S REPORT**

Ms. Mayer noted that two weeks after property taxes come due, the library should start seeing the funds.

Mr. Früm said that the level of the levy for the Library, along with that of the Village's, will require a related public hearing. Mr. Raymond noted that this "Truth in Taxation" process means the library may be asked to make a formal presentation to the Village Trustees.

Ms. Mayer then requested attention to the financial report as exhibited in the Board packet.

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

General Fund	\$1,894,527.08
Restricted	291,208.22
IMRF	62,688.13
FICA	54,179.37
Total General Fund	<u>\$2,302,602.80</u>

Checking	(14,881.90)
Savings/Money Market	438,920.71
Investments	1,246,098.23
Illinois Funds	631,670.76
Petty Cash	795.00
Total General Fund	<u>\$2,302,602.80</u>
<b>Capital Improvement Fund</b>	\$266,811.18
<b>Debt Service Fund</b>	\$247,028.71

Investments:

<b>Investment #</b>	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>
<b><u>General Fund</u></b>			
LNB500520159	330,000.00	11/08/07	5.075%
NBBT14246	307,276.37	11/14/07	3.600%
NBBT 14319	400,000.00	12/07/07	5.000%
LBN – Gift CD	208,821.86	01/28/08	4.650%
Total General Fund	<u>\$1,246,098.23</u>		
<b><u>Debt Service</u></b>			
LNB50042261	160,000.00	11/28/07	5.075%

**BILLS AND CHARGES**

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

Library Claims List	\$128,257.76
Librarian’s Claims List	17,860.76
Payroll	213,167.30
Transfer to Debt Service	-
IMRF/FICA	34,416.02
Total General Fund	<u>\$393,701.84</u>
Capital Improvement Fund	-
Debt Service	-
Total Library	<u>\$393,701.84</u>

Ms. Plumb seconded. On roll call trustees voted:  
 “Aye”: Conat, Früm, Imrem, Lonoff, Mayer, Peltz, Plumb  
 “Nay”: None

**FOUNDATION**

Ms. Conat reported that a brainstorming session had been held to work on themes for the capital improvement project. Committee members will be submitting additional themes and then vote on favorites.

Ms. Amen reported on the Book a Brick Program. She said that there was a possible \$51,000 profit if all of the bricks are sold. There was a discussion on pricing and the consensus was to sell the small bricks at

\$200 and that Mr. Lonoff would buy the single large brick at \$500. No graphics will be allowed on the bricks and an ordering deadline of February 29, 2008 was set. Mr. Raymond will talk with Ms. Stone to make sure that the Friends don't have concerns that the brick sales interfere with their fundraising efforts.

### **SPECIAL EVENTS COMMITTEE**

Ms. Plumb said that the Committee was working on the staff party. There was some discussion on the date it will be held on and the consensus was to have it on Friday, February 8 starting at 6:30 p.m. and that the library should be closed at 4:30 on that day for preparations. She noted that there was continuing discussion about the possible presence of alcohol. Ms Mayer is doing the research and coordinating with the Village and State.

Ms. Conat said she had a survey on the Library art show for the staff and asked Mr. Raymond to disseminate it. The deadline for the survey is November 19.

### **LIBRARIAN'S REPORT**

Mr. Raymond had no additional commentary on his written report.

### **NEW BUSINESS**

Ms. Conat asked that a meeting of the Special Events Committee be noticed for December 13 at 6:30 p.m.

#### **Review/Amend Special Events Policy**

Ms Mayer reported that the Rotary event was very successful, with between 175 to 182 participants. Expenses to the library were noted and communicated to Rotary. She noted that the Special Events Sub Committee had developed a policy and drafted a letter of agreement to use for the event and that the policy needed tuning. Mr. Raymond noted that the Rotary event was a special case and that other events can not be handled the same way due to limitations on resources. Mr. Robbins said that the Library was approached by Heartland Animal Shelter to use the auditorium for a fundraiser on January 25, 2008. There was then a discussion about whether to limit facility rentals to 501 (c) 3's or to allow usage by commercial entities. Board consensus was to keep the usage restricted to not for profit organizations for the present time.

Mr. Früm moved to empower the Special Events Sub Committee to discuss the January fundraiser with Heartland and to make a preliminary event agreement. Ms. Imrem seconded.  
On a voice vote, all Trustees voted "aye".

#### **Review/Approve Ad Hoc Personnel Policy Committee Report**

Mr. Raymond reported that he had been working with Ms. Plumb, Ms. Imrem and Ms. Prioletti to develop the recommendations and that there were still additional changes to be made. Ms. Plumb noted that much of the work was making dated policies more current. The Board discussed the language of various policy sections and then Mr. Peltz moved that the Board approve the recommendations as written. Mr. Früm seconded.

On roll call trustees voted:

"Aye": Conat, Früm, Imrem, Lonoff, Mayer, Peltz, Plumb

"Nay": None

#### **Approve Closing Library on April 11, 2008 for Staff Training**

Mr. Früm noted that the 11<sup>th</sup> would not be a good time to close the Library due to the proximity of tax day, April 15<sup>th</sup>. Ms. Plumb moved to approve either the 4<sup>th</sup>, 18<sup>th</sup> or 25<sup>th</sup> for training. Ms. Imrem seconded.

On a voice vote, all Trustees voted “aye”.

**Committee of the Whole Meeting**

Trustees decided to cancel the scheduled November meeting.

**Conduct Mid-Year Evaluation of Executive Director**

Ms. Plumb moved to go into Executive Session for the purpose of the evaluation. Ms. Mayer seconded.

On roll call trustees voted:

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

“Nay”: None

The Executive Session was closed at 9:35 p.m.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 9:35 p.m.

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Howard Peltz, Secretary

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Eric Robbins, Recorder