

THE BOARD OF LIBRARY TRUSTEES OF THE  
LINCOLNWOOD PUBLIC LIBRARY DISTRICT  
LINCOLNWOOD, ILLINOIS

Regular Board Meeting

August 27, 2009

7:30 p.m.

CALL TO ORDER

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by Vice President Fields at 7:33 p.m. on August 27, 2009, in the Library's Board/Conference Room.

ROLL CALL

Trustees Present: Fields, Bartlett, Berger, Klatzco, and Martel.

Trustees Absent: Beard and Gimbel.

Staff Present: *Library Director* Jack Hurwitz; *Head of Adult Services/Co-Assistant Director* Gail Inman; *Head of Community Relations and Administrative Services/Co-Assistant Director* Julie Anne Nitz-Weiss; and *Head of Circulation Services/Payroll and Accounting Coordinator* Vandana Sehgal.

Visitors Present: Amy Lewitz, Lincolnwood resident and business owner.

CONSENT AGENDA

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL FIVE TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE ITEMS ON THE CONSENT AGENDA WERE APPROVED AS FOLLOWS:

- Approve **Minutes** of July 23, 2009 Regular Board meeting.
- Approve **Financial Report** for period ending 7/31/09.
- Approve **Disbursements** for the period 7/1/09 through 8/4/09.
- Receive **Reports of Standing Committees** (No committee met during this period).
- Approve (in accordance with the requirements of the Illinois Open Meetings Act) **Destruction of the Recordings** of Closed Sessions held at the following meetings: 8/23/07 Regular Board meeting; and 2/28/07 Regular Board meeting (the latter recording to be destroyed after 8/28/09).

LIBRARY DIRECTOR'S REPORT

*Library Director* Hurwitz referred the Board to his written report in section "D" of the meeting packet, indicating that all of the items contained therein will be taken up elsewhere on the meeting agenda. He then gave the floor to *Head of Circulation Services-Payroll and Accounting Coordinator* Vandana Sehgal and *Head of Adult Services/Co-Assistant Director* Gail Inman, who presented the highlights of, and responded to questions about, their respective quarterly reports. Mrs. Sehgal then left the meeting.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Fields reported on behalf of the Friends. *Library Director* Hurwitz attended the August 20 meeting of the Friends' Board of Directors in order to review and respond to questions about the "wish-list" he had provided in July. The Friends' Board subsequently decided to provide funding for two of the items on the list as follows: (1) \$500 to purchase new learning toys for youth pre-school playtime programs; and (2) \$500 for this year's Ethnic Fest. The Friends' Board is also working with *Head of Community Relations and Administrative Services/Co-Assistant Director* Julie Anne Nitz-Weiss on the distribution of a mailing for the Friends' impending membership drive.

CORRESPONDENCE AND COMMUNICATIONS

The Board briefly reviewed the correspondence that was included in section "E" of the meeting packet. Discussion focused primarily on an email from NSLS Executive Director Sarah Long informing us (and

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other NSLS member libraries) about state budget cuts that will result in, among other things, 16% reductions in the amounts of both public library per capita grants and System funding for FY2009-2010.

AUDIENCE TO VISITORS

Lincolnwood resident Amy Lewitz, owner of *Creative Senior Solutions*, a Lincolnwood business, informed the Board that she found a handout from another business in the library, this after she had been told by staff that library policy prohibited her from making handouts about her business available in the facility. Ms. Lewitz was assured that library policy does prohibit such handouts and postings from commercial entities. However, sometimes these things are placed in the library without our knowledge. Staff tries to be observant and remove such items as soon as they become aware of them, but occasionally things slip through. Ms. Lewitz was encouraged to immediately make staff aware of any such item in the future. *Library Director Hurwitz* suggested that Ms. Lewitz could make use of the library's Website to inform people about her business by becoming a member of the Lincolnwood Chamber of Commerce. Our Website provides a link to the Chamber's Website, which contains a classified directory of Chamber members. Ms. Lewitz thanked the Board for giving her a hearing and then left the meeting.

UNFINISHED BUSINESS

**Library Investments.** Trustee Berger and *Library Director Hurwitz* reported that the four investments authorized at the July 23 Board meeting have been made with one change. They decided to purchase a ten-month rather than six-month CD from *New Century Bank* in order to take advantage of a higher interest rate: 2.15% vs. 1.75%. ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE KLATZKO, AND WITH ALL FIVE TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD RATIFIED THE DECISION TO CHANGE THE TERM OF THE CD OBTAINED FROM *NEW CENTURY BANK* FROM SIX MONTHS TO TEN MONTHS.

**New Library Telephone-Voice Mail System: Vendor Proposals.** After discussion, and ON A MOTION BY TRUSTEE KLATZKO AND SECONDED BY TRUSTEE BARTLETT, AND WITH ALL FIVE TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD AUTHORIZED ACCEPTANCE OF THE PROPOSAL FROM *SOUND INCORPORATED* OF NAPERVILLE, IN THE AMOUNT OF \$ 9,985.00, FOR THE PURCHASE AND INSTALLATION OF A NEW NEC SV 8100 TELEPHONE AND VOICE MAIL SYSTEM, WITH THE DECISION ABOUT EXCHANGING THE NEC DTR-4R CORDLESS PHONE SPECIFIED IN THE RFP FOR THE NEC DECT CORDLESS PHONE WITH TWO REPEATERS (AN ADDITIONAL \$650.00) TO BE LEFT TO STAFF. *Sound Incorporated* by far the lowest bid for the system specified in the RFP.

**Space Reconfiguration Plan for Youth-Teen Services Area/State Grant for \$25,000.** *Library Director Hurwitz* informed the Board that we have yet to receive any paperwork from the *Department of Commerce and Economic Opportunity (DCEO)* for the \$25,000 grant that the library was awarded. Therefore, he has not yet "pulled the trigger" on commencing with the project.

**Library Presence at School District 74 Curriculum Night Open Houses.** The Board determined which individual trustees will be representing the library at these events.

**Vehicles Stopped and Waiting in Library Parking Lot Traffic Lanes.** *Library Director Hurwitz* reviewed the plan and handout that will be used to address, and hopefully ameliorate, this problem. He worked with Lincolnwood Chief of Police LaMantia to develop both the plan and the handout.

**Status of Trustee Gimbel.** *Head of Community Relations and Administrative Services/Co-Assistant Director Nitz-Weiss* reported that Trustee Gimbel continues to improve. She has been relocated from the facility in Hinsdale to the Sub-Acute Skilled Care Unit at Rush Oak Park Hospital.

**Other Unfinished Business.** None.

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**NEW BUSINESS**

**Illinois Public Library Annual Report (IPLAR) for FY2009-2010.** The Board briefly reviewed the IPLAR report as compiled by staff. ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BERGER, THE BOARD UNANIMOUSLY APPROVED THE ***ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR FY2009-2010*** AS PRESENTED AND DIRECTED ITS OFFICERS AND THE LIBRARY DIRECTOR TO SIGN THE REPORT AND FILE IT WITH THE ILLINOIS STATE LIBRARY AS REQUIRED. [Although not appended to these minutes, this Annual Report is available for public inspection upon request to the Library Administration Office.]

**Accounts with Republic Bank: Need for New Signature and Bank Resolution Documents.** As explained in *Library Director Hurwitz's* written report, the bank is converting to a new data system, and we need to execute new signature verification sheets and resolutions for each of our three accounts. The signatories for each account remain the same. ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL FIVE TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED UPDATED AND REVISED BANK RESOLUTIONS FOR THE LIBRARY'S GENERAL, ***SPECIAL LSTA***, AND ***COSTCO PURCHASES*** ACCOUNTS WITH ***REPUBLIC BANK*** (FORMERLY THE ***BANK OF LINCOLNWOOD***) AND AUTHORIZED ALL SIGNATORIES, AND OTHER TRUSTEES AS NEEDED TO SIGN AND OTHERWISE EXECUTE ALL REQUIRED DOCUMENTS.

**Per Capita Grant Application Requirements.** *Library Director Hurwitz* reported that the Board will need to either approve, or make arrangements to approve, this year's the Per Capita Grant application at its September 17 meeting. (The deadline for submitting the application is October 15.) He reviewed some of the requirements stipulated in the application, including the following items:

**Legal Compliance:** The Library Board must review policies identified in *Illinois Library Laws & Rules, January 2008, (Chapter 75, Libraries)* pertaining to the library type. Provide the date(s) of review and describe policies that were reviewed, developed or revised as a result of this process. Identify areas where the library needs to address compliance, policies or other improvements and the steps the board will take to alleviate and discrepancies or ensure compliance with these acts.

**Trustees:** The library staff and board must review the most recently published *Administrative Ready Reference*. Provide the date of review and describe the policies that were developed or revised as a result of this review.

*Library Director Hurwitz* distributed materials relating to both these requirements. He asked the trustees to review these materials, and to come to the September 17 Board meeting prepared to discuss them.

**Lending Fee for Adult Department DVDs: Request to Reconsider.** As reported in *Library Director Hurwitz's* written report, a Lincolnwood resident and library user has requested that the Board consider eliminating this fee in light of the Skokie Public Library's recent decision to do so. After lengthy discussion, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE FIELDS, AND WITH TRUSTEE KLATZCO VOTING "NO" AND THE OTHER FOUR TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD VOTED TO ELIMINATE ALL LENDING FEES FOR DVDs EFFECTIVE OCTOBER 1, 2009.

**Other New Business.** None.

**OTHER BUSINESS**

**Continuing Review of Serving Our Public: Standards for Illinois Public Libraries.** The Board completed this year's review of *Serving Our Public* by taking up Chapter VII ["Access"] and Chapter X ["System and ILLINET Membership Requirements"]. The following conclusions were reached.

Regarding Chapter VII, the library either already meets, or is well on the way toward meeting all Core and Supplemental Standards. Library Director Hurwitz cited some relatively recent developments that have had a positive impact on access to the library and its services and collections, including: the expanded parking lot,

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including the widened entrance/exit and the drive-up book return; the continuing addition to library resources of e-books and electronic databases that can be accessed by patrons from home and other remote locations; and last year's Website redesign. The proposed redesign of the teen and youth areas also promises to have a positive impact on access. Still on the "to-do" list is better and more coordinated interior signage.

Regarding Chapter X, the library meets all Core and Supplemental Standards.

**BOARD ACTION CHART**

The Board reviewed the Action Chart and agreed that one of the items added in July ("Provide business cards for trustees") has been completed and can now be removed.

**SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS**

The following meetings were either confirmed or scheduled:

Special Board Meeting (Budget & Appropriation Hearing)	Thursday, September 17, 2008	7:15 p.m.
Regular Board Meeting	Thursday, September 17, 2008	7:30 p.m.

No other meetings were scheduled.

**MOTION TO ADJOURN TO CLOSED SESSION**

At 9:35 p.m., ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE KLATZCO, THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO CLOSED SESSION IN ORDER TO REVIEW AND MAKE DETERMINATIONS REGARDING THE MINUTES OF PREVIOUSLY HELD CLOSED SESSIONS. (Only the library trustees and Library Director Hurwitz attended and participated in the closed session.)


**RECONVENE OPEN SESSION**

Vice President Fields reconvened the open session at 9:46 p.m. ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE MARTEL, THE BOARD UNANIMOUSLY MADE DETERMINATIONS ABOUT THE MINUTES OF SEVEN PREVIOUSLY HELD CLOSED SESSIONS AS FOLLOWS:

<b><u>Closed Session at</u></b>	<b><u>Reason for Closed Session</u></b>	<b><u>Determinations Made</u></b>
11/16/06 Regular Board Meeting	Possible Land Acquisition	Released for public review
1/25/07 Regular Board Meeting	Possible Land Acquisition	Released for public review
3/22/07 Regular Board Meeting	Possible Land Acquisition	Released for public review
4/26/07 Regular Board Meeting	Possible Land Acquisition	Released for public review
8/28/08 Regular Board Meeting	Possible Land Acquisition	Released for public review
9/18/08 Regular Board Meeting	Possible Land Acquisition	Released for public review
2/26/09 Regular Board Meeting	Review of/Determinations Re: Previous Closed Sessions	Approved & released for public review

**ADJOURNMENT.**

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 9:47 P. M.

  
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Christopher M. Martel  
Secretary

APPROVED ON 9/17/09  
INCLUDED IN 9/09 BOARD PACKET