

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

Regular Board Meeting

July 23, 2009

7:00 p.m.

CALL TO ORDER (for Annual Facility Walk-through)

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by Vice-President Fields at 7:05 p.m. on July 23, 2009, in the Library's Board/Conference Room.

ROLL CALL

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

Trustees Absent: Beard, Martel, and Gimbel.

Staff Present: *Library Director Jack Hurwitz, Head of Adult Services/Co-Assistant Library Director Gail Inman, and Head of Community Relations and Administrative Services/ Co-Assistant Library Director Julie Anne Nitz-Weiss.*

Visitors Present: None.

The library trustees present, together with Ms. Inman, Ms. Nitz-Weiss, and Mr. Hurwitz, left the Board/Conference Room to conduct the Board's annual facility walk-through. As a result of the walk-through, which was completed at 7:27 p.m., the Board directed staff to develop a plan to replace all temporary, make-shift signage around the building with better looking, more permanent signs as soon as possible. The Board then reassembled in the Board/Conference Room.

CALL TO ORDER (for Regular Business Meeting)

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was reconvened and called to order by President Beard (who had subsequently arrived) at 7:32 p.m., in the Library's Board/Conference Room.

ROLL CALL

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

Trustees Absent: Martel and Gimbel.

Staff Present: *Library Director Jack Hurwitz, Head of Adult Services/Co-Assistant Library Director Gail Inman, and Head of Community Relations and Administrative Services/ Co-Assistant Library Director Julie Anne Nitz-Weiss.*

Visitors Present: None.

President Beard appointed Trustee Bartlett to serve as Secretary Pro Tempore.

CONSENT AGENDA

ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE BARTLETT, 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 June 25, 2009 regular Board meeting as presented.
- Approve **Financial Report** for period ending 6/30/09 as presented.
- Approve **Disbursements** for the period 6/1/09 through 6/30/09 as presented.
- Receive **Reports of Standing Committees**.

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LIBRARY DIRECTOR'S REPORT

Library Director Hurwitz referred the Board to his written report and the monthly statistical report included as sections "D" and "DD" of the Board meeting packet. In the interest of time, he did not elaborate upon items already covered in his written report and/or included elsewhere on the meeting agenda. He did, however, remind the Board about the upcoming dinner/mystery theater program to be held in the library on August 8, and he asked Ms. Nitz-Weiss to provide details about this event.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Fields reported for the Friends. The Friends Board met a week ago. It reviewed and discussed the library "wish-list" that Library Director Hurwitz submitted. On behalf of the Friends Board, Trustee Fields invited Mr. Hurwitz to the next Friends meeting on August 20 in order to provide more information and respond to questions about some of the items on the list. Mr. Hurwitz accepted this invitation. Trustee Fields also reported that the details for the upcoming Friends membership drive in September are still being worked out.

CORRESPONDENCE AND COMMUNICATIONS

President Beard called the Board's attention to the one item of correspondence included in Section E of the meeting packet: a letter from State Senator Ira Silverstein indicating that a \$25,000 grant that he obtained for the library was approved as part of the Capital Program signed by the Governor on July 13. The Board will discuss this item under "Unfinished Business."

AUDIENCE TO VISITORS

There were no visitors at the meeting.

UNFINISHED BUSINESS

**Space Reconfiguration Plan for Youth-Teen Area/Capital Program Grant for \$25,000.** After brief discussion, and in light of the recent letter from State Senator Silverstein informing the library about the \$25,000 grant approved as part of the state's Capital Program budget (see "Correspondence and Communications" above), and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, WITH ALL FIVE TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD AUTHORIZED STAFF TO PROCEED WITH PHASE 1 OF THIS PLAN AS SOON AS AN APPROVED AND EXECUTED CONTRACT FOR THE GRANT HAS BEEN RECEIVED FROM THE STATE DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO).

**Village of Lincolnwood Lincoln Avenue Streetscape Plan.** President Beard reported that the Village Board approved the Lincoln Avenue Streetscape Plan as presented and without any proposed changes to the current parking available along Keystone Avenue adjacent to the library's parking lot.

**Status of Trustee Gimbel.** Head of Community Relations and Administrative Services Nitz-Weiss and Trustee Klatzco provided a brief report about the status of Trustee Gimbel's recovery. Although progress is slow, she continues to improve and will probably be transferred from the hospital to a rehabilitation facility within the next few weeks.

**Other Unfinished Business.** None.

NEW BUSINESS

**Ordinance Determining to Levy an Additional Tax of .02%.** After brief discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL FIVE TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED AN *ORDINANCE (NO. 2009-10/1) DETERMINING TO LEVY AN ADDITIONAL TAX OF .02% FOR THE 2009-2010 FISCAL YEAR* AS PRESENTED. [Although not appended to these minutes, this Ordinance is available for public review upon request to the Library Administration Office.]

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**Tentative Budget and Appropriation.** After brief discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED, THE BOARD APPROVED A TENTATIVE FY2009-2010 BUDGET AND APPROPRIATION TOTALING \$3,245,459.00. [As required, a legal notice was subsequently published indicating that: (1) the Tentative Budget and Appropriation Ordinance was approved and is available for public inspection at the library, and (2) that the Board will hold a public hearing regarding the Budget and Appropriation Ordinance at the library on September 17, 2009 at 7:15 p.m.]

**Policies and Guidelines Governing Collection Development and the Selection of Library Resources.** As discussed at the last Board meeting on June 25, this policy statement needed to be reviewed “as early as possible in FY2009-10.” Library Director Hurwitz pointed out that the Library Services and Community Relations Committee reviewed this policy statement on July 14, 2009, and reached the following conclusion and recommendation, as recorded in the minutes of that meeting: “...that the policy as written was still extremely serviceable and that no changes were needed other than updating two of the documents included as Appendices to the policy. (Newer versions of the American Library Association’s *Freedom to Read Statement* and *Code of Ethics* are now available.)” ON A MOTION BY TRUSTEE BARTLETT AND SECONDED BY TRUSTEE KLATZCO, THE BOARD UNANIMOUSLY APPROVED REVISIONS TO THE LIBRARY’S STATEMENT OF POLICIES AND GUIDELINE GOVERNING COLLECTION DEVELOPMENT AND THE SELECTION OF LIBRARY RESOURCES AS DESCRIBED ABOVE.

**Official Audit of Secretary’s Minutes and Other Records for FY2008-2009.** With the concurrence of the Board, President Beard appointed Trustee Klatzco and herself to conduct this audit, which is a statutory requirement. Certification of the audit must be submitted with the annual report to the Illinois State Library.

**Appointment of Trustee to Serve as the Board’s Designated Liaison to NSLS.** With the concurrence of the Board, President Beard appointed Trustee Bartlett to serve as the Board’s designated liaison to the North Suburban Library System.

**Investment of Library Monies.** Trustee Klatzco, the Library Treasurer and Finance and Facilities Committee Chairperson, referred the Board to the minutes of that Committee’s July 14 meeting and the discussion and recommendation about library investments contained therein. Currently the library has most of its funds (\$1,687,220.68) placed with the Illinois Funds investment pool. These funds are yielding less than .02% interest. Trustee Berger presented the results of his research regarding the current interest rates for CDs offered by Lincolnwood banks. Library Director Hurwitz also informed the Board that Cole Taylor Bank (Skokie) is currently offering 2% interest on money market accounts available to not-for-profit entities. After lengthy discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BERGER, AND WITH ALL FIVE TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED, THE BOARD AUTHORIZED A TRANSFER OF MONIES FROM ILLINOIS FUNDS INTO THE FOLLOWING INVESTMENTS: \$100,000 FOR A ONE YEAR CD WITH BRICKYARD BANK (CURRENT YIELD 2%); UP TO \$100,000 FOR A SIX- MONTH CD WITH NEW CENTURY BANK (CURRENT YIELD 1.75%); \$200,000 FOR A ONE YEAR CD WITH REPUBLIC BANK (CURRENT YIELD 2%), PROVIDED SUFFICIENT COLLECTERALIZATION IS PROVIDED ON TOTAL MONIES PLACED WITH REPUBLIC THAT MIGHT FROM TIME TO TIME EXCEED \$250,000; AND \$200,000 IN A MONEY MARKET ACCOUNT WITH COLE TAYLOR BANK (CURRENT YIELD 2%). Trustee Berger agreed to make the arrangements for the various CDs. Library Director Hurwitz will make the arrangements for the money market account with Cole Taylor.

**Authorization to Hold End-of-Summer Reading Program Event for Teens on August 13.** After brief discussion and ON A MOTION BY TRUSTEE BARTLETT AND SECONDED BY TRUSTEE FIELDS, THE

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BOARD UNANIMOUSLY AUTHORIZED STAFF TO HOLD THIS EVENT, WHICH WILL RUN FROM 8:00 P.M. TO 11:00P.M. ON THURSDAY NIGHT, AUGUST 13, IN THE LIBRARY.

**Authorization to Close Library on August 28 for Annual Staff In-Service Day.** After brief discussion, and ON A MOTION BY TRUSTEE BARTLETT AND SECONDED BY TRUSTEE KLATZCO, THE BOARD UNANIMOUSLY AUTHORIZED STAFF TO CLOSE THE LIBRARY ON FRIDAY, AUGUST 28, FOR THE ANNUAL STAFF IN-SERVICE DAY.

**Library Telephone-Voice Mail System.** Library Director Hurwitz informed the Board that he is in the process of obtaining three competitive price quotations for the new NEC telephone and voice mail system that was included in this year's budget.

**Other:** None

**OTHER BUSINESS**

**Continuing Review of Serving Our Public: Standards for Illinois Public Libraries.** [Chapter VI—“Programming”] A brief discussion yielded the following points: (1) The library continues to meet all of the applicable *Core* and *Supplemental* standards in this chapter; and (2) Several examples of enhanced programming efforts during the past year were cited, including: (i) an even bigger and better Ethnic Fest, (ii) continuation of a greatly expanded Summer Reading Program including the open house event that launched it, (iii) the library's parking lot expansion, which makes it easier for more patrons to attend programs, (iv) the library's redesigned Website, and (v) our current effort to use program participation as a means by which students can fulfill all or part of their Middle School community service requirements..

This calendar year's review of *Serving Our Public* will be completed at the August Board meeting when chapters VII (*Access*) and X (*System and ILLINET Membership Responsibilities*) will be covered.

**BOARD ACTION CHART**

The Board briefly reviewed the updated action chart. The following items were added to the chart: (1) Complete the library's interior signage project/replace all “homemade,” paper signs with more appealing, “permanent” ones, and (2) Provide business cards for trustees.

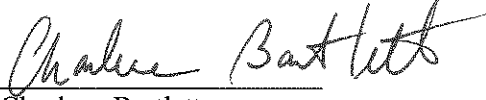
**SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS**

The following meetings were either confirmed or scheduled:

Regular Board Meeting	Thursday	August 27, 2009	7:30 p.m.
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**ADJOURNMENT**

ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE KLATZCO, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 9:12 P. M.

  
Charlene Bartlett  
Secretary Pro Tempore

APPROVED ON 8/27/09  
INCLUDED IN 8/09 BOARD PACKET