

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

Regular Board Meeting

April 26, 2007

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 President Talaganis at 7:55 p.m. on April 26, 2007, in the Library's Board/Conference Room. (The start of the Board meeting was delayed by the Development Committee meeting that preceded it. The Committee meeting ran longer than anticipated.)

President Talaganis appointed Trustee Klatzco to serve as Secretary Pro Tempore.

ROLL CALL

Trustees Present: Talaganis, Beard, Fields, Klatzco, Martel, and Kotin (who was not able to join the meeting until 8:50 p.m., during "New Business).

Trustees Absent: Alper.

Staff Present: *Library Director Jack Hurwitz; Head of Adult Services-Assistant Library Director Gail Inman; Head of Circulation Services-Payroll and Accounting Coordinator Vandana Sehgal ; Head of Technical Services Shao-Chen Lin; and Head of Community Relations-Library Programs Coordinator Julie Anne Nitz-Weiss.*

Visitors Present: None.

At the request of Library Director Hurwitz, and ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE KLATZCO, THE BOARD VOTED UNANIMOUSLY TO MAKE THE FOLLOWING CHANGES TO THE AGENDA: (1) UNDER "UNFINISHED BUSINESS," ADD AS AN ACTION ITEM, ADD "REVIEW OF STATEMENT OF **POLICIES AND GUIDELINES GOVERNING COLLECTION DEVELOPMENT AND THE SELECTION OF LIBRARY RESOURCES**" AND (2) UNDER "OTHER BUSINESS," REMOVE "CONTINUE ANNUAL *REVIEW OF SERVING OUR PUBLIC...*," WHICH HAD BEEN INCORRECTLY PLACED ON THIS MONTH'S AGENDA. (According to the schedule, the next review session is not to be held until the June Board meeting.)

CONSENT AGENDA

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

- Approve **Minutes** of March 22, 2007 Regular Board meeting.
- Approve **Minutes** of April 4, 2007 Committee of the Whole Meeting.
- Approve **Minutes** of April 11, 2007 Committee of the Whole Meeting.
- Approve **Financial Report** for period ending 3/31/07.
- Approve **Disbursements** for the period 3/1/07 through 4/3/07 from the Bank of Lincolnwood NOW account and for the period 3/1/07 through 3/31/07 from the Bank of Lincolnwood Special LSTA Grant Account.
- Receive **Reports of Committees**.

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LIBRARY DIRECTOR'S REPORT

Library Director Hurwitz referred the Board to his own and the other reports included in sections "D" and "DD" of the Board meeting packet. In the interest of time, he did not elaborate upon items already covered in those reports and/or included elsewhere on the meeting agenda.

He introduced and gave the floor to Head of Circulation Services-Payroll and Accounting Coordinator Vandana Sehgal, and Head of Technical Services Shao-Chen Lin, the department heads whose quarterly reports were included in this month's meeting packets. They provided brief verbal presentations and responded to questions from the Board, after which they both left the meeting.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Talaganis reported for the Friends. The April 21st White Elephant Dinner/Auction proved to be a successful fundraiser. It netted approximately \$1,000.

CORRESPONDENCE AND COMMUNICATIONS

President Talaganis referred the Board to the items in section "E" of the packet, calling special attention to the letter Library Director Hurwitz wrote in response to correspondence from NSLS regarding our video loan fee policy as it relates to reciprocal borrowing requirements.

AUDIENCE TO VISITORS

None.

UNFINISHED BUSINESS

Trustee Election Results and Related Information. As indicated in Library Director Hurwitz's written report:

- The "unofficial" (i.e., until a canvass is completed) results of our April 17 library trustee election, at which three candidates ran for two six-year slots on the Board, were as follows: Dany R. Fields, 538 votes; Bertha F. Gimbel, 531 votes; and Charlene Bartlett (Karachun), 337 votes;
- Local canvassing boards have been abolished, and Cook County (the "election authority") is now responsible for canvassing the results of elections held by units of local government located within its jurisdiction;
- The deadline for the County to canvass all election results within its jurisdiction is May 8; and
- The terms of our newly elected trustees do not begin until May 21.

Parking Lot Expansion Project. President Talaganis reported that on April 11, the Village Plan Commission/Zoning Board of Appeals acted favorably, subject to a few conditions, on the library's requests for rezoning and several land use variances. A final determination about the recommendations of the Plan Commission/Zoning Board of Appeals will be made by the Village Board at its May 3 meeting. After brief discussion, the Board decided that President Talaganis, Trustee Martel, and BauerLatoza Studio project manager Christa Lazarz would be the library's designated spokespersons at the May 3 meeting, as they were on April 11.

Donor Recognition Wall. Trustee and Development Committee Chair Beard reported that the Development Committee, with all members present, met earlier in the evening, right before the start of the Board meeting. The Committee reviewed the preliminary proposal for a donor wall that was received from *Partners in Recognition, Inc.* (PIR). That review yielded the following key points and opinions: (1) All but one Committee member thought the basic design of the proposed PIR donor recognition wall was inferior to and less striking than the one that had been previously submitted by *The Creative Edge* company; (2) The total cost for the proposed PIR donor wall—\$21,399.00 (including a \$3,800.00 installation charge) plus \$7.85 per

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nameplate—was considered to be too high by all Committee members; (3) PIR’s standard practice of recommending to clients that they themselves (either directly or by engaging a third party) install PIR donor walls (as opposed to PIR **insisting** that it assume all installation responsibilities) was considered to be unacceptable by all Committee members; and (4) It was time to recommend that the Board commit to use *The Creative Edge* Company as the vendor for the donor wall.

After discussion (during which Trustee Martel, who is not a member of the Development Committee, also was able to briefly review the PIR proposal), and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BEARD, AND AS RECOMMENDED BY THE DEVELOPMENT COMMITTEE, THE BOARD VOTED UNANIMOUSLY TO COMMIT TO USING *THE CREATIVE EDGE* COMPANY AS **THE** VENDOR FOR THE LIBRARY’S DONOR RECOGNITION WALL, AND TO DIRECT THE COMMITTEE TO SCHEDULE ADDITIONAL MEETINGS WITH REPRESENTATIVES FROM *THE CREATIVE EDGE* AS NEEDED IN ORDER TO OBTAIN AN ACCEPTABLE FINAL PROPOSAL FOR THE BOARD TO CONSIDER.

Ira G. Ross and Ira G. Ross Memorial Fund. As indicated in Library Director Hurwitz’s written report and in the Correspondence section of the meeting packet donations totaling more than \$1,700 have now been received for the Fund.

Review of Statement of Policies and Guidelines Governing Collection Development and the Selection of Library Resources. Library Director Hurwitz pointed out that the Library Services and Community Relations Committee reviewed this policy statement on March 1, 2007, and reached the following conclusion and recommendation, as recorded in the minutes of that meeting: “The Committee members (who had received and reviewed copies of the current policy statement in advance of this meeting) and *Library Director* Hurwitz all agreed that the policy as written was still extremely serviceable and that no additions or other changes were needed at this time. This conclusion and recommendation will be presented at the March Board meeting.” This item was inadvertently left off the March Board meeting agenda, however.

ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE FIELDS, AND AS RECOMMENDED BY THE LIBRARY SERVICES AND COMMUNITY RELATIONS COMMITTEE, THE BOARD VOTED UNANIMOUSLY TO INDICATE THAT THE STATEMENT OF *POLICIES AND GUIDELINES GOVERNING COLLECTION DEVELOPMENT AND THE SELECTION OF LIBRARY RESOURCES* WAS REVIEWED (BY THE COMMITTEE IN MARCH 2007 AND BY THE BOARD IN APRIL 2007), AND THAT NO ADDITIONS OR OTHER CHANGES WERE MADE.

Other Unfinished Business. The Board briefly discussed Illinois HB1727 (which seeks to mandate placing content filters on public computers in libraries). Trustees who reside in the section of Lincolnwood served by 15th District State Representative D’Amico agreed to contact his office and urge that he vote against the bill.

President Talaganis reminded the Board that at its January 2007 meeting it discussed the issue of reducing trustee terms of office to four years and agreed that this should be done, but not until after the results of the April 17, 2007 became official. In this way, the transition to four year terms would begin with the 2009 trustee election. A resolution to accomplish this will be an action item on the May board meeting agenda.

NEW BUSINESS

Motion to Engage McClure Inserra, & Company to Conduct FY2006-2007 Library Audit. After brief discussion, and ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED, THE BOARD VOTED TO EXECUTE A LETTER OF ENGAGEMENT WITH *McCLURE INSERRA & COMPANY* FOR

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Craig L. Klatzco
Secretary Pro Tempore

Minutes approved by Library Board on 5/24/07.