

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

Regular Board Meeting

August 24, 2006

7:30 p.m.

CALL TO ORDER (FOR REGULAR MEETING)

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by Vice President Talaganis at 7:35 p.m. on August 24, 2006, in the Library's Board/Conference Room.

ROLL CALL

Trustees Present: Talaganis, Alper, Beard (formerly Gassel), Klatzco, Kotin, and Martel..

Trustees Absent: Silverman

Staff Present: *Library Director* Jack Hurwitz; *Head of Adult Services-Assistant Director* Gail Inman; and *Head of Community Relations-Library Programs Coordinator* Julie Anne Nitz-Weiss.

Visitors Present: Mr. Mitchell Kruzel (Lincolnwood resident and co-owner of the two properties [6819 and 6835 N. Keystone] immediately north of the property at 6817 N. Keystone, which the Library Board recently purchased) and Mr. William Kruzel, the other co-owner.

CONSENT AGENDA

ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE BEARD, AND WITH ALL TRUSTEES PRESENT VOTING "AYE" WHEN THE ROLL WAS CALLED, THE ITEMS ON THE CONSENT AGENDA WERE APPROVED AS FOLLOWS:

- Approve **Minutes** of the July 27, 2006 Regular Board meeting.
- Approve **Financial Report** for period ending 7/31/06.
- Approve **Disbursements** for the period 7/1/06 through 7/31/06 from the Bank of Lincolnwood NOW account in the amount of \$108,873.18. (There were no disbursements from the Bank of Lincolnwood Special LSTA Grant account during this period.)
- Receive **Reports of Standing Committees**. (There were no committee reports for the month.)

LIBRARY DIRECTOR'S REPORT

Library Director Hurwitz referred the Board to his own and the other reports contained in section "D" of the Board meeting packet, indicating that two of the items therein—the Illinois Public Library Annual Report (IPLAR) and President Silverman's resignation from the Board—will be taken up under *New Business*. He reported that key data for the July statistical report were still unavailable. He will complete the report and distribute copies to all trustees as soon as possible. With help from Ms. Inman and Ms. Nitz-Weiss, he elaborated upon his written description of the very successful Staff In-Service Day held on August 11.

He next reported that the initial District 74 Curriculum Night at Lincoln Hall this past Monday night went well and enabled library representatives (Trustee Beard, Head of Youth and Services Sharon Levine, Youth and Teen Services Librarian Caroline Schill, and himself) to distribute information packets to practically all of the parents in attendance. He hopes to be able to have similar representation—a trustee, someone from Library Administration, and one or more Youth and Teen Services Department staff—at each of the remaining three Curriculum Nights. Trustee Alper volunteered to attend the August 30 session at Lincoln Hall; trustees Kotin and Martel volunteered for Rutledge Hall on August 31; and trustee Talaganis did the same for the final Curriculum Night at Todd Hall on September 7. In closing, he gave the floor first to *Head of Adult Services-Assistant Library Director* Inman, and then to *Head of Community Relations-Library Programs Coordinator* Nitz-Weiss who presented the highlights of, and responded to questions about, their respective written quarterly reports. During her report, Ms. Nitz-Weiss discussed with the Board a request

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for authorization to hold an after-hours Teen Read Week Mystery Night Program in the library on Friday evening, October 13. It was agreed that action on this request would be formally taken during *New Business*.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Talaganis reported briefly on behalf of the *Friends*. The “Buy a Brick” (for the Library entryway) campaign is off to a very good start. This year’s *Friends* membership drive has so far yielded mixed results. A general mailing was used for the first time on years. This has brought in several new members. Total membership is down, however, indicating that several existing members have not yet renewed. Individual follow-up letters will be sent to the latter.

CORRESPONDENCE AND COMMUNICATIONS

The Board briefly reviewed the items of correspondence that were contained in section “E” of the meeting packet.

AUDIENCE TO VISITORS

Vice President Talaganis welcomed Mitchell and William Kruzal to the meeting. Both indicated that they would very much welcome the opportunity to participate in any discussion that takes place about the “Improvements to Property at 6817 N. Keystone Avenue,” under *Unfinished Business* on tonight’s agenda. They also informed the Board that they own a fabric business, Hallmark Textiles in Chicago, and will be happy to donate scraps of fabric for use in library programs.

UNFINISHED BUSINESS

Improvements to Property at 6817 N. Keystone Avenue. Trustee Martel brought the Board and the Kruzals up to date on the status of the civil engineering work that has been provided by the Daniel Creaney Company. The library has finally received a packet of topographical, site, and landscape plans from the Creaney Company. Trustee Martel carefully reviewed these plans with the Board and the Kruzals and answered questions about them. He indicated that, although he had misgivings about certain items shown on the plans, as well as about some items that were left off, the plans are more than sufficient for the library to initiate the rezoning request process with the Village. After discussion, in which the Kruzals participated, and **ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE ALPER, THE BOARD UNANIMOUSLY APPROVED PROCEEDING WITH THE PROCESS OF REQUESTING THAT THE PROPERTY AT 6817 N. KEYSTONE AVENUE BE REZONED FOR THE INTENDED LIBRARY USES.**

Other. Library Director Hurwitz reported that he had a long and helpful discussion with Mr. James Reed, our grant administrator with the Illinois Department of Commerce and Economic Opportunity (DCEO), about our desire to redirect the \$10,000 DCEO grant the library was awarded to some use relating to the purchase or improvement of the new property. We will need to complete and submit a *DCEO Request for Modification/Waiver* form about which the DCEO legal department will then make a determination. The form should detail the nature of and reasons for the requested changes and should also include a request to extend the grant period beyond the current deadline of December 31, 2006. Mr. Reed suggests that it would be best for us spread the grant over the entire project (i.e., not just for demolition) and that it might be unwise to ask for more than a one year extension. He also suggested that we contact State Sen. Silverstein and obtain his support for the requested change. Mr. Hurwitz indicated that he will begin to work on all this shortly

NEW BUSINESS

Illinois Public Library Annual Report (IPLAR) for FY2005-2006. The Board briefly reviewed the IPLAR report as compiled by staff. **ON A MOTION BY TRUSTEE KOTIN AND SECONDED BY TRUSTEE MARTEL, THE BOARD UNANIMOUSLY APPROVED THE *ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR FY2005-2006* AS PRESENTED AND DIRECTED ITS OFFICERS AND THE LIBRARY DIRECTOR TO SIGN THE REPORT AND FILE IT WITH THE ILLINOIS STATE**

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LIBRARY AS REQUIRED. [Although not appended to these minutes, this Annual Report is available for public inspection upon request to the Library Administration Office.]

Library Trustee Resignation. Vice President Talaganis informed that Board that President Silverman has accepted a new teaching position and relocated to Henderson, Nevada. Although she still owns her house in Lincolnwood, it has been put on the market. Within the past week, both Library Director Hurwitz and Vice President Talaganis have had telephone conversations with President Silverman, who indicated on both occasions that she was resigning from the Board and would soon send a written letter of resignation. Such a letter has not yet been received, however. Library Director Hurwitz expressed his belief that it was important for the Board to take the following actions at tonight's meeting rather than wait for the formal letter of resignation, which might delay such action until the October Board meeting: (1) elect a new Board President (and other officers as needed); (2) adopt revised bank resolutions with new signatories; and (3) develop and initiate a process and timetable for recruiting and appointing a new trustee to replace President Silverman on the Board. After a lengthy discussion, during which Trustee Alper indicated that he was extremely uncomfortable about the possible ramifications of taking these steps before we had something in writing from President Silverman, the Board took the following actions.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE KOTIN, AND WITH TRUSTEE ALPER VOTING "NAY" AND ALL OTHER TRUSTEES VOTING "AYE" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED PROCEEDING WITH AN ELECTION OF NEW OFFICERS.

In response to inquiries from Vice President Talaganis, both Trustee Kotin and Trustee Alper indicated that they did not wish to be the new Board President.

TRUSTEE KOTIN NOMINATED TRUSTEE TALAGANIS TO BE THE BOARD PRESIDENT. TRUSTEE BEARD SECONDED THIS NOMINATION. WITH TRUSTEE ALPER ABSTAINING AND ALL OTHER TRUSTEES PRESENT VOTING "AYE" WHEN THE ROLL WAS CALLED, TRUSTEE TALAGANIS WAS ELECTED TO THE OFFICE OF BOARD PRESIDENT.

TRUSTEE TALAGANIS NOMINATED TRUSTEE BEARD TO BE THE BOARD VICE PRESIDENT. TRUSTEE MARTEL SECONDED THIS NOMINATION. WITH TRUSTEE ALPER ABSTAINING AND ALL OTHER TRUSTEES PRESENT VOTING "AYE" WHEN THE ROLL WAS CALLED, TRUSTEE BEARD WAS ELECTED TO THE OFFICE OF BOARD VICE PRESIDENT.

ON A MOTION BY TRUSTEE TALAGANIS AND SECONDED BY TRUSTEE KLATZCO, AND WITH TRUSTEE ALPER ABSTAINING AND ALL OTHER TRUSTEES PRESENT VOTING "AYE" WHEN THE ROLL WAS CALL, THE BOARD VOTED TO RETAIN TRUSTEE KOTIN AS BOARD SECRETARY AND TRUSTEE ALPER AS BOARD TREASURER.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES PRESENT VOTING "AYE" WHEN THE ROLL WAS CALLED, THE BOARD UNANIMOUSLY APPROVED UPDATED AND REVISED BANK RESOLUTIONS FOR ALL LIBRARY ACCOUNTS WITH THE *BANK OF LINCOLNWOOD*, WITH THE FOLLOWING INDIVIDUALS AUTHORIZED AS SIGNATORIES: GEORGIA A. TALAGANIS, PRESIDENT; SANFORD ALPER, TREASURER; MERRITT R. KOTIN, SECRETARY; KENDRA BEARD, VICE PRESIDENT; JACK D. HURWITZ, LIBRARY DIRECTOR; AND GAIL INMAN, ASSISTANT LIBRARY DIRECTOR.

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ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE ALPER, AND WITH ALL TRUSTEES PRESENT VOTING "AYE" WHEN THE ROLL WAS CALLED, THE BOARD UNANIMOUSLY APPROVED UPDATED AND REVISED AGREEMENTS FOR ALL LIBRARY ACCOUNTS WITH *ILLINOIS FUNDS*, WITH THE FOLLOWING INDIVIDUALS AUTHORIZED TO EXECUTE ELECTRONIC WITHDRAWALS: GEORGIA A. TALAGANIS, PRESIDENT; SANFORD

ALPER, TREASURER; MERRITT R. KOTIN, SECRETARY; KENDRA BEARD, VICE PRESIDENT; JACK D. HURWITZ, LIBRARY DIRECTOR; GAIL INMAN, ASSISTANT LIBRARY DIRECTOR, AND LORETTA ALEXANDER, OFFICE MANAGER.

After discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE ALPER, THE BOARD UNANIMOUSLY APPROVED THE PUBLICATION AND POSTING OF FOLLOWING *NOTICE OF LIBRARY BOARD OPENING*:

The Lincolnwood Public Library seeks applicants to fill an opening on the Library Board. The successful candidate will be appointed to serve as an interim Library Trustee until May 2007. (A candidate will be elected to fill this position for a full term at the April 17, 2007 consolidated election.) Interested Lincolnwood residents are urged to pick up an Applicant Questionnaire and Information Packet at the Library. Completed applications and questionnaires must be returned by September 28, 2006. The Library Board plans to interview selected candidates in early October and appoint the interim Trustee on October 26, 2006. For more information, contact Library Director Jack Hurwitz at 847-677-5277

Other. After brief discussion, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE BEARD, THE BOARD VOTED UNANIMOUSLY TO AUTHORIZE STAFF TO HOLD AN AFTER-HOURS TEEN READ WEEK *MYSTERY NIGHT* PROGRAM IN THE LIBRARY ON FRIDAY EVENING, OCTOBER 13, 2006.

OTHER BUSINESS

Continuing Review of *Serving Our Public: Standard for Illinois Public Libraries*. [Chapter VII *Access* and Chapter X *System and ILLINET Membership Requirements*, as assigned by former President Silverman.] Library Director Hurwitz led the Board through a quick review of these chapters.

Regarding Chapter VII, the library either already meets, or is well on the way toward meeting all Core and Supplemental Standards. Mr. Hurwitz cited several recent developments that have had a positive impact on access to the library and its services and collections, including: the new automatic sliding entry doors; the lighting enhancement project; a less cluttered foyer; the purchase of property adjacent to the library and developing plans for significantly increased parking; better, more accessible display of current magazines and newspapers, as well as more accessible storage of back issues; better range end signage for the collection; and a better arrangement of the picture book area. The "to-do" list for this chapter includes the interior signage project; resolution of the TDD vs. voice relay service situation, the biennial review the library's Selection and Collection Development Policy, and considering the possibility of making our hours of service sign visible from vehicles driving past the entry door (Supplemental Standard 1), something the Board may want to fold into the expanded parking lot project.

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

This completes the Board's review of *Serving Our Public* for 2006.

BOARD ACTION CHART

There were no changes or additions.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

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The following meetings were either confirmed or scheduled:

Special Board Meeting (Budget & Appropriation Hearing)	Thursday, September 21, 2006	7:00 p.m.
Regular Board Meeting	Thursday, September 21, 2006	7:30 p.m.

Members of the Board's Development Committee will attempt to schedule a meeting in September.

CLOSED SESSION

At 9:39 p.m., ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BEARD, THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO CLOSED SESSION IN ORDER TO REVIEW AND MAKE DETERMINATIONS REGARDING THE MINUTES OF PREVIOUSLY HELD CLOSED SESSIONS. All attendees except library trustees and Library Director Hurwitz left the meeting.

RECONVENE OPEN SESSION

President Talaganis reconvened the open session at 9:55 p.m. She stated for the record that in the Closed Session the Board reviewed, and made determinations regarding, the minutes of eleven closed sessions as follows:

<u>Closed Session at</u>	<u>Reason for Closed Session</u>	<u>Determinations Made</u>
2/24/05 Regular Board Meeting	Possible Land Acquisition	Released for public review
3/24/05 Regular Board Meeting	Possible Land Acquisition	Released for public review
4/19/05 Special Board Meeting	Possible Land Acquisition	Released for public review
4/28/05 Regular Board Meeting	Possible Land Acquisition	Released for public review
8/25/06 Regular Board Meeting	Possible Land Acquisition	Released for public review
10/27/06 Regular Board Meeting	Possible Land Acquisition	Released for public review
11/17/06 Regular Board Meeting	Possible Land Acquisition	Released for public review
1/19/06 Regular Board Meeting	Possible Land Acquisition	Released for public review
1/19/06 Regular Board Meeting	Possible Litigation	Not released for public review.
2/23/06 Regular Board Meeting	Possible Land Acquisition	Approved and released for public review
2/23/06 Regular Board Meeting	Review of Previous Closed Sessions	Approved and released for public review

ADJOURNMENT.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE MARTEL, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 10:01 P.M.

/S/
Merritt R. Kotin
Secretary

Minutes approved by Library Board on 9/21/06