

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

Regular Board Meeting

August 23, 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 7:39 p.m. on August 23, 2007, in the Library's Board/Conference Room. She appointed Trustee Klatzco to serve as Secretary Pro Tempore.

ROLL CALL

Trustees Present: Talaganis, Alper, Beard, Klatzco, and Martel (who arrived at 8:10 p.m., during the *Library Director's Report*).

Trustees Absent: Fields and Gimbel (who were unable to get to the meeting because of the stormy weather and/or resulting damage).

Staff Present: *Library Director* Jack Hurwitz; *Head of Community Relations-Library Programs Coordinator* Julie Anne Nitz-Weiss; *Adult Services Librarian* Barbara Friedman; *Head of Youth and Teen Services* Sharon Levine; and *Youth and Teen Services Librarian* Caroline LaCour, the staff member who has primary responsibility for the library's services to teens.

Visitors Present: None.

CONSENT AGENDA

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

- Approve **Minutes** of the July 26, 2007 Regular Board meeting.
- Approve **Financial Report** for period ending 7/31/07.
- Approve **Disbursements** for the period 7/1/07 through 7/31/07 from the Bank of Lincolnwood NOW account. (There were no disbursements from the Bank of Lincolnwood Special LSTA Grant account during this period.)
- Receive **Reports of Standing Committees**.

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 all of the items therein, with the exception of department head and other staff reports, will be taken up elsewhere on the meeting agenda. He reported that some components of the statistical report for June 2007 (section "DD" of the packet) would be covered during these staff reports. Regarding those staff reports, the Board first turned to the written report from *Head of Adult Services-Assistant Library Director* Gail Inman, who is currently on medical leave recuperating from a surgical procedure. *Adult Services Librarian* Friedman and *Library Director* Hurwitz elaborated somewhat on, and responded to questions about, this report. The floor was then given to *Head of Community Relations-Library Programs Coordinator* Nitz-Weiss who presented the highlights of, and responded to questions about, her written quarterly report, most of which focused on the specifics of this year's summer reading program, including the proposed overnight "lock-in" for 6th to 8th grade Reading Program participants.

Library Director Hurwitz then introduced *Youth and Teen Services Librarian* LaCour, who distributed and verbally presented and elaborated upon, her written report covering the development of services, collections, and programs for teens during the past year. A lengthy discussion ensued. Several of the items covered in Ms. LaCour's report were considered in greater detail, including the teen component of the summer reading program and the proposed overnight "lock-in." Other staff in attendance as well as Ms. LaCour participated in this discussion. The Board praised and thanked Ms. LaCour for her many achievements since she joined the library

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staff in August 2006. All staff in attendance except Mr. Hurwitz and Ms. Nitz-Weiss left the meeting at 8:30 p.m., when the *Library Director's Report* ended.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

President Talaganis reported briefly on behalf of the *Friends*. The current status of the Friends' "Buy a Brick" campaign and the impending *Friends* membership drive were covered. Regarding the former, a dedication ceremony will be held in the library on Sunday, September 9.

CORRESPONDENCE AND COMMUNICATIONS

The Board briefly reviewed the items of correspondence that were contained in section "E" of the meeting packet. All of these items related to an invitation offering the opportunity for library to have an information table at an October 20 function being sponsored by the Lincolnwood District 74 Educational Foundation. (*Library Director* Hurwitz accepted this invitation.)

AUDIENCE TO VISITORS

There were no visitors in attendance.

UNFINISHED BUSINESS

Parking Lot Expansion Project. The following items were reported and considered:

- ***100% Completion Construction Documents.*** Library Director Hurwitz reported that, because of a communications breakdown between the architect and the consulting electrical engineer, these documents, together with the building permit application, were received by the library and forwarded to the Village Building Department on August 13 rather than on August 6 as originally scheduled.
- ***Artist's Rendering of Proposed New Parking Lot.*** Library Director Hurwitz informed the Board that the preliminary sketch created by *Bruce Bondy Studio* for the rendering of the proposed new parking lot had been received and will appear, along with a short article about the project, on the front page of Fall issue the *Gateway* newsletter, which was currently at the printer and will soon be delivered. He distributed printouts of the newsletter to the trustees.
- ***Bidding Phase Schedule.*** Trustee Martel and *Library Director* Hurwitz reported that they had worked out the following schedule with the architect for bidding phase of the project.
 - **Thursday, August 23-**BauerLatoza provides draft of Div. 1 Specifications (*Front Ends*) for library to review.
 - **Tuesday, August 28-**Comments re: *Front Ends* from library to BauerLatoza.
 - **Wednesday, August 29-**Sets of bid drawings and specifications manuals ("project documents") printed and delivered to library.
 - **Thursday, August 30-***Invitation to Bid* notice published in *Lincolnwood Review*; sets of project documents made available to contractors.
 - **Tuesday, September 11-**Pre-bid meeting for contractors at library (10:30 a.m.).
 - **Thursday, September 20-**Sealed bids due and bid opening at library (2:00 p.m.); at Board meeting that evening, bids reviewed and decision made as to contractor (or provisions developed and authorized by Board to make such determination by September 25).
 - **Tuesday, September 25-**Library issues *Notice to Proceed* to approved contractor.Two sets of the draft *Front Ends*—one for Trustee Martel and one for *Library Director* Hurwitz—were received earlier in the day as scheduled.
- ***Asbestos Abatement.*** Trustee Martel reported that before a demolition permit can be obtained the structures on the new property must be certified to be free of asbestos. This is beyond the scope of the contract with BauerLatoza and, therefore, something that the library must itself provide for. After brief discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BEARD, THE BOARD UNANIMOUSLY AUTHORIZED TRUSTEE MARTEL TO FIND AND ENGAGE ON THE LIBRARY'S BEHALF CERTIFIED ASBESTOS ABATEMENT SERVICE PROVIDERS TO RESPECTIVELY TEST FOR ASBESTOS AND REMOVE IT AS NEEDED.
- ***Use of House on New Property for Police and Fire Department Training Before Demolition.*** After brief discussion, and ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE MARTEL, THE BOARD UNANIMOUSLY AUTHORIZED PRESIDENT TALAGANIS TO ACT ON ITS BEHALF IN MAKING SPECIFIC ARRANGEMENTS WITH THE LINCOLNWOOD POLICE AND FIRE DEPARTMENTS FOR THEIR RESPECTIVE USES OF THE STRUCTURES ON THE 6817 N. KEYSTONE PROPERTY TO CONDUCT TRAINING EXERCIZES.
- ***Fundraising.*** President Talaganis referred the Board to the draft minutes of the August 16, 2007 *Development Committee* meeting, at which this issue was considered. (These minutes were included in the Board meeting packet as section "C.")

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Technical Services/Circulation Services Area Space Reconfiguration Project. Library Director Hurwitz reported that significant progress has been made on this project, although there were a few complications. Staff is back operating in the area, with four of the six work stations substantially set up. Some items had to be returned and reordered because they were the wrong color. Given that other items were backordered and the millwork items ordered through W. B. Olson required a longer lead time anyway—things we knew from the outset—the project’s projected completion date will probably not be significantly delayed.

Mr. Hurwitz also explained that the initial idea of using existing surplus shelving to (1) separate the Circulation Services and Technical Services areas from one another, and (2) provide additional storage capacity for both areas will not work. Although we thought they would be, the required components are simply not in offsite storage. The architect, Mike Molinaro, and the library’s shelving provider developed a new plan that offers a much more functional, aesthetically pleasing, and more permanent solution. An added benefit to this new solution is that it will also provide badly needed, secure storage capacity for the Head of Circulation Services, who is also the library’s Bookkeeping and Payroll Coordinator. Unfortunately, this new plan will require all new shelving and storage modules, at an additional cost of \$6,000. After reviewing and discussing the new plan, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY PRESIDENT TALAGANIS, AND WITH ALL FIVE TRUSTEES IN ATTENDANCE VOTING “YES” WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THIS ADDITIONAL EXPENDITURE OF \$6,000 FOR THE PROJECT.

Emergency Contact Information for Trustees. President Talaganis reminded those trustees who have not yet forwarded their emergency contact information to Library Director Hurwitz to do so as soon as they can.

Other. None.

NEW BUSINESS

Illinois Public Library Annual Report (IPLAR) for FY2006-2007. The Board briefly reviewed the IPLAR report as compiled by staff. ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, THE BOARD UNANIMOUSLY APPROVED THE ***ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR FY2006-2007*** 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.]

Request by Former Employee Salaeha Shariff to Rollover the Funds in her Library Retirement Account. After brief discussion, and ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE ALPER, THE BOARD VOTED TO APPROVE THE REQUEST FROM FORMER EMPLOYEE SALAEHA SHARIFF THAT ALL FUNDS IN HER LIBRARY RETIREMENT ACCOUNT BE DISTRIBUTED IN THE FORM OF A ROLLOVER TO ANOTHER RETIREMENT PLAN OR IRA, WITH ALL FIVE TRUSTEES IN ATTENDANCE VOTING “YES” WHEN THE ROLL WAS CALLED.

Library Presence at School District 74 Curriculum Nights. Library Director Hurwitz asked those trustees whose schedules enabled them to help staff the library’s information table at any of the remaining District 74 Curriculum Night’s (8/27, 9/5, 9/6, and 9/11) to let him know.

Authorization to Hold Overnight Program for Teens in Library. ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE BEARD, THE BOARD VOTED UNANIMOUSLY TO AUTHORIZE STAFF TO HOLD THE OVERNIGHT “LOCK-IN” PROGRAM FOR TEENS IN THE LIBRARY ON SATURDAY NIGHT, SEPTEMBER 15, AND SUNDAY MORNING, SEPTEMBER 16, AS DISCUSSED EARLIER DURING THE *LIBRARY DIRECTOR’S REPORT*.

Other. None.

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OTHER BUSINESS

Continuing Review of *Serving Our Public: Standard 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 (1) an even bigger and better Ethnic Fest, (2) a greatly expanded Summer Reading Program including the open house event that launched it, (3) several new programs for youth and families, and (4) expanded programming for teens.

BOARD ACTION CHART

There were no changes or additions.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were either confirmed or scheduled:

Special Board Meeting (Budget & Appropriation Hearing)	Thursday, September 20, 2007	7:15 p.m.
Regular Board Meeting	Thursday, September 20, 2007	7:30 p.m.

CLOSED SESSION

At 9:05 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 9:10 p.m. She stated for the record that in the Closed Session the Board reviewed, and made determinations regarding, the minutes of six closed sessions as follows:

<u>Closed Session at</u>	<u>Reason for Closed Session</u>	<u>Determinations Made</u>
1/19/06 Regular Board Meeting	Possible Litigation	Released for public review
11/16/06 Regular Board Meeting	Possible Land Acquisition	Not released for public review
1/25/07 Regular Board Meeting	Possible Land Acquisition	Not released for public review
3/22/07 Regular Board Meeting	Possible Land Acquisition	Approved but not released for public review
4/26/07 Regular Board Meeting	Possible Land Acquisition	Approved but not released for public review
4/26/07 Regular Board Meeting	Ongoing Litigation	Approved and released for public review

ADJOURNMENT.

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



Craig L. Klatzco
Secretary Pro Tempore

APPROVED ON 9/20/07
INCLUDED IN 9/07 BOARD PACKET