

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

**Regular Board Meeting**

February 22, 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 7:33 p.m. on February 22, 2007, in the Library's Board/Conference Room.

**ROLL CALL**

Trustees Present: Talaganis, Alper, Kotin, and Martel. Trustee Beard arrived at 7:37 p.m. (during the Library Director's Report), and Trustee Klatzco arrived at 8:44 p.m. (while the Schedule of Upcoming Board and Committee Meetings was being considered).

Trustees Absent: Fields.

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

Visitors Present: None.

**CONSENT AGENDA**

ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE MARTEL, AND WITH ALL FOUR TRUSTEES IN ATTENDANCE AT THE TIME VOTING "AYE" WHEN THE ROLL WAS CALLED, THE ITEMS ON THE CONSENT AGENDA WERE APPROVED AS FOLLOWS:

- Approve **Minutes** of January 25, 2007 Regular Board meeting.
- Approve **Financial Report** for period ending 1/31/07.
- Approve **Disbursements** for the period 1/3/07 through 2/1/07 from the Bank of Lincolnwood NOW account and for the period 1/1/07 through 1/31/07 from the Bank of Lincolnwood Special LSTA Grant Account.
- Receive **Reports of Committees.**

**LIBRARY DIRECTOR'S REPORT**

*Library Director Hurwitz* referred the Board to his own and the other reports included in section "D" of the Board meeting packet, briefly elaborating on the following items, many of which were to be taken up later on the agenda: the death of staff member Ira G. Ross and the memorial fund that has been established to honor his memory; the request from Mr. Ross's parents, the named beneficiaries on his library retirement fund account, to liquidate the account and receive a distribution; recent roof leaks; correspondence from NSLS regarding reciprocal borrowing; and the proposal for a space reorganization analysis and plan for the shared Technical Services/Circulation Services office and workroom area.

Trustee Kotin suggested that a news release be sent to the Lincolnwood Review highlighting important business that was conducted at Board meetings.

Mr. Hurwitz introduced and gave the floor to the two department heads whose quarterly reports were included in this month's meeting packets: *Head of Adult Services-Assistant Library Director Gail Inman; and Head of Community Relations-Programs Coordinator Julie Anne Nitz-Weiss.* Each provided a brief verbal presentation and then responded to questions from the Board.

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REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Talaganis reported that the Friends Board has scheduled a White Elephant Auction fundraiser for Saturday evening, April 21<sup>st</sup>. As in the past, this event will take place in the library. After brief discussion, and **ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE BEARD, THE BOARD VOTED UNANIMOUSLY TO AUTHORIZE USE OF THE LIBRARY FOR THIS EVENT.**

CORRESPONDENCE AND COMMUNICATIONS

President Talaganis referred the Board to the two items in section “E” of the packet. Discussion focused on a letter signed by both the NSLS Executive Director and the NSLS Board President stating that our practice (and that of two other NSLS member libraries) of charging reciprocal borrowers a rental fee for videos but waiving this fee for local card holders, was a violation of both state library and system requirements. After brief discussion, the Board decided to refer the issue to the *Library Services and Community Relations Committee* for further review.

AUDIENCE TO VISITORS

No visitors were in attendance.

UNFINISHED BUSINESS

**Parking Lot Expansion Project.** As indicated in *Library Director Hurwitz’s* written report, as well as in an email he sent to all trustees on February 19, the *Finance and Facilities Committee* will meet with Christa Lazarz, our *BauerLatoza Studio* project manager, on Thursday March 1 to review and discuss the 90% design development stage drawings for the proposed parking lot expansion. All trustees are invited and encouraged to participate in this session. Sets of the drawings will be delivered to the library before the end of the day on February 23. At the Board’s request, Mr. Hurwitz agreed to contact Ms. Lazarz to see if electronic versions of the drawings can also be obtained.

**Donor Recognition Wall.** *Library Director Hurwitz* reported that Trustee Klatzco, who had a commitment at School District 74 this evening, had contacted him, informed him that he had additional information to present regarding other possible vendors for the donor recognition wall, and requested that he relay to the Board his request that any action regarding the current proposal be tabled until a later date. President Talaganis reported that Trustee Fields, who was unable to attend tonight’s meeting, also requested that such action be delayed until she could also participate in the final determination. After much discussion, and **ON A MOTION BY PRESIDENT TALAGANIS AND SECONDED BY TRUSTEE MARTEL, THE BOARD VOTED TO TABLE ACTION ON THE CURRENT PROPOSAL FOR THE DONOR RECOGNITION WALL, WITH TRUSTEES ALPER AND BEARD VOTING “NAY,” AND PRESIDENT TALAGANIS AND TRUSTEES KOTIN AND MARTEL VOTING “AYE.”**

**April 17 Library Trustee Election.** As indicated in *Library Director Hurwitz’s* written report, three individuals filed to be candidates for the two slots on the Board that will be filled at this election: (1) Dany R. Fields, (2) Bertha F. Gimbel, and (3) Charlene Bartlett (Karachun). The names will appear in that order on the ballot. No objections were submitted to any candidate’s petitions or other documents.

**Other Unfinished Business.** None.

NEW BUSINESS

**Ira G. Ross and Ira G. Ross Memorial Fund.** As indicated in *Library Director Hurwitz’s* written report, Mr. Ross passed away on January 28. His parents have asked that all donations to honor Ira’s memory be directed to

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the library. So far, over \$700 has been contributed. Mr. Hurwitz is confident that Ira's name will immediately find a place on the donor recognition wall, at least at the *Gateway Givers* level, once the wall finally becomes a reality.

**Liquidation of Ira G. Ross's Retirement Fund Account and Distribution of Funds to His Beneficiaries.**

After brief discussion, and ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE KOTIN, AND WITH ALL FIVE TRUSTEES IN ATTENDANCE VOTING "AYE" WHEN THE ROLL WAS CALLED, THE BOARD AUTHORIZED THE LIQUIDATION OF IRA G. ROSS'S LIBRARY RETIREMENT FUND ACCOUNT AND THE DISTRIBUTION OF ASSETS TO HIS BENEFICIARIES.

**Proposal for Space Reorganization Analysis and Plan for Technical Services/Circulation Services**

**Office/Workroom Area.** After brief discussion, and ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE MARTEL, AND AS RECOMMENDED BY THE *FINANCE AND FACILITIES COMMITTEE*, , THE BOARD ACCEPTED A PROPOSAL FROM ARCHITECT MICHAEL MOLINARO TO PROVIDE A SPACE REORGANIZATION ANALYSIS AND PLAN FOR THIS OFFICE/WORKROOM AREA, AT AN ESTIMATED MAXIMUM COST OF \$6,570.00 (PLUS REIMBURSABLES), WITH ALL FIVE TRUSTEES IN ATTENDANCE VOTING "AYE" WHEN THE ROLL WAS CALLED.

**Other New Business.** None

**OTHER BUSINESS**

**Initiate Annual Review of *Serving Our Public: Standards for Illinois Public Libraries.*** President Talaganis initiated the 2007 review of *Serving Our Public* by leading a brief discussion of the *Introduction* and Chapters I (*Core Standards*) and II (*Governance & Administration*). Regarding Chapter I, *Library Director* Hurwitz pointed out that the library was in full compliance except as follows: an updated disaster recovery plan still needs to be completed (Core Standard 12); a new policy statement governing displays, exhibits, and postings in the library needs to be written (also Core Standard 12); the biennial review of our policy statement governing collection development and the selection of library resources is a bit overdue (also Core Standard 12); and clarification regarding the comparative advantages of offering a TTD connection vs. using a relay service to provide for the needs of hearing challenged patrons still must be obtained (Core Standard 20). It was agreed that the *Library Services and Community Relations Committee* would schedule a meeting to review the current policy statement governing collection development and selection.

Regarding Chapter II, it was agreed that the Board must decide whether or not to revisit the issue of conducting a user survey in the near future (Core Standard 29) and that some more attention needs to be directed toward new trustee orientations (Supplemental Standard 4) and continuing education for all trustees (Supplemental Standard 5).

The review of *Serving Our Public* will continue at the March Board meeting with Chapters III (*Personnel*), VIII (*Public Relations and Marketing*), and IX (*Facilities*).

**BOARD ACTION CHART**

The Board briefly reviewed and discussed the Action Chart. One new item had been added as follows: "Develop facility needs and improvements plan."

**SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS**

The following meetings were either scheduled or confirmed:

<i>Library Services &amp; Community Relations Committee</i>	Thursday	March	01, 2007	7:00 p.m.
<i>Finance &amp; Facilities Committee</i>	Thursday	March	01, 2007	7:30 p.m.

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*Development Committee*

Thursday    March    01, 2007    8:45 p.m.

Regular Board Meeting

Thursday    March    22, 2007    7:30 p.m.

(Trustee Klatzco arrived at the meeting while this agenda item was being addressed.)

CLOSED SESSION

At 8:48 p.m., and ON A MOTION BY TRUSTEE ALPER 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. All attendees except the library trustees and *Library Director Hurwitz* left the meeting.

RECONVENE OPEN SESSION

President Talaganis reconvened in open session at 9:57 p.m.

ADDITIONAL BOARD ACTION

ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE ALPER, THE BOARD UNANIMOUSLY RATIFIED THE FOLLOWING DECISIONS MADE IN CLOSED SESSION REGARDING YET-TO-BE RELEASED MINUTES OF PREVIOUSLY HELD CLOSED SESSIONS:

- **AT THE JANUARY 19, 2006 REGULAR BOARD MEETING** (REGARDING POSSIBLE LITIGATION) - ***NOT YET TO RELEASE FOR PUBLIC REVIEW;***
- **AT THE OCTOBER 11, 2006 SPECIAL BOARD MEETING** (TO CONDUCT INTERVIEWS WITH AND MAKE DETERMINATIONS REGARDING REPLACEMENT LIBRARY TRUSTEE APPLICANTS) - ***TO APPROVE THE MINUTES AND RELEASE THEM FOR PUBLIC REVIEW;***
- **AT THE NOVEMBER 16, 2006 REGULAR BOARD MEETING** (REGARDING POSSIBLE LAND ACQUISITION) - ***TO APPROVE THE MINUTES BUT NOT YET TO RELEASE THEM FOR PUBLIC REVIEW;***
- **AT THE JANUARY 25, 2007 REGULAR BOARD MEETING** (REGARDING POSSIBLE LAND ACQUISITION) - ***TO APPROVE THE MINUTES BUT NOT YET TO RELEASE THEM FOR PUBLIC REVIEW;*** AND
- **AT THE JANUARY 25, 2007 REGULAR BOARD MEETING** (REGARDING THE LIBRARY DIRECTOR'S PERFORMANCE EVALUATION) - ***TO APPROVE THE MINUTES AND RELEASE THEM FOR PUBLIC REVIEW.***

ADJOURNMENT.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE ALPER, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 8:59 P. M.

/S/

Merritt R. Kotin  
Secretary

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*Minutes approved by Library Board on 3/22/07.*