

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

**Regular Board Meeting**

January 25, 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 7:32 p.m. on January 25, 2007 in the Library's Board/Conference Room.

**ROLL CALL**

Trustees Present: Talaganis, Alper, Fields, Klatzco, Kotin, Martel, and Beard (who arrived at 7:40 p.m., during Library Director's Report.)

Trustees Absent: None

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

Visitors Present: Charlene Bartlett, Lincolnwood resident and possible Library Trustee candidate in the upcoming election.

**CONSENT AGENDA**

ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL TRUSTEES IN ATTENDANCE (TRUSTEE BEARD HAD NOT YET ARRIVED AT THE MEETING) VOTING "AYE." WHEN THE ROLL WAS CALLED, THE ITEMS ON THE CONSENT AGENDA WERE APPROVED AS FOLLOWS:

- Approve **Minutes** of November 16, 2006 Regular Board meeting as presented.
- Approve **Financial Reports** for periods ending 11/30/06 and 12/31/06 as presented
- Approve **Disbursements** for periods for periods 11/1/06 through 11/30/06 and 12/1/06 through 1/2/06 as presented, including disbursements from Bank of Lincolnwood Special LSTA Grant account from 11/1/006 through 12/31/06.
- 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 and the statistical reports for October 2006 and November 2006 included in the packets as sections DD and DDD respectively. He also elaborated on the item in his report concerning the upcoming NSLS legislative breakfast (Monday, February 19, from 8:30 a.m. to 10:30 a.m.), which he

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encouraged trustees to attend. In addition, he asked trustees who had not yet submitted brief biographical sketches for posting on the Library Board page of the library website to do so as soon as possible.

He next introduced the three department heads whose quarterly reports were included in this month's meeting packets: *Head of Youth and Teen Services* Sharon Levine; *Head of Technical Services* Shao-Chen Lin; and *Head of Circulation Services/Payroll and Accounting Coordinator* Vandana Sehgal. Each department head provided a brief verbal presentation and responded to questions from the Board. They then excused themselves from the meeting.

**REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE**

Trustee Talaganis reported on behalf of the *Friends*. Since her last report, at the November 16, 2006 Library Board meeting, the *Friends*: held a holiday get-together in December, including a brief business meeting at which it was decided to underwrite the purchase an AED (Automated External Defibrillator) for the library; hosted a holiday breakfast for library staff; held a successful book sale in the library (1/6 through 1/13); distributed \$5,466.56 to the library (\$1,775 for the AED and a \$3,691.56 payout, primarily from the Flora Morris Memorial Fund, for the purchase of furniture and shelving in the Youth Services picture book area); and initiated planning for a "white elephant" fundraising event.

**CORRESPONDENCE AND COMMUNICATIONS**

The Board briefly reviewed the correspondence included in section "E" of the meeting packets, with special focus on the sampling of notes from staff thanking the Board for the holiday gift cards that were given again this year.

**AUDIENCE TO VISITORS**

President Talaganis and the other trustees welcomed Ms. Bartlett to the meeting. Ms. Bartlett formally introduced herself and provided some background biographical information. She also asked some questions about the responsibilities of library trustees and the specific practices of our Board.

**UNFINISHED BUSINESS**

**Improvements to Property at 6817 N. Keystone.** Library Director Hurwitz and Trustee Martel provided some background information about the proposal that was received from, and the subsequent contract that was executed with, *BauerLatoza Studio*. After brief discussion, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL TRUSTEES VOTING "AYE" WHEN THE ROLL WAS CALLED, THE BOARD RATIFIED THE ACTION TAKEN BY ITS PARKING LOT PROJECT SUB-COMMITTEE TO ACCEPT THE PROPOSAL FROM, AND EXECUTE A CONTRACT WITH, *BAUERLATOZA STUDIO* OF CHICAGO TO PROVIDE THE DESIGN, COORDINATION, AND MANAGEMENT SERVICES REQUIRED TO MOVE THE PROJECT THROUGH THE DESIGN DEVELOPMENT PHASE, INCLUDING THE REZONING PROCESS.

**Library Trustee Terms of Office.** The Board again took up the issue of whether or not to adopt a Resolution that would reduce trustee terms from six to four years. After lengthy discussion, it was the clear sense of the Board that, on balance, this change would be beneficial and should be made, but not until after the upcoming trustee election in April 2007. The Board will adopt the necessary Resolution, wording for which Library Director Hurwitz will obtain from attorney Ritzman, after April 17, election day, and the transition to four year terms will begin with the 2009 trustee election.

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**Donor Recognition Wall.** The Board discussed the design and status of the proposed donor recognition wall, including an updated cost proposal that had recently been received from *The Creative Edge* company. It was decided that the Development Committee would schedule a meeting, with *Creative Edge* representatives in attendance, in order to obtain clarification about various aspects of the proposal, including project costs. Three possible meeting dates were proposed: Monday afternoon, January 29; Thursday morning, February 1; and Friday morning, February 2. It was agreed that Library Director Hurwitz would schedule the meeting after determining which day and time will work for the *Creative Edge* representatives.

**Other Unfinished Business.** None.

**NEW BUSINESS**

**Request for Authorization to Hold Staff Holiday Party in the Property at 6817 N. Keystone.** As Library Director Hurwitz indicated in his written report, staff would like to hold its annual holiday party in the house at 6817 N. Keystone. (The holiday party has traditionally been held in the early spring when the weather is better and it is easier to find a day that will allow for maximum staff attendance. The tentative date of this year's party is April 14.) After brief discussion, and ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE ALPER, THE BOARD UNANIMOUSLY AUTHORIZED USE OF THE HOUSE AT 6817 N. KEYSTONE FOR THIS YEAR'S STAFF HOLIDAY PARTY.

**Other New Business.** Trustee Beard suggested that the board meetings packets become "paperless" (i.e., be electronically distributed) sometime in the not-too-distant future. Library Director Hurwitz indicated that this goal is already on his agenda.

**OTHER BUSINESS**

None.

**BOARD ACTION CHART**

The Board briefly reviewed and discussed the Action Chart. There were no additions or deletions, although the status of two items had been updated for this month's meeting.

**SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS**

The following meeting was confirmed:

Regular Board Meeting	Thursday	February 22, 2007	7:30
p.m.			

(Note also the possibility of a Development Committee meeting as indicated above under Unfinished Business.)

**CLOSED SESSION**

At 9:17 p.m., and ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE ALPER, THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO CLOSED SESSION IN ORDER TO REVIEW AND DISCUSS TWO UNRELATED ITEMS: (1) POTENTIAL LAND

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ACQUISITION; AND (2) THE LIBRARY DIRECTOR'S PERFORMANCE EVALUATION. All attendees except library trustees and Library Director Hurwitz left the meeting.

RECONVENE OPEN SESSION

President Talaganis reconvened the open session at 9:30 p.m. Regarding the first item for which the Board had adjourned to closed session, she stated that no action is to be taken at this time, and, therefore, there is nothing to report. Regarding the Library Director's performance evaluation, she reported that it is very favorable again this year.

ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE BEARD, AND WITH ALL TRUSTEES VOTING "AYE" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE FOLLOWING RECOMMENDATION FROM THE *STAFFING & PERSONNEL COMMITTEE* REGARDING REMUNERATION FOR THE LIBRARY DIRECTOR: THAT, IN RECOGNITION OF LIBRARY DIRECTOR HURWITZ'S CONTINUING EXCELLENT STEWARDSHIP OF THE LIBRARY OVER THE PAST YEAR, A 5% MERIT INCREASE—RETROACTIVE TO DECEMBER 16, 2006, HIS EMPLOYMENT ANNIVERSARY DATE—BE AWARDED.

ADJOURNMENT.

ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE ALPER, THE MEETING ADJOURNED BY UNANIMOUS CONSENT AT 9:32 P. M.

/S/

Merritt R. Kotin  
Secretary

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Minutes approved by Library Board on 2/22/07