

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

Regular Board Meeting

March 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 7:36 p.m. on March 22, 2007, in the Library's Board/Conference Room.

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

ROLL CALL

Trustees Present: Talaganis, Alper, Beard, Field, Klatzco, and Martel.

Trustees Absent: Kotin.

Staff Present: *Library Director Jack Hurwitz; Head of Adult Services-Assistant Library Director Gail Inman; Head of Youth and Teen Services Sharon Levine; and Head of Community Relations-Library Programs Coordinator Julie Anne Nitz-Weiss (who arrived at 7:45 p.m., during the Library Director's Report).*

Visitors Present: Charlene Bartlett (Karachun), Lincolnwood resident and candidate for library trustee.

CONSENT AGENDA

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

- Approve **Minutes** of February 22, 2007 Regular Board meeting.
- Approve and Release **Minutes** of Closed Session at February 22, 2007 Regular Board Meeting.
- Approve **Destruction of Audio Recordings** of the Closed Sessions held at the following Board meetings: 4/19/05; 4/28/05; 6/23/05; and 8/25/05.
- Approve **Financial Report** for period ending 2/28/07.
- Approve **Disbursements** for the period 2/1/07 through 2/28/07 from the Bank of Lincolnwood NOW account and 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 sections "D" and "DD" of the Board meeting packet, briefly elaborating on the following items, many of which were to be taken up later on the agenda: notice that we will receive a 2007 per capita grant of \$15, 121.24; the parking lot expansion project; the proposed donor recognition wall; the 2007 summer reading program kick-off open house on Sunday, June 3; and HB (House Bill) 1727. He also shared with the Board background materials and information about proposals that were solicited and received regarding 48 month lease agreements for new photocopiers. The Board concurred with his decision to accept the proposal from our current service provider, Interact Business Products, which was the low bidder.

Mr. Hurwitz introduced and gave the floor to Head of Youth and Teen Services Sharon Levine, the department head whose quarterly report was included in this month's meeting packets. Ms. Levine provided a brief verbal presentation and then responded to questions from the Board. She then excused herself from the meeting. Head

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of Technical Services Shao-Chen Lin, who normally reports at the same meetings as Ms. Levine, only recently returned from a trip to Taiwan. She will report at the April Board meeting instead.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Talaganis reminded the Board about the upcoming Friends White Elephant Auction fundraiser to be held in the library on Saturday evening, April 21st.

CORRESPONDENCE AND COMMUNICATIONS

President Talaganis referred the Board to the items in section "E" of the packet, all of which related either to the filing of documents with the Village for the upcoming hearing before the Village Plan Commission/Zoning Board of Review for the proposed parking lot expansion, or to donations received for the Ira G. Ross Memorial Fund.

AUDIENCE TO VISITORS

There were no comments from the audience.

UNFINISHED BUSINESS

Parking Lot Expansion Project. Library Director Hurwitz reported. As indicated in the meeting packet, all the necessary applications, drawings, and other documents have been submitted to the Village Building Department, and the library's requests for the required rezoning amendments and certain land use variances will be considered by the Lincolnwood Planning Commission/Zoning Board of Appeals on April 11. The library must soon mail a notice of this hearing to 29 neighboring residences and businesses in accordance with a list provided by the Village. An open question is whether or not the Board wishes to host an information session prior to the hearing in order to present the project drawings to, and respond to questions from, these neighbors. If so, an invitation to this session can be included with the notice about the hearing. After discussion, and **ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE FIELDS, THE BOARD VOTED UNANIMOUSLY TO: (1) SCHEDULE THE AFOREMENTIONED INFORMATION SESSION FOR NEIGHBORS ON WEDNESDAY, APRIL 4, AT 6:30 P.M.; AND (2) PAY THE ADDITIONAL HOURLY RATE FOR THIS EXTRA MEETING TO INSURE THAT OUR PROJECT MANAGER FROM BAUER LATOZA STUDIO IS IN ATTENDANCE.** (It was agreed that this session would be considered a meeting of the Committee of the Whole.)

Donor Recognition Wall. Library Director Hurwitz reported. As indicated in the meeting packet, Head of Community Relations-Library Programs Coordinator Nitz-Weiss and Library Director Hurwitz met with Jeff Baum, the local representative from Partners in Recognition (PIR), on March 7, and reviewed and discussed our needs with him. We should receive a proposal, including a design and a cost quotation, from PIR by the end of the month.

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 nearly \$1,300 have been received for the Fund to date.

Other Unfinished Business. President Talaganis reported that the service recognition plaque that will be given to former trustee/Board President Silverman has arrived. The plaque will be presented to Ms. Silverman this summer when she is back in town and able to attend a Board meeting.

At the suggestion of President Talaganis, the Board agreed that it would be best to table further consideration of the proposed user survey at least until May, when new trustees assume office.

NEW BUSINESS

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Request for Authorization to Open Library on Sunday, June 3, 2007 for Summer Reading Program Kick-Off Open House. As indicated by Library Director Hurwitz in his written report, staff is planning to kick-off this year's Summer Reading Program on Sunday, June 3, with an open house event similar in scale and design to the annual EthnicFest. Because library policy stipulates that the library stays open on Sundays until Memorial Day Weekend only, special authorization is needed to open the library on June 3. After brief discussion, and ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE BEARD, UNANIMOUS AUTHORIZATION WAS GIVEN TO KEEP THE LIBRARY OPEN ON SUNDAYS THROUGH JUNE 3 THIS YEAR.

Illinois HB (House Bill) 1727—Mandatory Filters on All Public and School Library Computers. The Board and Library Director Hurwitz briefly discussed the implications and possible consequences of HB (House Bill) 1727, which would impose mandatory Internet filters on public and school library computers. This ill conceived and draconian legislation has made it out of committee and will probably be debated on the floor of the full Illinois House of Representatives in the near future. How best to mount a lobbying effort to defeat the proposed legislation was also discussed.

Other New Business.

Endorsement of Smoke Free Illinois Legislative Initiative. Library Director Hurwitz presented a letter from the regional office of the American Cancer Society asking the library board to "...endorse the efforts for a Smoke-Free Illinois to enact a 100% comprehensive statewide law to protect families and workers from secondhand smoke." After much discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE ALPER, THE BOARD VOTED TO ENDORSE THE SMOKE-FREE ILLINOIS LEGISLATIVE INITIATIVE, WITH FIVE TRUSTEES VOTING "YES" AND ONE TRUSTEE VOTING "NO." Trustee Martel, who voted "no," indicated that he did so because, as a matter of principle, he did not believe that the library should become involved in political activities beyond the scope of library services and related legislation; he is personally in favor of the Smoke-Free Illinois initiative.

OTHER BUSINESS

Annual Review of *Serving Our Public: Standards for Illinois Public Libraries.* President Talaganis and Library Director Hurwitz continued the 2007 review of *Serving Our Public* by leading a brief discussion of Chapters III (*Personnel*), VIII (*Public Relations & Marketing*), and IX (*Facilities*).

Regarding Chapter III, the following enhancements were cited: the salary schedule/staff grade level structure and compensation program that were developed for FY2005-06 and updated for the current year are still working quite well; staffing and staff hours were added in the Community Relations-Library Programs Department; and personnel changes/restructuring in the areas of network administration and maintenance/custodial services have proven to be extremely beneficial. The following items need to be worked on: a new or revised personnel policy manual; an updated disaster recovery plan; and a formal orientation program for new staff.

Regarding Chapter VIII, the following enhancements were cited: the Breaking the Ice Grant; an increasing number of better looking and more effective brochures, fliers, and other informational materials (thanks to the increased staffing in the Community Relations-Library Programs Department); expanded involvement with community organizations (Chamber of Commerce, Rotary, etc.); and the very positive public relations impact of the library's new front doors. The following projects still need to be completed and implemented: the proposed user survey, and selection and installation of the donor recognition wall.

Regarding Chapter IX, the following enhancements (or enhancements-in-process) were cited: the new front doors; the lighting enhancement project; the parking lot expansion project; the proposed redesign of the Technical Services/Circulation office-work areas; the ongoing carpet cleaning and maintenance program; and

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the new defibrillator. Still needed are the donor recognition wall, better interior signage, emergency training for staff, and the annual facilities walk-through.

The review of *Serving Our Public* will continue at the April Board meeting with Chapters IV (*Collection Management*) and V (*Reference, Reader's Advisory, and Bibliographic Instruction*).

BOARD ACTION CHART

The Board briefly reviewed and discussed the Action Chart. No new items were added for the month, and no existing items were completed

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were either scheduled or confirmed:

Committee of the Whole (Parking Lot Expansion Information Session for Library Neighbors)	Wednesday	April	04,	2007	6:30 p.m.
Library Services & Community Relations Committee p.m.	Thursday	April	05,	2007	7:00
Regular Board Meeting	Thursday	April	26,	2007	7:30 p.m.

CLOSED SESSION

At 8:53 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 CONSIDER POSSIBLE LAND ACQUISITION. All attendees except the library trustees and Library Director Hurwitz left the meeting.

RECONVENE OPEN SESSION

President Talaganis reconvened in the meeting in open session at 9:00 p.m.

ADJOURNMENT.

ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE ALPER, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 9:01 P. M.

/S/

Craig L. Klatzco
Secretary Pro Tempore

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Minutes approved by Library Board on 4/26/07.