

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

Regular Board Meeting

May 24, 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 7:42 p.m. on May 24, 2007, in the Library's Board/Conference Room.

APPOINTMENT OF SECRETARY *PRO TEMPORE*

President Talaganis appointed Trustee Fields to serve as Secretary *Pro Tempore*.

SWEARING IN NEWLY ELECTED TRUSTEES

President Talaganis administered the Oath of Office to Trustee Fields and to Bertha Gimbel, both of whom were elected on April 17, 2007 to full six-year terms on the Board.

ROLL CALL

Trustees Present: Talaganis, Alper, Beard, Fields, Gimbel, and Martel

Trustees Absent: Klatzco.

Staff Present: *Library Director* Jack Hurwitz and *Head of Community Relations-Library Programs Coordinator* Julie Anne Nitz-Weiss.

Visitors Present: Merritt and Maxine Kotin, .

PRESENTATION HONORING FORMER TRUSTEE KOTIN AND BRIEF MEETING ADJOURNMENT

On behalf of the Board, President Talaganis presented former trustee Kotin with a plaque acknowledging and thanking him for his years of service on the Board. Immediately thereafter (at 7:53 p.m.), President Talaganis adjourned the meeting for a brief break—including refreshments—in honor Mr. Kotin and the newly elected trustees

At 8:04 p.m., President Talaganis reconvened the meeting. Mr. and Mrs. Kotin left at that time.

CONSENT AGENDA

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

- Approve **Minutes** of April 26, 2007 Regular Board meeting.
- Approve **Financial Report** for period ending 4/30/07.
- Approve **Disbursements** for the period 4/4/07 through 4/30/07 from the Bank of Lincolnwood NOW account and for the period 4/1/07 through 4/30/07 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 sections "D" and "DD" of the Board meeting packet. In the interest of time, he did not elaborate upon items already covered in those reports and/or included elsewhere on the meeting agenda.

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

He introduced and gave the floor to Head of Community Relations-Library Programs Coordinator Julie Anne Nitz-Weiss, who provided a brief verbal presentation of her written quarterly report and also responded to questions from the Board. Both her presentation and questions from trustees focused heavily on the plans for this year's summer reading program and on the summer reading program launch event/open house that will be taking place in the library on June 3.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

President Talaganis reported for the Friends. The Friends' book sale will be held in the library from June 6 through June 16.

CORRESPONDENCE AND COMMUNICATIONS

President Talaganis referred the Board to the items in section "E" of the packet, which included a letter she wrote to Village President Turry commending Village staff for the assistance they provided the library with the parking lot expansion rezoning/variance request process.

AUDIENCE TO VISITORS

There were no visitors and, therefore, no comments from the audience.

UNFINISHED BUSINESS

Election Results and Related Information. President Talaganis referred the Board to the Cook County Election Department's "Official Certificate of Results for the April 17, 2007 Library Trustee Election," copies of which had been included in the meeting packet.

Parking Lot Expansion Project. After brief discussion, and ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE BEARD, AND WITH ALL TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AN AMENDMENT TO ITS CONTRACT WITH *BAUERLATOZA STUDIO*, THEREBY ACCEPTING *BAUERLATOZA'S* PROPOSAL TO PROVIDE ARCHTECTURAL SERVICES FOR THE REMAINING FIVE (5) PHASES OF THE LIBRARY PARKING EXPANSION PROJECT AT A FEE OF \$29,850.00.

Donor Recognition Wall. At the request of Library Director Hurwitz, Head of Community Relations-Library Programs Coordinator Nitz-Weiss, Trustee Beard, Development Committee Chairperson, this item was tabled pending the receipt of additional materials and information from *The Creative Edge Company*.

House Bill (HB) 1727—Internet Screening in Public Libraries Act. As indicated in Library Director Hurwitz's written report, there has been no significant movement on HB 1727 since it was approved by the Illinois House and moved into the Senate. Copies of letters regarding HB 1727 that Library Director sent to State Senator Ira Silverstein and Senate President Emil Jones, Jr. were included in the Correspondence section of the meeting packet.

Ira G. Ross and Ira G. Ross Memorial Fund. As indicated in Library Director Hurwitz's written report, donations totaling more than \$1,800 have now been received for the Fund.

Resolution (No. 2006/07-2) Reducing the Term of Library Trustees to Four Years. After brief discussion, and ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE BEARD, THE BOARD APPROVED RESOLUTION (NO. 2006/07-2) REDUCING THE TERM OF OFFICE OF LIBRARY TRUSTEES TO FOUR YEARS BY A VOTE OF FIVE (5) "YES" TO ONE (1) "NO," WITH TRUSTEE ALPER CASTING THE LATTER.

Other Unfinished Business. None.

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

NEW BUSINESS

Election of Board Officers for the Period May, 2007 through April, 2009. ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE ALPER, AND AS RECOMMENDED BY THE NOMINATING COMMITTEE, THE BOARD UNANIMOUSLY ELECTED THE FOLLOWING SLATE OF OFFICERS FOR THE PERIOD MAY, 2007 THROUGH APRIL, 2009: ***PRESIDENT — TRUSTEE TALAGANIS; VICE-PRESIDENT — TRUSTEE BEARD; SECRETARY — TRUSTEE FIELDS; AND TREASURER — TRUSTEE ALPER.***

Appointments to Standing Committees. President Talaganis made the following appointments to the Board's standing committees:

Development Committee:	Beard (Chair), Fields, and Klatzco.
Finance and Facilities Committee:	Alper (Chair), Klatzco, and Martel.
Library Services and Community Relations Committee:	Martel (Chair), Beard, and Gimbel.
Staffing and Personnel Committee:	Fields (Chair), Alper, Gimbel, and Beard.

In accordance with the Board's Bylaws, President Talaganis is an ex officio member of all standing committees.

Trustee Martel left the meeting at this point (8:40 p.m.) in the Agenda.

Revised Resolutions and Signatories for Library Bank Accounts and Related Actions. President Talaganis called the Board's attention to the section of Library Director Hurwitz's written report that provided background information about these actions.

ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES IN ATTENDANCE VOTING "YES" 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; DANY R. FIELDS, SECRETARY; KENDRA L. BEARD, VICE PRESIDENT; JACK D. HURWITZ, LIBRARY DIRECTOR; AND GAIL INMAN, ASSISTANT LIBRARY DIRECTOR.

ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE BEARD, AND WITH ALL TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD UNANIMOUSLY APPROVED REVISED AGREEMENTS FOR THE LIBRARY'S ***MONEY MARKET ACCOUNT*** AND ***PRIME ACCOUNT*** WITH ***ILLINOIS FUNDS***, WITH THE FOLLOWING INDIVIDUALS AUTHORIZED TO EXECUTE ELECTRONIC WITHDRAWALS AND TRANSFERS: GEORGIA A. TALAGANIS, PRESIDENT; SANFORD ALPER, TREASURER; DANY R. FIELDS, SECRETARY; KENDRA L. BEARD, VICE PRESIDENT; JACK D. HURWITZ, LIBRARY DIRECTOR; GAIL INMAN, ASSISTANT LIBRARY DIRECTOR, AND LORETTA ALEXANDER, OFFICE MANAGER.

ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD VOTED TO DISSOLVE THE LIBRARY'S ***BOND AND INTEREST ACCOUNT*** WITH ***ILLINOIS FUNDS***, AND TO TRANSFER ALL REMAINING ASSETS IN THAT ACCOUNT TO THE LIBRARY'S ***MONEY MARKET ACCOUNT*** WITH ***ILLINOIS FUNDS***.

Revised Resolutions and Other Actions Relating to the Library Retirement Fund. ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE BEARD, AND WITH ALL TRUSTEES IN

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

ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE RESOLUTIONS AND ALL OTHER ACTIONS REQUIRED TO REMOVE FORMER LIBRARY TRUSTEES SILVERMAN AND KOTIN AS TRUSTEES OF THE LIBRARY RETIREMENT FUND AND TO ADD LIBRARY TRUSTEES TALAGANIS (BOARD PRESIDENT) AND FIELDS (BOARD SECRETARY) AS RETIREMENT FUND TRUSTEES. (Trustee Alper, as Board Treasurer, and Mr. Hurwitz, as Library Director, remain as the two other Retirement Plan Trustees.)

Renewal of Contract with William E. Grigg for Accounting Services. After brief discussion, and ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD ACCEPTED WILLIAM F. GRIGG'S PROPOSED RENEWAL CONTRACT FOR ACCOUNTING SERVICES FOR THE PERIOD JULY 1, 2007 THROUGH JUNE 30, 2008, AND AUTHORIZED LIBRARY DIRECTOR HURWITZ TO EXECUTE THE CONTRACT. (There was no price increase for this period.)

Motion to Revise Section 4(B) of Statement of Policies Governing the Acceptance and Recognition of Gifts to the Library. ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE ALPER, AND AS RECOMMENDED BY THE DEVELOPMENT COMMITTEE, THE BOARD VOTED UNANIMOUSLY TO REVISE SECTION 4(B) OF THE LIBRARY'S STATEMENT OF *POLICIES GOVERNING THE ACCEPTANCE AND RECOGNITION OF GIFTS TO THE LIBRARY*, AS FOLLOWS:

B. **Annual Honor Roll of Givers:** Each year the Library shall produce an Honor Roll of Givers listing all those—individuals, families, organizations, and businesses—that made gifts to the Library during the previous calendar year totaling \$25.00 or more. This list shall be prominently displayed in the library until it is replaced by the subsequent year's list. ~~and removed to another public or semi-public location in the Library where it will be placed on long term display.~~ The annual *Honor Roll of Givers* will also be published in an issue of *The Gateway*, the Library's newsletter, which is distributed throughout the Village.

Other New Business. None.

OTHER BUSINESS

Trustee Fields raised the issue of what to do about donors (i.e., on the proposed donor recognition wall) who make donations to the Friends of the Library rather than directly to the library. (This was referred to the Development Committee for consideration.) Trustee Alper again commented on the need to replace the chairs in the Board-Conference Room with more comfortable ones. (It was agreed that this should be done and that the item should be added to the Board Action Chart.) Trustee Beard suggested that the Board consider obtaining laptop computers for trustees to use at Board meetings, with the board meeting packets to be pre-loaded on these computers each month. (This idea was briefly discussed but left unresolved.)

BOARD ACTION CHART

The Board briefly reviewed and discussed the Action Chart. As indicated above, it was agreed that replacement of the chairs in the Board-Conference Room would be added to the Chart.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were either scheduled or confirmed:

Finance & Facilities and Staffing & Personnel (Joint Meeting)*	Thursday	June 21, 2007	7:00 p.m.
Regular Board Meeting	Thursday	June 28, 2007	7:30 p.m.

* The proposed FY2007-2008 working budget and related items will be presented and reviewed at this joint committee meeting.

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

ADJOURNMENT.

ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE BEARD, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 9:13 P. M.

/S/

Dany R. Fields
Secretary

Minutes approved by Board on June 28, 2007