

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

Regular Board Meeting

October 26, 2006

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 7:31 p.m. on October 26, 2006, in the Library's Board/Conference Room.

ROLL CALL

Trustees Present: Talaganis, Beard, Klatzco, Kotin, and Martel.

Trustees Absent: Alper.

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

Visitors Present: Dany R. Fields, Lincolnwood resident and prospective appointee to the Library Board.

APPOINTMENT & SWEARING IN OF REPLACEMENT LIBRARY TRUSTEE

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE KOTIN, AND WITH ALL TRUSTEES PRESENT VOTING "AYE" WHEN THE ROLL WAS CALLED, DANY R.FIELDS WAS APPOINTED AS REPLACEMENT TRUSTEE TO FILL THE VACANY ON THE BOARD.

After administering the *Oath of Office* to Ms. Fields, President Talaganis temporarily suspended the agenda to enable the other trustees to share refreshments and informal conversation by way of celebrating Trustee Fields' appointment to the Board. (The Board did not adjourn to closed session during this break, and others at the meeting shared in the refreshments the conversation.)

President Talaganis called the meeting to order again at 7:48 p.m.

CONSENT AGENDA

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

- Approve **Minutes** of September 21, 2006 Special Board Meeting: Budget & Appropriation Hearing
- Approve **Minutes** of September 21, 2006 Regular Board Meeting
- Approve **Minutes** (Excluding Closed Session) of October 11, 2006 Special Board Meeting
- Approve **Financial Report** for period ending 9/30/06
- Approve **Disbursements** for period 9/1/06 through 9/30/06:
 - From Bank of Lincolnwood NOW account

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- From Bank of Lincolnwood Special LSTA Grant account
- Receive **Reports of Committees** (No Committee meetings or minutes this month.)

LIBRARY DIRECTOR'S REPORT

Library Director Hurwitz referred the Board to his own and Head of Circulation Services-Payroll & Accounting Coordinator Sehgal's written reports included in section "D" of the Board meeting packet. He noted that the two primary items in his report are action items that will be taken up later in the agenda. He also distributed copies of the compiled statistical reports for August, noting that the September statistics relating to the circulation of library materials are currently available and that Ms. Sehgal will review them as part of her presentation.

He then gave the floor to Ms. Sehgal, who, after briefly reviewing and responding to questions about the items in her written report, distributed the statistical sheets containing data about circulation activity through September. The report indicates that circulation appears to be on the upswing after two years of decline. Year-to-date figures for the first quarter of FY2006-07 reflect a 17% increase compared to the same period of FY2005-06. Usage of the following collections led the way: adult fiction books (+31.9%); large print books (+54.4%); audio books in CD format (Adult @ +117.7%, Youth @ +126.8%, and Teen & +163.6%); and DVDs (Adult @ +56.6% and Youth/Teen @ +59.1%).

The number of loans to reciprocal borrowers from Chicago is now running at slightly below 10% of total circulation. At the same point during FY2004-05 loans to Chicago cardholders comprised 16.5% of total circulation. Total circulation through the end of the first quarter of FY2006-07 is approximately equal to that experienced during the same period of FY2004-05. However, usage by Lincolnwood cardholders is running 12.8% higher this year than during the same period in 04-05. Even more telling, perhaps, is the fact that the number of loans to Lincolnwood cardholders during the first quarter of FY2006-07 is 7.4% higher than the comparable figures for FY2003-04, when **total circulation** was 6.4% higher through the first quarter than it was this year. Thus, usage of the collection by our target audience (Lincolnwood residents) is actually running significantly higher now than back then, even though total circulation is not.

After completing her presentation, Ms. Sehgal excused herself from the meeting.

REPORT FROM THE *FRIENDS OF THE LIBRARY* REPRESENTATIVE

President Talaganis reported briefly about the Friends' October Board meeting. There are no significant new developments.

CORRESPONDENCE AND COMMUNICATIONS

President Talaganis referred the Board to section "E" of the meeting packet, which contained three items of correspondence. She also reported that Dany Fields had sent a nice letter to the Board after she had been interviewed for the replacement trustee position.

AUDIENCE TO VISITORS

There were no visitors.

UNFINISHED BUSINESS

Improvements to Property at 6817 N. Keystone. Trustee Martel reported on the status of our efforts to have the property rezoned for library use, including information gleaned from a meeting with Village staff on October 17 in which President Talaganis, Trustee Klatzco, and Library Director Hurwitz also

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participated. Lengthy discussion ensued, which focused on how the library should proceed in drawing up plans to present to the Zoning Board and which firm(s) should be retained to assist with these plans.

Other Unfinished Business. None.

NEW BUSINESS

Tax Levy Ordinance. After brief discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE KOTIN, THE ***ORDINANCE PROVIDING FOR THE LEVYING OF TAXES FOR THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2006 AND ENDING JUNE 30, 2007 [ORDINANCE NO. 2006-07/3]***, TOTALING \$2,226,300.00, WAS APPROVED AND ADOPTED AS PRESENTED, WITH ALL TRUSTEES PRESENT VOTING “AYE” WHEN THE ROLL WAS CALLED. This levy is 4.996% higher than the total levy extension for FY2005-2006 and, therefore, did not require a Truth in Taxation (TITA) Hearing. (Although not appended to these minutes, a copy of this Ordinance is available for inspection upon request to the Library Administration Office.)

Schedule for 2007 Review of Serving Our Public: Standards for Illinois Public Libraries. After brief discussion, President Talaganis—with no objections from other trustees—decided to maintain the same timetable used during 2004, 2005, and 2006 for this review. The schedule will be as follows: **January Board Meeting—Preface through Chapter II; February Board Meeting—Chapters III and VIII; March Board Meeting—Chapter IX; June Board Meeting—Chapters IV and V; July Board Meeting—Chapter VI; and August Board Meeting—Chapters VII and X.**

Other New Business. None.

OTHER BUSINESS

Trustee Klatzco informed the Board that he has been in contact with the Lincolnwood Fire Department about obtaining an AED (Automated External Defibrillator), a piece of equipment that he believes the library, as a public facility, should have. He hopes that a grant will become available to help underwrite at least part of the cost of purchase.

Trustee Klatzco also brought to the Board’s and Library Director’s attention a Lincolnwood Public Library handout that he recently happened upon. In his opinion, this document is poorly written and contains some unclear and possibly inaccurate information. Library Director Hurwitz indicated that this was the first he had seen of the handout. After discussion, the Board directed Mr. Hurwitz to develop a structured process to insure that all library handouts and other informational pieces are carefully vetted for content, style, and appearance by the library’s Community Relations Department, something that Mr. Hurwitz believes can be accomplished now that this department has been given increased support staff hours.

Trustee Beard initiated a brief discussion regarding the need and desirability of establishing better relations with and obtaining enhanced access to School District 74 teachers. This issue will be taken up at the next meeting of the Library Services & Community Relations Committee.

President Talaganis distributed copies of three brief documents relating to the question of whether the Board should reduce the terms of office for library trustees from six to four years. She, herself,

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believes that doing so would benefit both the library and the community. She encouraged the other trustees to review and think about the documents and be prepared to discuss and take action on this issue in the near future.

President Talaganis also distributed copies of the "Library Board Members Code of Ethics," that was adopted by the Bradford County Library Board of Trustees in 2002. She believes that this one-page document articulates useful principles that can serve to guide the actions of all library trustees and boards.

BOARD ACTION CHART

The Board reviewed and discussed the items on the Action Chart. President Talaganis pointed out the need to add one item to the chart: the presentation of a plaque to former trustee and Board President Silverman recognizing her many years of service to the library and community.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were either scheduled or confirmed:

Finance & Facilities Committee/Staffing & Personnel

Committee Joint Meeting	Thursday	November 9, 2006	7:00 p.m.
Regular Board Meeting	Thursday	November 16, 2006	7:30 p.m.

ADJOURNMENT.

ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE FIELDS, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 9.29 P.M.

/S/
Merritt R. Kotin
Secretary

Minutes approved by Library Board on 11/16/06