

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

Regular Board Meeting

April 23, 2009

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 7:35 p.m., on April 23, 2009, in the library's Board/Conference Room.

ROLL CALL

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

Trustees Absent: None.

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

Visitors Present: Jim Berger, Lincolnwood resident and Library Trustee Candidate; and Tim Clark, Village of Lincolnwood Community Development Director.

President Talaganis welcomed both Mr. Berger (one of the two apparent winners of the April 7 library trustee election) and Mr. Clark to the meeting.

CONSENT AGENDA

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

- Approve **Minutes** of March 26, 2009 regular Board meeting as presented.
- Approve **Financial Report** for period ending 3/31/09 as presented.
- Approve **Disbursements** for period 3/1/09 through 3/31/09 as presented.
- Receive **Reports of Committees**. (Except for the Nominating Committee report, the presentation of which was to occur later in the meeting under "Unfinished Business.")

LINCOLN AVENUE STREETSCAPE PLAN: BRIEF PRESENTATION

President Talaganis gave the floor to Village Community Development Director Clark, who provided a brief verbal report about the current status of the Village's proposed Lincoln Avenue streetscape plan. Mr. Clark focused on those components of the plan that, in his view, might affect and be of interest to the library. At 7:58 p.m., after responding to questions, and inviting library trustees and staff to submit input to the Lincoln Avenue Streetscape Committee, which is scheduled to meet on May 19 at 8:00 a.m., Mr. Clark left the meeting.

LIBRARY DIRECTOR'S REPORT

Library Director Hurwitz indicated that the only item he had to add to his written report in section "D" of the meeting packet was a verbal report from head of Community Relations-Library Programs Coordinator Julie Anne Nitz-Weiss regarding another adult dinner-theater event to be scheduled in association with this year's summer reading program. Ms. Nitz-Weiss informed the Board that this event, which she would like to schedule for Saturday evening, August 8, will be similar to the very successful one that took place last summer. After brief discussion, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE BEARD, THE BOARD UNANIMOUSLY AUTHORIZED STAFF TO HOLD A DINNER-THEATER EVENT IN THE LIBRARY ON SATURDAY EVENING, AUGUST 8, 2009.

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The floor was then given to Head of Circulation Services-Payroll and Accounting Coordinator Vandana Sehgal who presented the highlights of, and responded to questions about, her quarterly report to the Board. (A written version of this report was included in section "D" of the meeting packet.) Mrs. Sehgal then left the meeting.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Talaganis reported on behalf of the Friends. The Friends' Board is contemplating a membership drive and mailing to be done separate from *The Gateway*, the library's newsletter. Also, the "Flora's Corner" memorial plaque is now ready and will soon be mounted in the Youth Services picture book area. Library Director Hurwitz added a reminder that the Friends' next book sale will be held in the library from June 20 through June 27.

CORRESPONDENCE AND COMMUNICATIONS

Trustee Talaganis called the Board's attention to the one item of correspondence in section "E" of the meeting packet: an advisory memorandum from library attorney Roger Ritzman reminding us (and other library district clients) that the current trustees whose replacements were elected on April 7 will remain in their positions until the newly elected ones are sworn into office. This can be no sooner than May 18, (i.e., "...the third Monday of the month next following the month of the election."). For our library it will be May 28, when the two newly elected trustees will be sworn in at the start of the next Board meeting.

AUDIENCE TO VISITORS

Mr. Berger, the only visitor, had no comments or questions.

UNFINISHED BUSINESS

Parking Lot Expansion Project: Spalling Curbs Issue and Payout Application Request form Frontier Construction. Library Director Hurwitz reported that, as indicated in his written report to the Board, the curb replacement work the library requested was completed on April 10 and was subsequently inspected and found to be properly done by the architect. Therefore, in consultation with President Talaganis, he decided that it was appropriate to immediately release to Frontier Construction, Inc. full payment for Payout Application #8, which was being held back pending resolution of curb spalling issue. After brief discussion, and ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD RATIFIED THE ACTION TAKEN BY THE LIBRARY DIRECTOR TO RELEASE PAYMENT FOR PAYOUT APPLICATION NO. 8, IN THE AMOUNT OF \$ 17,504.16, TO FRONTIER CONSTRUCTION, INC.

Teen -Youth Area Space Reconfiguration Project. Library Director Hurwitz reported. Architect Molinaro has completed the bid documents for Phase 1 of the project.

April 7, 2009 Library Trustee Election. Library Director Hurwitz reported that the presumptive winners of the election are James E. Berger with 34.29% and Charlene Bartlett with 29.24% of the vote. The next closest candidate received 28.38% of the vote. These results will remain unofficial however until the Cook County Election Department finishes counting write-in ballots, completes a canvass, and issues the Official Certificate of Results.

Letter of Engagement from McClure Inserra & Company for FY2008-2009 Library Audit. ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD VOTED TO ACCEPT AND EXECUTE THE LETTER OF ENGAGEMENT FROM MCCLURE INSERRA & COMPANY TO CONDUCT THE LIBRARY AUDIT FOR FY2008-2009 FOR THE ESTIMATED FEE OF \$8,600.

Nominating Committee Report and Recommendations. The Committee (President Talaganis and Trustees Alper and Gimbel), presented the following recommended slate of officers for the election that will take place at the May Board meeting: Trustee Beard, President; Trustee Fields, Vice President; Trustee Gimbel, Secretary; and Trustee Klatzco, Treasurer. Additional nominations may be made from the floor at the May meeting before the election takes place.

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Other Unfinished Business. The Board continued its discussion about the growing problem of parents using the library's parking lot, rather than District 74 itself, as the designated place to pick-up their children immediately after school. It also discussed the continuing issues of after-school crowds and behavior problems at the library, as well as the need for the school district and the Village to develop after-school activities for children. Library Director Hurwitz reported that he has made both the District 74 superintendent and the Lincolnwood police chief aware of the parking lot pick-up-place issue. President Talaganis indicated that she has spoken with Village trustees about both issues. President Talaganis was authorized to draft and submit on behalf of the Library Board formal letters to both the Village Board and the School Board describing the problems we are experiencing and requesting assistance in resolving or ameliorating them.

NEW BUSINESS

Contract for Accounting Services with William E. Grigg. After brief discussion, and ON A MOTION BY PRESIDENT TALAGANIS AND SECONDED BY TRUSTEE BEARD, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD ACCEPTED THE PROPOSAL FROM WILLIAM E. GRIGG TO CONTINUE PROVIDING ACCOUNTING SERVICES TO THE LIBRARY FOR THE PERIOD JULY 1, 2009 THROUGH JUNE 30, 2010.

Other New Business. None.

OTHER BUSINESS

Annual Review of Serving Our Public: Standards for Illinois Public Libraries. The 2009 review of *Serving Our Public* continued with a discussion of Chapter IX (*Facilities*). The following enhancements were cited: completion of the parking lot expansion project; development of a facility needs and improvements plan; installation of a building security and entry control system; new sinks, faucets, and high speed hand dryers in the two main public washrooms; installation of the donor recognition wall; a reconfiguration plan for the Youth and Teen Service areas; and CPR and defibrillator training for staff. Still pending is the interior signage project.

The review of *Serving Our Public* will continue in June with Chapters IV (*Collection Management*) and V (*Reference, Readers Advisory, and Bibliographic Instruction*).

BOARD ACTION CHART

The Board briefly reviewed and discussed the Action Chart. It was noted that the granite parking lot project dedication plaque has been installed. Trustee Klatzco requested that a new item be added to the chart: purchase of new and updated pediatric pads for the Library's AED.

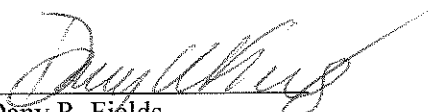
SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

After brief discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, THE BOARD VOTED UNANIMOUSLY TO DELAY THE START OF THE MAY 28, 2009 BOARD MEETING UNTIL 8:30 P.M. (This was done to make it possible for the Library Director, Head of Community Relations, and interested trustees to participate in an important Rotary Club fundraising event that same evening.)

No other meetings were scheduled.

ADJOURNMENT.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE ALPER, THE MEETING ADJOURNED BY UNANIMOUS CONSENT AT 8:47 P. M.


Dany R. Fields
Secretary

APPROVED ON 5/28/09
INCLUDED IN 5/09 BOARD PACKET