

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

Regular Board Meeting

March 26, 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 7:43 p.m., on March 26, 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; Head of Technical Services Shao-Chen Lin; Head of Youth and Teen Services Sharon Levine; Head of Circulation Services/Payroll-Accounting Coordinator Vandana Sehgal; and Circulation Assistant Stella Wisowaty.

Visitors Present: None.

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 February 26, 2009 regular Board meeting as presented.
- Approve **Financial Report** for period ending 2/28/09 as presented.
- Approve **Disbursements** for period 2/1/09 through 2/28/09 as presented.
- Receive **Reports of Committees**. (All trustees were in attendance at the Finance and Facilities Committee Meeting that preceded this Board meeting. Therefore, no verbal report of this meeting was necessary.)

LIBRARY DIRECTOR'S REPORT

Recognition of Staff Member Stella Wisowaty for Twenty Years of Service. On behalf of the Board and the staff, President Talaganis and Library Director Hurwitz congratulated and thanked Circulation Assistant Stella Wisowaty for her twenty years of exemplary service to the library. President Talaganis presented Mrs. Wisowaty with an inscribed clock to commemorate her achievement and the occasion.

Library Director Hurwitz indicated that he had nothing to add to his written report in section "D" of the meeting packet. The floor was then given, successively, to Head of Technical Services Lin and Head of Youth and Teen Services Levine, who presented the highlights of, and responded to questions about, their respective quarterly reports. (Written versions of these reports were included in section "D" of the meeting packet.) They, together with Mrs. Sehgal and Mrs. Wisowaty, then left the meeting.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Talaganis reported on behalf of the Friends. The Friends' Board has decided on a specific plaque to identify "Ms. Flora's Corner" in the Youth Services Department. Friends Board meetings have now been changed to the third Thursday evening of the month. They will be held in the library's Roehri Room.

CORRESPONDENCE AND COMMUNICATIONS

Trustee Talaganis called the Board's attention to the two items of correspondence in section "E" of the meeting packet. She also read a newly received letter from Lincolnwood resident April Vanderporten praising

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and thanking four staff members (Frank Lukes, Heather Blake, Brooke Roothaan, and Julie Anne Nitz-Weiss) for the thoughtful assistance they provided when she became ill during a recent visit to the library.

AUDIENCE TO VISITORS

There were no visitors at the meeting.

UNFINISHED BUSINESS

Parking Lot Expansion Project: Spalling Curbs Issue and Payout Application Request form Frontier Construction. As recommended by the Board's Finance and Facilities Committee, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE ALPER, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE FOLLOWING ACTIONS:

- **REGARDING THE CONCRETE CURBS**, TO REJECT THE PROPOSAL TO USE A LATEX CONCRETE REPAIR SYSTEM, AND TO DIRECT FRONTIER CONSTRUCTION, INC. TO REMOVE AND REPLACE THE CONCRETE CURBS IN AREAS WHERE SPALLING HAS OCCURRED, AS RECOMMENDED BY BAUERLATOZA STUDIO, THE PROJECT ARCHITECT
- **REGARDING PAYOUT APPLICATION NO. 8 FOR THE REQUESTED AMOUNT OF \$17,504.16**, TO FORWARD TO FRONTIER CONSTRUCTION PAYMENT FROM PROJECT RETAINAGE OF THE \$17,504.16 LESS THE AMOUNT THAT WILL BE NEEDED FOR THE LIBRARY ITSELF TO HAVE THE CONCRETE CURBS IN AREAS WHERE SPALLING HAS OCCURRED REMOVED AND REPLACED, SHOULD SUCH CONTINGENCY BECOME NECESSARY. (THIS AMOUNT IS IN ADDITION TO THE \$6,305.95 IN RETAINAGE BEING HELD BACK PENDING RESOLUTION OF OUTSTANDING LANDSCAPING ISSUES.)
- **REGARDING THE DETERMINATION OF THE AMOUNT THAT WILL BE NEEDED FOR THE LIBRARY ITSELF TO REMOVE AND REPLACE THE CONCRETE CURBS IN AREAS WHERE SPALLING HAS OCCURRED**, TO DIRECT THE LIBRARY DIRECTOR TO OBTAIN BIDS FOR SUCH WORK FROM THREE (3) CONCRETE CONTRACTORS.

Teen –Youth Area Space Reconfiguration Project. Library Director Hurwitz reported. Architect Molinaro has indicated he should be able to complete the bid documents for Phase 1 of the project within the next three or four weeks.

April 7, 2009 Library Trustee Election. No change in status.

Other Unfinished Business. None.

NEW BUSINESS

FY2008-09 Library Audit. After brief discussion, as recommended by the Finance and Facilities Committee, and ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD UNANIMOUSLY AGREED TO WAIVE THE PROVISION IN ITS BYLAWS STIPULATING THAT PROPOSALS FROM THREE AUDITING FIRMS BE SOLICITED AT LEAST EVERY FIFTH YEAR, AND TO AGAIN SOLICIT A PROPOSAL FROM *McCLURE INSERRA & COMPANY* ONLY THIS YEAR FOR THE FY2008-09 LIBRARY AUDIT.

Appointment of Nominating Committee. President Talaganis appointed a Nominating Committee to develop a proposed slate of Board officers for the upcoming two years as follows: Trustees Alper and Gimbel, and President Talaganis. The Nominating Committee will present its recommended slate at the April Board meeting. The election of officers will take place at the May Board meeting, after newly elected trustees have been seated.

Other New Business. The Board discussed the growing problem of parents using the library's parking lot, rather than District 74 itself, as the designated spot to pick-up their children immediately after school. They do this to avoid the traffic back-ups at District 74. Unfortunately, most of the parents who use the library lot for

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this, do not wait in a legitimate parking space, but instead insist on waiting in the fire lane or some other area that obstructs traffic flow and creates safety issues. The Board directed Library Director Hurwitz to speak with both the District 74 superintendent and the Lincolnwood police chief about this problem.

The Board was also informed that this year's American Library Association Annual Conference and Exhibition will be in Chicago this July.

OTHER BUSINESS

Annual Review of *Serving Our Public: Standards for Illinois Public Libraries*. President Talaganis and Library Director Hurwitz continued the 2009 review of *Serving Our Public* by leading a brief discussion of Chapters III (*Personnel*) and VIII (*Public Relations & Marketing*).

Regarding Chapter III, the following enhancements and needs were cited:

- The salary schedule/staff grade level structure and compensation program that were developed for FY2005-06 and updated each year thereafter continue to work quite well. (The salaries benchmarking study that yielded these improvements was updated last June.)
- Increased staffing in the Community Relations-Library Programs Department continues benefit the library.
- Personnel changes/restructuring in the areas of computer network administration and maintenance/custodial services have continued to be extremely beneficial.
- A "Performance Management and Measurement System" development project was initiated early this calendar year.
- Hours were added to an existing part-time position in Youth & Teen Services, and this slot was turned into a new position: Coordinator of Pre-School Services.
- Four staff members were sent to the Public Library Association Conference in March 2008
- Still needed are a new or revised personnel policy manual and a formal orientation program for new staff.

Regarding Chapter VIII, the following enhancements were cited:

- Continued expansion of our involvement and interaction with other community agencies and organizations (e.g., the Village, School District; Chamber of Commerce, and Rotary.) Our active participation in Chamber activities was instrumental in the library being awarded a \$5,000 grant from the A. D. Johnson Foundation.
- Another extremely successful Ethnic Fest took place last November
- Our Summer Reading Program and kick-off event continues to grow and improve each year.
- Successful public relations and marketing efforts relating to the parking lot expansion project.
- A redesigned and much improved library Website was unveiled early this fiscal year.
- The donor recognition wall became a reality last summer.

The review of *Serving Our Public* will continue in April with Chapter IX (*Facilities*).

BOARD ACTION CHART

The Board briefly reviewed and discussed the Action Chart. The parking lot project dedication plaque has been ordered and should be installed before the April Board meeting.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meeting was confirmed:

Regular Board Meeting	Thursday	April 23, 2009	7:30 p.m.
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ADJOURNMENT.

ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE FIELDS, THE MEETING ADJOURNED BY UNANIMOUS CONSENT AT 8:51 P. M.


Dany R. Fields
Secretary

APPROVED ON 4/23/09
INCLUDED IN 4/09 BOARD PACKET