

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

Regular Board Meeting

November 19, 2009

8:15 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 Beard at 8:20 p.m. on November 19, 2009, in the Library's Board/Conference Room.

ROLL CALL

Trustees Present: Beard, Bartlett, Fields, Martel, and Klatzco (who arrived at 8:25 p.m., during the Library Director's Report).

Trustees Absent: Berger and Gimbel.

Staff Present: *Library Director* Jack Hurwitz and *Head of Community Relations and Administrative Services/Co-Assistant Director* Julie Anne Nitz-Weiss.

Visitors Present: None.

CONSENT AGENDA

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

- Approve **Minutes** of the October 22, 2009 Regular Board meeting.
- Approve **Financial Report** for period ending 10/31/09.
- Approve **Disbursements** for the period 10/1/09 through 10/31/09 from the Republic Bank NOW and Special COSTCO Purchase accounts.
- Receive **Reports of Standing Committees**.

LIBRARY DIRECTOR'S REPORT

Library Director Hurwitz referred the Board to his own written report and the quarterly reports from *Head of Adult Services/Co-Assistant Director* Gail Inman and *Head of Community Relations and Administrative Services/Co-Assistant Director* Julie Anne Nitz-Weiss, which together comprise section "D" of the Board meeting packet. He indicated that all of the items covered in his report will be taken up elsewhere on the meeting agenda. He also relayed Ms. Inman's apology for not being able to attend the meeting to present and respond to questions about her report in person. (She was home ill.) The Board reviewed and briefly discussed Ms. Inman's report, which in part covered audio books. Trustee Martel requested that the library begin producing and making available to the public listings of new audio books that have been added to the collection. Ms. Nitz-Weiss briefly presented and responded to questions about her report. In closing, *Library Director* Hurwitz reported that *Head of Youth and Teen Services* Sharon Levine was doing well and planned to return from her medical leave on a part-time basis at the start of December.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Fields reported for the Friends. She reminded the Board that a Friends' book sale will be held in the library from December 5 through 12. She also reported that responses from the Friends' targeted membership renewal mailing that went out a few months ago are still being received.

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

CORRESPONDENCE AND COMMUNICATIONS

The Board took note of the item of correspondence that was included in section E of this month's meeting information packet. In addition, *Library Director* Hurwitz distributed copies of two additional items that were received too late to be included in the packet: (1) A note from *Head of Youth and Teen Services* Sharon Levine [a] thanking the Board and staff for their well wishes after her recent surgery, and [b] providing information about her impending return to work; and (2) a news article indicating that the library's law firm, Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd., has just celebrated its fiftieth anniversary.

AUDIENCE TO VISITORS

There were no visitors at the meeting.

UNFINISHED BUSINESS

Proposed Space Reconfiguration Plan for Library Administration Area. After discussion, and as recommended by the *Finance and Facilities Committee*, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, WITH ALL FIVE TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD VOTED UNANIMOUSLY TO AUTHORIZE: (1) PROCEEDING WITH THE PROJECT AS PROPOSED , WITH THE PROVISIO THAT COST QUOTATIONS FOR THE CONSTRUCTION WORK BE OBTAINED FROM A MINIMUM OF THREE CONTRACTORS AND REMAINING PROJECT COSTS DO NOT EXCEED \$22,000.00; AND (2) ENGAGING MICHAEL MOLINARO TO SERVE AS THE ARCHITECT FOR THIS BID DOCUMENT, IMPLEMENTATION, AND OVERSIGHT PHASE OF THE PROJECT.

After discussion, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, THE BOARD UNANIMOUSLY DELEGATED AUTHORITY FOR MAKING DECISIONS ABOUT THE PROJECT DURING THE PERIOD BETWEEN THE NOVEMBER 2009 AND JANUARY 2010 BOARD MEETINGS, INCLUDING AND ESPECIALLY REVIEW AND ACCEPTANCE OF CONTRACTORS' PROPOSALS, TO THE *FINANCE AND FACILITIES COMMITTEE*. (It was the sense of the Board that, at the discretion of Committee Chair Klatzco, such decisions can be made using e-mail votes.)

Status of Trustee Gimbel. *Library Director* Hurwitz informed the Board that two weeks ago Ms. Nitz-Weiss and he dropped off the meeting packets that had accumulated in Trustee Gimbel's library mail box over the past several months. They also spent some time visiting with her. Yesterday Mr. Hurwitz dropped off the current month's meeting packet and again visited with Trustee Gimbel. She is improving and hopes to be able to leave Lincolnwood Place and resume many of her activities, including her role as a trustee, sometime early next year.

Other. None.

NEW BUSINESS

Tax Levy Ordinance. After brief discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, AND AS RECOMMENDED NY THE *FINANCE AND FACILITIES COMMITTEE*, THE ***ORDINANCE PROVIDING FOR THE LEVYING OF TAXES FOR THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2009 AND ENDING JUNE 30, 2010 [ORDINANCE NO. 2009-10/4]***, TOTALING \$2,485,140.00, WAS APPROVED AND ADOPTED AS PRESENTED, WITH ALL FIVE TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED. This levy is 1.93% higher than the total levy extension for FY2008-2009 and, therefore, did not require a Truth in Taxation (TITA) hearing. (Although not appended to these minutes, a copy of this Ordinance is posted in the library as well as available for inspection upon request to the Library Administration Office.)

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

Fund Transfer. As recommended by the *Finance and Facilities Committee*, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, THE BOARD APPROVED, AND DIRECTED THE LIBRARY DIRECTOR TO EFFECT, A TRANSFER OF \$50,000.00 FROM THE LIBRARY FUND TO THE SPECIAL RESERVE FUND, WITH ALL FIVE TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED.

Holiday Gift Cards. As recommended by the *Finance and Facilities Committee*, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL FIVE TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED, THE BOARD VOTED TO APPROVE AWARDING STAFF GIFT CARDS AGAIN THIS HOLIDAY SEASON AS FOLLOWS: LIBRARY DIRECTOR—\$500; CO-ASSISTANT DIRECTORS—\$250 EACH; ALL OTHER MEMBERS OF THE STAFF MANAGEMENT TEAM—\$150 EACH; ALL OTHER FULL-TIME STAFF—\$100 EACH; AND ALL PART-TIME STAFF—\$50.00 EACH. (The total cost for these cards will be \$3,550, plus a possible bank processing fee. Three \$50 gift cards will also be given: two to volunteers and one to the individual who has for years handled the library’s graphic design service needs.)

Annual Allocation for Staff Holiday Party. As recommended by the *Finance and Facilities Committee*, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE MARTEL, AND WITH ALL FIVE TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AN ALLOCATION OF \$1,200.00 FOR THIS YEAR’S STAFF HOLIDAY DINNER PARTY. (The same amount was allocated in FY2008-09.)

Process and Timetable for Library Director’s Performance Evaluation. The following timetable was formally agreed upon:

- **Thursday, December 23, 2009**—Date by which evaluation forms and Mr. Hurwitz’s statement of his accomplishments and the evaluation form will be distributed to trustees.
- **Friday, January 15, 2010**—Date by which completed evaluation forms from trustees will be due back to *Staffing & Personnel Committee* Chair Fields.
- **Thursday, January 28, 2010 at 7:00 p.m.**—Next *Staffing & Personnel Committee* meeting. Library Director’s evaluation will be conducted in closed session. (The Committee meeting will precede that night’s Board meeting.)
- **Thursday, January 28, 2010 Board Meeting (7:30 p.m.)**—Results of the evaluation and related recommendations from the *Staffing & Personnel Committee* will be presented to the Board and discussed in closed session, with action to be taken in open session.

Other. None.

OTHER BUSINESS

None.

BOARD ACTION CHART

The Board briefly reviewed and discussed the action chart. There were no changes.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

Motion to Cancel December 2009 Regular Board Meeting. ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, THE BOARD VOTED UNANIMOUSLY TO CANCEL ITS DECEMBER 2009 REGULAR MEETING.

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

The following meetings were either confirmed or scheduled:

Library Services & Community Relations Committee	Tuesday, January 24, 2010	7:00 p.m.
Finance & Facilities Committee	Thursday, January 28, 2010	7:00 p.m.
Regular Board Meeting	Thursday, January 28, 2010	7:30 p.m.

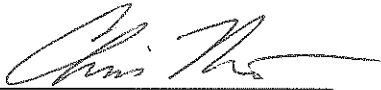
CLOSED SESSION

At 9:17 p.m., ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO CLOSED SESSION IN ORDER TO DISCUSS POSSIBLE LAND ACQUISITION.

President Beard reconvened the meeting in open session at 9:45 p.m.

ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 9:45 P.M.



Christopher M. Martel
Secretary

APPROVED ON 1/28/10
INCLUDED IN 1/10 BOARD PACKET