

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

Regular Board Meeting

October 23, 2008

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 7:40 p.m. on October 23, 2008, in the Library's Board/Conference Room. President Talaganis appointed Trustee Gimbel to serve as Secretary Pro Tempore for the meeting.

ROLL CALL

Trustees Present: Talaganis, Beard, Gimbel, Martel, and Klatzco (who arrived at 8:00 p.m., immediately after the Report from the Friends of the Library Representative).

Trustees Absent: Alper and Fields.

Staff Present: *Library Director* Jack Hurwitz; *Head of Adult Services-Assistant Director* Gail Inman, and *Head of Community Relations-Library Programs Coordinator* Julie Anne Nitz-Weiss.

Visitors Present: None.

CONSENT AGENDA

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

- Approve **Minutes** of the September 18, 2008 Special Board Meeting (the Budget and Appropriation Hearing).
- Approve **Minutes** of the September 18, 2008 Regular Board meeting.
- Approve **Financial Report** for period ending 9/30/08.
- Approve **Disbursements** for the period 8/1/08 through 9/30/08 from the Bank of Lincolnwood 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 report from *Head of Circulation Services-Payroll and Accounting Coordinator* Vandana Sehgal, 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 Mrs. Sehgal's apology for not being able to attend the meeting to present and respond to questions about her report in person. (A family commitment interceded.) The Board reviewed and briefly discussed Ms. Sehgal's report. *Library Director* Hurwitz then asked *Head of Community Relations-Library Programs Coordinator* Nitz-Weiss to provide a brief report about the library's upcoming Ethnic Fest on November 2.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

President Talaganis reported that the *Friends'* Board has changed its regular meeting day to the third Thursday of each month. The *Friends'* Board has also decided to distribute another membership renewal insert in the next issue of the library newsletter.

CORRESPONDENCE AND COMMUNICATIONS

President Talaganis referred the Board to section E of the meeting packet and the two items of correspondence contained therein: notes from both *Head of Adult Services-Assistant Director* Inman and *Head of Community Relations-Library Programs Coordinator* Nitz-Weiss thanking the Board for the gifts they received in recognition of their respective twenty year anniversaries with the library.

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AUDIENCE TO VISITORS

There were no visitors at the meeting.

UNFINISHED BUSINESS

Purchase/Installation of New Sink-Countertop-Faucet Unit in Main Public Washrooms. As unanimously recommended by the *Finance and Facilities Committee* at its October 15, 2008 meeting, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL FIVE TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED INCREASING TO \$10,500 THE LIMIT THAT WAS PREVIOUSLY SET (AT \$7,500) FOR THE PURCHASE AND INSTALLATION OF NEW SINK, FAUCET, AND COUNTERTOP UNITS IN THE LIBRARY'S MAIN PUBLIC WASHROOMS.

Parking Lot Expansion Project. Library Director Hurwitz reported that, since the September Board meeting, the landscaping contractor both re-graded and replanted the parking lot rain gardens and replaced the dead trees. The rain garden work was done on an extremely rainy day, however, and the new trees were planted a bit late in the year. With winter approaching, there is no way to tell until next spring whether or not the new plantings will "take." In addition, we have yet to receive anything in writing from the landscaping sub-contractor confirming the extension its warranty period from one to two years. Most other items on the project punch list have been completed. Mr. Hurwitz also reported that he received and has started to process two payout requests from the general contractor, *Frontier Construction*. These requests, both of which have been approved by the architect, total \$108,899.58. This will leave a "balance to finish" of \$24,922.11, half the construction contract "retainage" amount.

After discussion, 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 APPROVED PAYMENT TO *FRONTIER CONSTRUCTION, INC.* OF \$78,681.42 (FOR PAYOUT REQUEST NO. 6) AND \$30,218.16 (FOR PAYOUT REQUEST NO. 7).

Given the open questions regarding the quality of the landscaping work and durability of the plantings, Mr. Hurwitz was directed to make no further payments to *Frontier Construction* without the full Board's specific approval.

Other: Library Trustee Election. *Library Director* Hurwitz reported that he is in the process of putting together information packets for those who wish to run (or consider running) for the two positions on the Library Board that will be filled at April 7, 2009 election. The filing period for interested candidates is January 19-26, 2009. As soon as the candidate information packets can be completed and made available, a press release will be sent to the newspaper. Information will also be posted in the library and on the library website. An article will also appear in the next library newsletter.

NEW BUSINESS

Accept and Approve Library Audit for FY2007-08. As recommended by the *Finance and Facilities Committee* at its October 15, 2008 meeting, and ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE MARTEL, THE BOARD APPROVED THE FY2007-2008 AUDIT AS PRESENTED, WITH ALL FIVE TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED. (Although not appended to these minutes, a copy of the Audit is available for inspection in the library upon request to the *Adult Services Desk* or the *Library Administration Office*.)

Approve Resolution Regarding Estimate of Funds Needed from FY2008-2009 Tax Levy. As recommended by the *Finance and Facilities Committee* at its October 15, 2008 meeting, 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 AND ADOPTED ***RESOLUTION [NO. 2008/09—2] TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR THE 2008-2009 FISCAL YEAR FROM THE TAX LEVY*** IN THE AMOUNT OF \$2,448,400.00. Because this figure is only 4.6% higher than the library's total extended tax levy for 2007, a Truth in Taxation (TITA) hearing is not

