

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

Regular Board Meeting

September 18, 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 7:30 p.m. on September 18, 2008, in the Library's Board/Conference Room.

ROLL CALL

Trustees Present: Talaganis, Alper, Beard, Fields, Gimbel, Martel, and Klatzco (who arrived at 7:45 p.m., during the Library Director's Report).

Trustees Absent: None.

Staff Present: *Library Director* Jack Hurwitz; *Head of Youth-Teen Services* Sharon Levine, *Head of Technical Services* Shao-Chen Lin; *Head of Adult Services-Assistant Director* Gail Inman, and *Head of Community Relations-Library Programs Coordinator* Julie Anne Nitz-Weiss.

Visitors Present: None.

ADDITIONS TO AGENDA

At the Library Director's request, the following items were added to the agenda: (1) Requests for distributions from the retirement plan accounts of two former employees, to be added to the agenda under "New Business;" and (2) a closed session for the Board to continue its discussion about possible land acquisition, to be added to the agenda immediately before adjournment.

CONSENT AGENDA

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE BEARD, AND WITH ALL SIX 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 August 28, 2008 Regular Board meeting.
- Approve **Financial Report** for period ending 8/31/08.
- Approve **Disbursements** for the period 8/1/08 through 8/31/08 from the Bank of Lincolnwood NOW and Special COSTCO Purchase accounts.
- Receive **Reports of Standing Committees**. (There were none this month.)

LIBRARY DIRECTOR'S REPORT

Library Director Hurwitz referred the Board to his own and the other reports contained in section "D" of the Board meeting packet, indicating that all of the items therein, with the exception of department head reports, will be taken up elsewhere on the meeting agenda. He also reported that the library's redesigned Website was launched on September 15 as scheduled, and that staff will provide a brief demonstration of the Site immediately after the department head reports. The floor was then given to Head of Youth and Teen Services Sharon Levine and Head of Technical Services Shao-Chen Lin, who presented the highlights of, and responded to questions about, their respective written quarterly reports. A brief presentation of the library's newly redesigned Website was then provided. (Trustee Klatzco arrived at the meeting at the start of this presentation.) Ms. Levine and Ms. Lin then left the meeting.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustees Gimbel and Fields, and President Talaganis, jointly reported. The Friends White Elephant fundraising event will be held in the library this Saturday evening (September 20); the Friends' membership renewal campaign kicked off in September; and donations to the Friends in memory of Marcia Weinstein totaled \$815. This money will be used to purchase non-fiction audio-visual materials for the library collection.

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CORRESPONDENCE AND COMMUNICATIONS

President Talaganis referred the Board to section E of the meeting packet and the item of correspondence contained therein: an invitation from the Village to the September 25 reception/preview of the traveling exhibit "Abraham Lincoln: Self Made in American." The traveling exhibit, which was funded by a grant, was arranged by the Village's Parks and Recreation Department as part of the community's year-long celebration of the upcoming bicentennial of Lincoln's birth.

AUDIENCE TO VISITORS

There were no visitors at the meeting.

UNFINISHED BUSINESS

**Parking Lot Expansion Project.** Library Director Hurwitz reported that: (1) the fencing along the east and north sides of the new parking has been completed; and (2) the contractor has not yet been able to provide a schedule for completion of landscaping items that appear on the project punch list.

**Other.** None.

NEW BUSINESS

**Approve Budget and Appropriation Ordinance.** ON A MOTION BY TRUSTEE ALPER, AND SECONDED BY TRUSTEE BEARD, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED ***ORDINANCE [NO. 2008-09/2] PROVIDING FOR THE BUDGET AND APPROPRIATIONS OF THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2008 AND ENDING JUNE 30, 2009, IN THE AMOUNT OF \$3,367,719.00.*** (Although not appended to these minutes, a copy of this Ordinance is available for public inspection in the library.)

**FY2009 Per Capita Grant Application.** Library Director Hurwitz reminded the Board that the FY2009 Per Capita Grant application stipulates that "...each member of the library board must review the Ethics Act (i.e., the Illinois *State Officials and Employees Ethics Act*). Copies of this statute [5 ILCS 430] were distributed to individual trustees either at, or shortly after, the August Board meeting. Mr. Hurwitz also reported that, to comply with a requirement of the Ethics Act, the Board had, in May 2004, approved and adopted *An Ordinance Regulating Political Activities and the Solicitation and Acceptance of Gifts by Officers and Employees of the Lincolnwood Public Library District*. He distributed copies of this Ordinance to all trustees, and using it as a guide, he reviewed the key provisions of the Act with the Board, highlighting those items that he felt were most relevant to library districts of our size. After this review, and

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE BEARD, THE BOARD UNANIMOUSLY APPROVED THE LIBRARY'S FY2009 PER CAPITA GRANT APPLICATION AS PRESENTED, AND IT DIRECTED THE LIBRARY DIRECTOR TO SUBMIT IT TO THE *ILLINOIS STATE LIBRARY* BEFORE THE OCTOBER 15, 2008 DEADLINE.

**Digitization of Library's Lincolnwood Historical Collection through the NSLS Digital Past Program: Agreement with the North Suburban Library System.** After brief discussion, and ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE BEARD, THE BOARD UNANIMOUSLY APPROVED THIS AGREEMENT AND AUTHORIZED THE BOARD PRESIDENT AND SECRETARY TO SIGN IT.

**Other.** Requests for distributions from the retirement plan accounts of two former employees were considered at this point in the agenda.

After brief discussion, and ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE FIELDS, THE BOARD UNANIMOUSLY APPROVED **RESOLUTION (NO. 2008/09—1) AUTHORIZING DISTRIBUTION OF FUNDS FROM THE RETIREMENT ACCOUNT OF FORMER AND RECENTLY DECEASED EMPLOYEE CYNTHIA A. JOSEPHS.**

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After brief discussion, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE ALPER, THE BOARD UNANIMOUSLY APPROVED THE REQUEST FROM FORMER EMPLOYEE SUSAN SCHEIDT FOR A DISTRIBUTION FROM HER RETIREMENT PLAN ACCOUNT.

Ms. Joseph's account resides with the Lincoln Financial Group, the library's former retirement plan carrier. The distribution was requested by her heirs. Ms. Scheidt's account resides with Schwab, the library's current retirement plan carrier.

OTHER BUSINESS

**DVD Loan Fees.** Trustee Martel initiated a discussion about the DVD loan fee policy that the Board implemented in July. He indicated that he is in favor of removing the fees on DVDs immediately rather than waiting for the six-month reevaluation to which the Board committed itself at the time it approved the policy change. Lengthy discussion ensued, after which, ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY PRESIDENT TALAGANIS, THE BOARD APPROVED RESCINDING THE LOAN FEE FOR DVDs IN THE YOUTH-TEEN COLLECTION EFFECTIVE OCTOBER 1, 2008, BY A VOTE OF FOUR "YES" (FIELDS, GIMBEL, MARTEL, & TALAGANIS), TWO "NO" (ALPER & KLATZCO), AND ONE "ABSTENTION" (BEARD). (No action was taken regarding the loan fee for DVDs in the adult collection.)

BOARD ACTION CHART

Library Director Hurwitz pointed out that the current chart reflects the new item that the Board decided to add at its August meeting, i.e., a dedication plaque for the parking lot expansion project. No additional changes were made.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were either confirmed or scheduled:

Finance & Facilities Committee Meeting	Wednesday, October 15, 2008*	7:00 p.m.
Regular Board Meeting	Thursday, October 23, 2008	7:30 p.m.

\* At the meeting, it was agreed that the Committee meeting would be held on either October 1 or October 15 depending on which of these days the auditor is available and able to present the FY2007-08 audit.

CLOSED SESSION

At 9:05 p.m., ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE GIMBEL, THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO CLOSED SESSION IN ORDER TO CONTINUE ITS DISCUSSION ABOUT POSSIBLE LAND ACQUISITION. All attendees except library trustees and Library Director Hurwitz left the meeting.

RECONVENE OPEN SESSION

President Talaganis reconvened the open session at 9:13 p.m.

ADJOURNMENT.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE MARTEL, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 9:13 P.M.



Dany R. Fields  
Secretary

