

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

Regular Board Meeting

April 15, 2010

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 Vice President Fields at 7:34 p.m., on April 15, 2010, in the library's Board/Conference Room.

ROLL CALL

Trustees Present: Fields, Gimbel, Klatzco, Martel, and Bartlett (who arrived at 7:40 p.m., immediately after the consent agenda was approved).

Trustees Absent: Beard and Berger.

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

Visitors Present: None.

CONSENT AGENDA

ON A MOTION BY TRUSTEE GIMBEL 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 March 18, 2010 regular Board meeting as presented.
- Approve **Financial Report** for period ending 3/31/10 as presented
- Approve **Disbursements** for period 3/1/10 through 3/31/10 as presented.
- Receive **Reports of Committees**.

LIBRARY DIRECTOR'S REPORT

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 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 Gimbel reported on behalf of the Friends Board of Directors. The Friends Board has approved another distribution (\$8,800.00) to the library. This donation is to be used to underwrite several of the items included on the "wish list" that the Friends requested from Library Director Hurwitz last summer. Friends President Rita Eng will soon submit a letter to Mr. Hurwitz providing the details about this bequest.

CORRESPONDENCE AND COMMUNICATIONS

The Board briefly reviewed the three items of correspondence included in section "E" of the meeting information packet: (1) a card from staff member Becky Farnes thanking the Board for the recognition ceremony that took place and gift card she was given at the March Board meeting to honor her for her twenty years of service to the library; (2) a letter from Lincolnwood resident John J. Ress proposing that the current four-hour per day limit on residents' use of the library's public computers be increased; and (3) Library Director Hurwitz's letter of response to Mr. Ress. (The substance of Mr. Ress's proposal was to be taken up later in the meeting under "New Business.")

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

AUDIENCE TO VISITORS

There were no visitors.

UNFINISHED BUSINESS

Library Investments. As indicated in the draft minutes of the April 6, 2010 Finance and Facilities Committee meeting, which were included in section "C" of the Board meeting information packet, the Committee considered some possible recommendations regarding specific investment possibilities but was unable to make any firm decisions. It will revisit the issue at its next meeting. Library Director Hurwitz pointed out that as of March 31, 2010, the library's money market account with Cole Taylor Bank was still earning interest at 1.51%. We currently have approximately \$202,200 in this account, well below the \$250,000 maximum insured under the FDIC. 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 AUTHORIZED—AND DIRECTED THE LIBRARY DIRECTOR TO EFFECT—A TRANSFER OF \$40,000 FROM THE LIBRARY'S ILLINOIS FUNDS ACCOUNT TO ITS MONEY MARKET ACCOUNT WITH COLE TAYLOR BANK.

Other Unfinished Business. Library Director Hurwitz reminded the Board that in January it had authorized the library's continued participation in the annual bid for the purchase of electrical energy that is managed by the NIMEC cooperative. This year's bid (for the purchase of energy from May 2010 to May 2011) took place on March 23. The winning bid (5.82¢/kWh) was submitted by Constellation Energy. Purchase of energy is only one of the three components that comprise our electric bills. The other two components are the ancillary grid/transmission costs and the ComEd delivery service charges. These are regulated costs that we cannot control. They are not subject to a competitive bidding process.

NEW BUSINESS

Proposed Amendments to the Library Bylaws. Vice President Fields reported that the Ad Hoc Bylaws Review Committee met on April 6 as scheduled and unanimously agreed to propose a number of bylaws amendments. She pointed out that the proposed amendments were included in section "C" of the information packet for tonight's Board meeting. On behalf of the Committee, she formally submitted the proposed amendments to the Board. As required in the bylaws, amendments may be "proposed at any regular meeting of the Board of Library Trustees," but cannot be adopted until "the next succeeding meeting." Therefore, the vote on whether or not to approve and adopt the proposed amendments will take place at the May 20, 2010 Board meeting.

FY2009-2010 Library Audit. As indicated in the draft minutes for the April 6 Finance and Facilities Committee meeting, copies of which were included in section "C" of the information packet for tonight's Board meeting, the Committee reviewed the four proposals that were solicited from auditing firms for the FY2009-2010 library audit. As recommended by the Committee, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, AND WITH ALL FIVE TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD VOTED TO: (1) ACCEPT THE PROPOSAL SUBMITTED BY McCLURE INSERRA & COMPANY FOR CONDUCTING THE FY2009-2010 LIBRARY AUDIT, AND (2) AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE THE LETTER OF ENGAGEMENT WITH McCLURE INSERRA FOR SAID AUDIT.

Contract for Accounting Services with William E. Grigg. After brief discussion, 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 ACCEPTED THE PROPOSAL FROM WILLIAM E. GRIGG FOR THE PROVISION OF ACCOUNTING SERVICES TO THE LIBRARY FOR THE PERIOD JULY 1, 2010 THROUGH JUNE 30, 2011.

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

Proposal from Library Patron Regarding Time Limits on the Use of Public Computers. After discussion, the proposal submitted by library patron and Lincolnwood resident John Ress (see "Correspondence" above) was referred to the Library Services and Community Relations Committee for closer study.

Other New Business. There was none.

OTHER BUSINESS

Annual Review of *Serving Our Public: Standards for Illinois Public Libraries—Chapter 5 (Technology)*.

Head of Community Relations & Administrative Services/Co-Assistant Director Nitz-Weiss, who serves as the library's IT Coordinator, led the Board through a brief discussion of this new chapter of *Serving Our Public*. After providing an overview of the library's various IT systems and components, she reviewed the comprehensive "Technology Checklist" provided in Chapter 5. With four exceptions, the library is in excellent shape regarding the items listed on the checklist. Two of these exceptions—provision of self-checkout functionality for patrons and applying for E-Rate discounts—have been deemed to be unnecessary and/or inappropriate for our library. The other two—an email address for the library director that can be accessed from our website and an internet acceptable use policy—are currently being worked on.

The review of *Serving Our Public* will continue in June with Chapter 7 (*Collection Management and Resource Sharing*) and Chapter 8 (*Public Services: Reference and Reader's Advisory Services*).

BOARD ACTION CHART

The Board briefly reviewed and discussed the Action Chart. It was noted that one previously open item on the Chart ("Provide orientation for trustees re: the new process for employee management and performance measurement") is now indicated as having been completed. No new items were added.


SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were either scheduled or confirmed:

| | | | |
|--|-----------|----------------|-----------|
| Development Committee | Thursday | April 20, 2010 | 7:00 p.m. |
| Library Services & Community Relations Committee and Finance & Facilities Committee (Joint Meeting) | Wednesday | May 12, 2010 | 7:00 p.m. |
| Regular Board Meeting | Thursday | May 20, 2010 | 7:30 p.m. |

ADJOURNMENT.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE MARTEL, THE MEETING ADJOURNED BY UNANIMOUS CONSENT AT 8:55 P. M.



Christopher M. Martel
Secretary

APPROVED ON 5/20/10
INCLUDED IN 5/10 BOARD PACKET