

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

**Regular Board Meeting**

August 18, 2011

7:00 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 7:09 p.m. on August 18, 2011, in the Library's Board/Conference Room. President Beard appointed Trustee Berger to serve as Secretary Pro Tempore for this meeting.

**ROLL CALL**

Trustees Present: Beard, Bartlett, Berger, Fields, Gimbel, and Klatzco.

Trustees Absent: Martel.

Staff Present: *Library Director Jack Hurwitz; Head of Adult Services Gail Inman; and Head of Circulation Services/Payroll and Accounting Coordinator Vandana Sehgal (who joined the meeting at 7:46 p.m., after the Board returned from the annual walk-through of the facility and grounds).*

Visitors Present: David Spector, Lincolnwood resident and member of the Friends of the Library (who joined the meeting at 7:46 p.m., after the Board returned from the annual walk-through of the facility and grounds).

**ANNUAL WALK-THROUGH OF LIBRARY FACILITY AND GROUNDS**

At 7:12 p.m., the trustees and Library Director Hurwitz left the Board/Conference Room and proceeded with the annual walk-through of the facility and grounds. They returned to the Board/Conference Room at 7:46 p.m. in order to resume the "business" portion of the meeting. President Beard stated that the walk-through encompassed only the library grounds. Because of time constraints, it was then discontinued. The walk-through will be completed at the end of the September Board meeting with an inspection of the facility itself. (A list of the items noted during the walk-through of the library grounds is appended to these minutes.)

**CONSENT AGENDA**

ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL SIX TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE ITEMS ON THE CONSENT AGENDA WERE APPROVED AS FOLLOWS:

- Approve **Minutes** of July 21, 2010 regular Board meeting as presented.
- Approve **Financial Report** for period ending 7/31/11 as presented.
- Approve **Disbursements** for the period 7/1/11 through 7/31/11 as presented.
- Receive **Reports of Standing Committees**.
- Approve **Motion to Destroy Recordings** of Closed Sessions held at the following meetings which took place at least eighteen months ago and for which the closed session minutes have been approved by the Board (packet: D-1):
  - 8/27/09 (at Regular Board Meeting: Determinations Re: Previously Held Closed Sessions)
  - 11/19/09 (at Regular Board Meeting: Possible Land Acquisition)
  - 1/28/10 (at Regular Board Meeting: Possible Land Acquisition & Library Director's Performance Evaluation)
  - 2/18/10 (at Regular Board Meeting: Determinations Re: Previously Held Closed Sessions)

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**LIBRARY DIRECTOR'S REPORT**

**Library Director's Report.** *Library Director* Hurwitz referred the Board to his narrative report and the statistical report included in the meeting information packet as sections "D" and "DD" respectively. He indicated that the items covered in his written report will be taken up elsewhere on the meeting agenda, and he will address them as needed when they came up. He reported that both the FY2010-2011 library audit and the salaries benchmarking update project are moving along well. Auditor Paul Inserra hopes to be able to present the former at the October Board meeting, and HR consultant Eric Van Cleven will be ready to provide the latter sometime in mid-to-late September. *Library Director* Hurwitz then gave the floor to *Head of Circulation Services-Payroll and Accounting Coordinator* Vandana Sehgal and *Head of Adult Services/Co-Assistant Director* Gail Inman, who presented the highlights of, and responded to questions about, their respective quarterly reports.

The Board discussed information provided by Mrs. Sehgal regarding circulation transactions for FY2010-11 relative to those for FY2009-10. Total circulation decreased marginally (by 1.46%) in FY2010-11. Although circulation of adult print materials decreased by 6.26% in FY2010-11, use of audio-visual (AV) materials increased by 25.18%. Loans of AV items from the adult collection comprised 40% of the total circulation from that collection, up from 34% in FY2009-10. Reciprocal borrowers from Chicago borrowed 18% more items in FY2010-11 than in FY2009-10. In FY2010-11 they accounted for 13.6% of the library's total circulation, up from 11.4% in FY2009-10. *Library Director* Hurwitz indicated that staff will continue to monitor this trend, and hopefully, the rate of increase will begin to slow down during the current fiscal year. Mrs. Sehgal then left the meeting in order to travel to another commitment on time.

Ms. Inman focused her remarks on how pleased her departmental staff and she are with the results of last fall's migration to PC Reservation software for the public computers and print stations. The network of public computers has become much more stable and reliable. This has made patrons much happier and has also greatly simplified life for the Adult Services Department staff.

**REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE**

Trustee Gimbel reported for the *Friends*. The *Friends'* Board met the previous evening. Most of the *Friends'* efforts are currently focused on working out the details for the upcoming silent auction and wine tasting event on Saturday, October 15. Mr. Spector briefly touched upon some of those details. The event's success will depend on the *Friends'* ability to draw enough attendees. The Board briefly discussed this issue and offered some suggestions.

**CORRESPONDENCE AND COMMUNICATIONS**

The Board briefly reviewed and discussed the one item of correspondence that was included in the meeting information packet.

**AUDIENCE TO VISITORS**

Mr. Spector, the lone visitor, had nothing to add to the remarks he made during the report from the *Friends of the Library*.

**UNFINISHED BUSINESS**

**Anticipated Proposals to Make Changes to Keystone Avenue between the Library and Airoom.** *Library Director* Hurwitz reported that the August 25 Village Traffic Commission meeting, at which Airoom was to present its proposal, has been canceled. The next Traffic Commission meeting is scheduled for September 22.

**Other Unfinished Business.** There was none.

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**NEW BUSINESS**

**Illinois Public Library Annual Report (IPLAR) for FY2010-2011.** The Board briefly reviewed the IPLAR report as compiled by staff. ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE KLATZCO, THE BOARD UNANIMOUSLY APPROVED THE *ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) FOR FY2010-2011* AS PRESENTED AND DIRECTED ITS OFFICERS AND THE LIBRARY DIRECTOR TO SIGN THE REPORT AND FILE IT WITH THE ILLINOIS STATE LIBRARY AS REQUIRED. [Although not appended to these minutes, this Annual Report is available for public inspection upon request to the Library Administration Office.]

**Library Presence at School District 74 Curriculum Night Open Houses.** The Board determined which individual trustees will be representing the library at these events. The Todd Hall curriculum night is scheduled for September 15, the night of the next Library Board meeting. Therefore, neither a library trustee nor *Library Director* Hurwitz will be able to attend.

**Other New Business:** None

**OTHER BUSINESS**

**Continuing Review of Serving Our Public: Standards for Illinois Public Libraries.** The Board completed this year's review of *Serving Our Public* by discussing Chapter 6 ["Access"] and Chapter 11 ["System and ILLINET Membership Requirements"]. The following conclusions were reached.

Regarding Chapter 6, the library either already meets, or is well on the way toward meeting all of the "Access Standards" and "Checklist" items listed. *Library Director* Hurwitz cited some relatively recent developments that have had (or will have) a positive impact on access to the library and its services and collections, including: the significantly expanded and more accessible area that houses and displays the library's collection of audio visual materials; the new PC Reservation software system for public computers and print stations; and the new interior signage. Still on the "to-do" list is a written policy addressing the "retention of patron associated records, and for responding to search warrants and subpoenas." (*Library Director* Hurwitz will contact Library attorney Ritzman and request some sample policies.)

Regarding Chapter 11, the library meets all the Standards and Checklist requirements listed, although the nature of System services and the relationship between Systems and member libraries are currently very much "up in the air" given the recent dissolution of NSLS and other nearby Systems into RAILS, the new Mega-System for northern Illinois.

**Other.** None.

**BOARD ACTION CHART**

The Board briefly reviewed the updated action chart. Only one uncompleted item now remains on the chart. No changes or additions were made.

**SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS**

The following schedule of meetings was set:

Special Board Meeting (Budget & Appropriation Hearing)	Thursday	September 15, 2011	7:15 p.m.
Regular Board Meeting	Thursday	September 15, 2011	7:30 p.m.

No committee meetings were scheduled.

**MOTION TO ADJOURN TO CLOSED SESSION**

At 8:50 p.m., ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE BARTLETT, THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO CLOSED SESSION IN ORDER TO: (1) REVIEW AND MAKE DETERMINATIONS ABOUT THE MINUTES OF PREVIOUSLY HELD CLOSED SESSIONS; AND (2) DISCUSS, AND IF NECESSARY, MAKE DETERMINATIONS REGARDING THE

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SEARCH FOR A NEW LIBRARY DIRECTOR. (Only the library trustees and *Library Director Hurwitz* attended and participated in the closed session.)

**RECONVENE OPEN SESSION**

President Beard reconvened the open session at 9:03 p.m.

ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE KLATZCO, THE BOARD UNANIMOUSLY MADE DETERMINATIONS ABOUT THE MINUTES FOR SIX PREVIOUSLY HELD CLOSED SESSIONS (AT ONE OF WHICH THREE SEPARATE ISSUES WERE DEALT WITH) AS FOLLOWS:

<b><u>Closed Session at</u></b>	<b><u>Reason for Closed Session</u></b>	<b><u>Determinations Made</u></b>
11/19/09 Regular Board Meeting	Possible land acquisition	Not released for public review
1/28/10 Regular Board Meeting	Possible land acquisition	Not released for public review
4/21/11 Regular Board Meeting	Library Director's Performance Evaluation: Remaining issue	Approved and released for public review
5/19/11 Regular Board Meeting	Possible Litigation with Privacy Ramifications	Approved but not released for public review
6/23/11 Regular Board Meeting	Possible Land Acquisition	Approved but not released for public review
7/21/11 Regular Board Meeting	Possible Litigation with Privacy Ramifications	Approved but not released for public review
7/21/11 Regular Board Meeting	Possible Land Acquisition	Approved but not released for public review
7/21/11 Regular Board Meeting	Search for New Library Director	Approved but not released for public review

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BERGER, AND WITH ALL SIX TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD RATIFIED THE ACTION TAKEN BY PRESIDENT BEARD IN EXECUTING A CONTRACT IN THE AMOUNT OF UP TO \$18,000 (\$16,000 AS THE BASE FEE AND UP TO \$2,000 FOR ADDITIONAL EXPENSES) WITH THE LIBRARY CONSULTING FIRM OF *MIRIAM POLLACK AND ASSOCIATES* TO ASSIST THE BOARD IN FINDING A NEW LIBRARY DIRECTOR.

**ADJOURNMENT.**

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 9:07 P. M.

/S/  
James E. Berger  
Secretary Pro Tempore

APPROVED ON 9/15/11  
INCLUDED IN 9/11 BOARD PACKET

LINCOLNWOOD PUBLIC LIBRARY DISTRICT  
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**FACILITY & GROUNDS WALK-THROUGH AT AUGUST 18, LIBRARY BOARD MEETING**

(Grounds Only-Facility Walk-through. Building Walk-through Deferred to September 15, 2011 Board Meeting)

**Task List**

- 1 Reset sunken permeable pavers at edge of lot near walk-way leading to Keystone Ave. (Pick up sunken pavers, put sand there, and re-install.)
- 2 Rain gardens fine the way they are; but cut plantings back in fall; add color around edge.
- 3 Trim & cut back the new trees in new parking lot.
- 4 Major trim of crabapple tree along Lincoln Ave. behind monument sign badly needed; branches interfering with sidewalk traffic and two parking places.
- 5 Do something about bare patch of ground in front of monument sign at sidewalk, even if it's only a covering of mulch.
- 6 Call Village about crumbling asphalt on Pratt adjacent to parking lot entrance.
- 7 Do something about old Comcast cable sticking out of building wall at Grant Room/Kitchen.
- 8 Bird nests at top of support pillars along Pratt. Remove and install deterrents.
- 9 Repaint banner mounting posts.
- 10 Fix sinking paver bricks outside Grant Room.
- 11 Fill or otherwise fix running gap where the building meets the sidewalk/ground outside and north of Grant Room.
- 12 Repaint and re-anchor bench outside of Grant Room; remove old protruding and dangerous anchor bracket near bench.
- 13 Possible problem with course of bricks and (possibly) old flashing sticking out of wall above Grant Room door.
- 14 Fix dangerous metal edging between walkway and bushes on west side of building below the wall mounted letters spelling out Lincolnwood Public Library.
- 15 Fire lane signs are faded and need to be replaced.
- 16 Re-paint bike rack.

