

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

Regular Board Meeting

July 21, 2011

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 Treasurer Klatzco (serving as President *Pro Tempore* in the absence of all other Board officers) at 7:36 p.m. on July 21, 2011, in the Library's Board/Conference Room. President *Pro Tempore* Klatzco appointed Trustee Bartlett to serve as Secretary *Pro Tempore*.

ROLL CALL

Trustees Present: Klatzco, Bartlett, Berger, and Gimbel. (President Beard, who was out of town, participated in the meeting by telephone, but did not participate in any votes.)

Trustees Absent: Beard (except by telephone), Fields, and Martel.

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

Visitors Present: David Spector, Lincolnwood resident and a member of the *Friends of the Library*.

ANNUAL WALK-THROUGH OF FACILITY AND GROUNDS

Given the day's extremely high outside temperature, and the fact that only four trustees were able to attend this meeting, the Board agreed to defer the walk-through to the night of the August 18 regular Board meeting.

CONSENT AGENDA

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

- Approve **Minutes** of June 23, 2011 regular Board meeting as presented.
- Approve **Financial Report** for period ending 6/30/11 as presented.
- Approve **Disbursements** for the period 6/1/11 through 6/30/11 as presented.
- Receive **Reports of Standing Committees**. (No Board committee met during this period, except for the *Development Committee*, which met this evening immediately prior to the Board meeting. Committee Chair Gimbel reported very briefly about this meeting.)

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 all the items covered in his written report will be taken up elsewhere on the meeting agenda, mostly under "New Business," and he will address them as needed when they come up. Because *Head of Circulation Services/Payroll and Accounting Coordinator* Vandana Sehgal is on vacation this month, no department head report was scheduled for this Board meeting.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Assistant Director/Head of Community Relations and Administrative Services Nitz-Weiss reported that the date of the upcoming *Friends* silent auction/wine tasting event has been changed from Saturday night, September 10 to Saturday night, October 15. The Library Board must authorize this change before the event can be held. (See below under "Unfinished Business") The *Friends* committee that is planning the event will meet in the library on August 3. The next *Friends* Board meeting is scheduled for August 17.

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CORRESPONDENCE AND COMMUNICATIONS

There were no items of correspondence in this month's meeting information packet. *Library Director* Hurwitz informed the Board that, after compiling the information packet, he sent a letter to *Friends* President Georgia Talaganis acknowledging and thanking the *Friends* for its most recent donation of \$7,500 to the library.

AUDIENCE TO VISITORS

There were no comments from the audience.

UNFINISHED BUSINESS

Interior Signage Project. *Assistant Director/Head of Community Relations and Administrative Services* Nitz-Weiss reported that most of the new signs were installed on the weekend following the June 23 Board meeting. Some locations needed to be repainted before the signs could be installed. This process has been completed, and all the new signage is now up.

Library Investments. *Library Director* Hurwitz reported that the last of the library's original CDARS CDs that were purchased through Cole Taylor Bank matured on June 23. The library has now completed the transition to having four 52-week CDARS CDs with Cole Taylor, each valued at \$125,000 and collectively totaling \$500,000 and laddered to mature at three-month intervals.

Anticipated Proposal to Make Changes to Keystone Avenue Between the Library and Airoom. *Library Director* Hurwitz reported that he had a brief follow-up meeting with *Airoom* representatives on Thursday evening, June 30. These representatives shared with him the drawing for a new scheme that incorporated suggestions made at the June 1 meeting with *Airoom* that Trustee Martel and he attended. The new scheme restores a small strip of green parkway on the library's side of Keystone. To accomplish this, however, the width of the sidewalk next to the parkway strip would have to be reduced from six to four feet. (*Airoom* agreed to send Mr. Hurwitz a pdf of the new drawing to share with the Board, but this has yet been received.) Mr. Hurwitz shared with *Airoom* the three primary concerns about the project that the Board articulated at its June 23 meeting: (1) safety; (2) increased or more difficult traffic flow; and (3) issues relating to private vs. public ownership of this portion of Keystone if it is vacated for the project. Regarding the latter concern, Michael Klein of *Airoom* insisted that because he would be paying for the project, he expected to assume ownership of the vacated portion of Keystone. The project is scheduled to come before the Village Traffic Commission on Thursday evening, August 25.

Other Unfinished Business. ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE BERGER, THE BOARD VOTED UNANIMOUSLY TO AUTHORIZE THE *FRIENDS OF THE LIBRARY* TO HOLD ITS PLANNED SILENT AUCTION FUNDRAISER TOGETHER WITH A WINE TASTING ACTIVITY AT THE LIBRARY ON SATURDAY NIGHT, OCTOBER 15, 2011 INSTEAD OF THE PREVIOUSLY APPROVED TIME OF SATURDAY NIGHT, SEPTEMBER 10, 2011.

NEW BUSINESS

Ordinance Determining to Levy an Additional Tax of .02%. After brief discussion, and ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE GIMBEL, AND WITH ALL FOUR TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED AN ***ORDINANCE (NO. 2011-12/1) DETERMINING TO LEVY AN ADDITIONAL TAX OF .02% FOR THE 2011-2012 FISCAL YEAR AS PRESENTED.*** [Although not appended to these minutes, this Ordinance is available for public inspection upon request to the Library Administration Office.]

Tentative Budget and Appropriation. After brief discussion, and ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE BERGER, AND WITH ALL FOUR TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED A TENTATIVE FY2011-2012

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BUDGET AND APPROPRIATION TOTALING \$2,893,889. [As required, a legal notice was subsequently published indicating that: (1) the Tentative Budget and Appropriation Ordinance was approved and is available for public inspection at the library; and (2) the Board will hold a public hearing regarding the Budget and Appropriation Ordinance at the library on September 15, 2011, at 7:15 p.m.]

Official Audit of Secretary's Minutes and Other Records for FY2010-2011. With the concurrence of the Board, trustees Gimbel and Klatzco agreed to conduct this audit, which is a statutory requirement. Certification of the audit must be submitted with the annual report to the *Illinois State Library*.

Determinations Regarding Signage in Library Parking Lot. As *Library Director* Hurwitz indicated in his written report, he believes that the time has come to place signage in the library parking lot to inform people about the Board's parking lot usage policies and the possible consequences of violating those policies. Without such signage, there is some question as to whether the library can legally have a vehicle towed from the lot should it become necessary to do so. Mr. Hurwitz suggests that such signage display the wording contained in the Board's statement of *Policies Governing Library Use*. After discussion, and ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE BARTLETT, THE BOARD UNANIMOUSLY AUTHORIZED THE LIBRARY DIRECTOR TO PLACE SIGNAGE IN THE LIBRARY PARKING LOT AS INDICATED ABOVE, AND TO SOLICIT AND EXECUTE AN AGREEMENT WITH A TOWING SERVICE, BUT TO DO SO ONLY AFTER CONTACTING THE LIBRARY'S ATTORNEY TO ASCERTAIN WHAT, IF ANY, LEGAL REQUIREMENTS MIGHT GOVERN THE WORDING AND PLACEMENT OF SUCH SIGNAGE.

Authorization to Open Library on Sunday, August 28 for Summer Reading Program Wrap-up Activities and Programs. After brief discussion, and ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE KLATZCO, THE BOARD UNANIMOUSLY AUTHORIZED STAFF TO OPEN THE LIBRARY ON SUNDAY AFTERNOON, AUGUST 28 IN ORDER TO HOLD THIS YEAR'S SUMMER READING PROGRAM WRAP-UP ACTIVITIES AND EVENTS, WITH THE LIBRARY TO REMAIN CLOSED TO THE PUBLIC FOR ANY OTHER SERVICES AND USES THAT DAY.

Other New Business: None

OTHER BUSINESS

Continuing Review of *Serving Our Public 2.0: Standards for Illinois Public Libraries*. [Chapter 9— "*Programming*"] *Head of Community Relations and Administrative Services/Co-Assistant Director* Nitz-Weiss provided a brief review of this chapter. The library continues to meet all applicable *Core* standards. The library also meets all eight of the *Programming Standards* all eleven of the *Programming Checklist* items listed, with one minor exception. Instead of providing "...programs that will instruct the community on how to use the library...", staff provides one-on-one instruction and tours as needed.

This calendar year's review of *Serving Our Public* will be completed at the August Board meeting when chapters 6 (*Access*) and 11 (*System and ILLINET Membership Responsibilities*) will be covered.

BOARD ACTION CHART

The Board briefly reviewed the updated action chart. With this month's completion of the interior signage project, there is now only one open item left on the chart, the creation of "a binder for library trustees containing all library policy statements." *Library Director* Hurwitz indicated that he does plan to complete this project before he retires at the end of December. He will also copy the contents of the binder onto flash drives and make these available to trustees as well.

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SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

After discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, THE BOARD VOTED UNANIMOUSLY TO MOVE THE STARTING TIME OF ITS AUGUST 18, 2011 REGULAR MEETING FROM 7:30 P.M. UP TO 7:00 P.M., WITH THE ANNUAL WALK-THROUGH OF THE BUILDING AND GROUNDS TO TAKE PLACE IMMEDIATELY AFTER THE MEETING IS CALLED TO ORDER AND THE ROLL TAKEN.

The following meeting was confirmed:

Regular Board Meeting	Thursday	August 18, 2011	7:00 p.m.
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No committee meetings were scheduled.

CLOSED SESSION

At 8:44 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 CONSIDER UPDATED INFORMATION ABOUT THREE ISSUES DISCUSSED AT PREVIOUSLY HELD CLOSED SESSIONS: (1) POSSIBLE LITIGATION; (2) POSSIBLE LAND ACQUISITION; AND (3) THE SEARCH FOR A NEW LIBRARY DIRECTOR. All visitors and staff, except *Library Director* Hurwitz and *Assistant Director/Head of Community Relations and Administrative Services* Nitz-Weiss left the meeting at this time. Mr. Hurwitz was present at and participated in the deliberations about all three issues considered in this closed session. Ms. Nitz-Weiss was present at and participated in the deliberations about the first two issues, but not the third.

The closed session ended at 9:15 p.m., and President *Pro Tempore* Klatzco reconvened the open meeting immediately. (Ms. Nitz-Weiss rejoined the meeting at this time.) President *Pro Tempore* Klatzco stated that the Board agreed to take action on the third issue discussed in closed session, but no actions were needed or taken regarding the first two issues. ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, AND WITH ALL FOUR TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD VOTED UNANIMOUSLY TO: (1) AUTHORIZE PRESIDENT BEARD NEGOTIATE WITH THE EXECUTIVE SEARCH CONSULTANT WHOSE PROPOSAL FOR GUIDING THE BOARD THROUGH THE PROCESS OF HIRING A NEW LIBRARY DIRECTOR WAS CONSIDERED IN THE CLOSED SESSION; AND (2) EXECUTE A CONTRACT WITH THIS CONSULTANT IF SHE DEEMED THE RESULTS OF THESE NEGOTIATIONS TO BE SATISFACTORY.

ADJOURNMENT

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BERGER, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 9:19 P.M.

/S/
Charlene Bartlett
Secretary *Pro Tempore*

APPROVED ON <u>8/18/11</u> INCLUDED IN <u>8/11</u> BOARD PACKET
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