

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

**Regular Board Meeting**

September 15, 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 President Beard at 7:33 p.m. on September 15, 2011, in the Library's Board/Conference Room. She appointed Trustee Klatzco to serve as Secretary *Pro Tempore*.

**ROLL CALL**

Trustees Present: Beard, Bartlett, Berger, Fields, Gimbel, Klatzco, Martel (who arrived at 7:37 p.m., immediately after the Consent Agenda was approved).

Trustees Absent: None.

Staff Present: *Library Director* Jack Hurwitz; *Assistant Director/ Head of Community Relations and Administrative Services* Julie Anne Nitz-Weiss; and *Head of Technical Services* Shao-Chen Lin.

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

**CONSENT AGENDA**

ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE GIMBEL, AND WITH ALL SIX TRUSTEES IN ATTENDANCE 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 18, 2011 Regular Board meeting.
- Approve **Financial Report** for period ending 8/31/11.
- Approve **Disbursements** for the period 8/1/11 through 8/31/11.
- Receive **Reports of Standing Committees**. (No Committee meetings were held during this period, and therefore there were no reports.)

Trustee Martel joined the meeting at this time and assumed his responsibilities as Board Secretary and recorder of the minutes.

**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 informed the Board that this year's Lincolnwood Chamber of Commerce *Salute to Business* event will be held on Tuesday evening, November 8. The floor was then given sequentially to *Head of Technical Services* Shao-Chen Lin and *Assistant Director/ Head of Community Relations and Administrative Services* Julie Anne Nitz-Weiss, who presented the highlights of, and responded to questions about, their respective written quarterly reports. Ms. Lin then left the meeting.

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

Mr. Spector and *Assistant Director/Head of Community Relations and Administrative Services* Nitz-Weiss provided current information about the upcoming *Friends'* silent auction and wine tasting fundraiser in the library on October 15.

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CORRESPONDENCE AND COMMUNICATIONS

President Beard informed the Board that she had received an anonymous letter containing comments about the library, and she offered to share this letter with and any other trustee who wished to see it. (It is the Board's policy to take no action whatsoever regarding correspondence from anonymous sources.)

AUDIENCE TO VISITORS

Mr. Spector, the lone visitor, had no additional comments.

UNFINISHED BUSINESS

**Anticipated Proposal from Airoom Re: Changes to Keystone Avenue.** *Library Director Hurwitz* reported that the Village Traffic Commission meeting scheduled for September 22, at which this proposal was to be presented and considered, has been canceled. Evidently, Airoom is not yet ready to submit its proposal, and the Commission has no other business to conduct.

**Other.** *Library Director Hurwitz and Assistant Director/Head of Community Relations and Administrative Services Nitz-Weiss* briefly reported about the September 6 Court date at which the individual who created a disturbance (and was arrested) in the library on April 22, 2011, was scheduled to proceed to trial. Basically, the individual decided not to allow the case to go to trial. She pleaded guilty to two of the three charges against her. (The State's Attorney agreed to waive the third charge in exchange for the guilty plea on the other two.) The judge sentenced her to one year of Court supervision, and the 180-day ban from the library and library property that the Board imposed on her at its May 19, 2011 meeting was affirmed.

NEW BUSINESS

**Approve Budget and Appropriation Ordinance.** ON A MOTION BY TRUSTEE KLATZCO, AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED ***ORDINANCE [NO. 2011-12/2] PROVIDING FOR THE BUDGET AND APPROPRIATIONS OF THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2011 AND ENDING JUNE 30, 2012, IN THE AMOUNT OF \$2,893,889.00.*** (Although not appended to these minutes, a copy of this Ordinance is available for public inspection in the library.)

**FY2012 Per Capita Grant Application.** After brief discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, THE BOARD UNANIMOUSLY APPROVED THE LIBRARY'S FY2012 PER CAPITA GRANT APPLICATION AS PRESENTED, AND IT DIRECTED THE LIBRARY DIRECTOR TO SUBMIT APPLICATION TO THE *ILLINOIS STATE LIBRARY*.

**Request from Employee Loretta Alexander for a Withdrawal Distribution from Her Library Retirement Fund Account.** After brief review and discussion, and ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE FIELDS, THE BOARD VOTED UNANIMOUSLY TO RATIFY *LIBRARY DIRECTOR HURWITZ'S* DECISION TO APPROVE AND PROCESS THE REQUEST FROM EMPLOYEE LORETTA ALEXANDER FOR AN "UNFORESEEABLE EMERGENCY" WITHDRAWAL DISTRIBUTION FROM HER LIBRARY RETIREMENT ACCOUNT. (Before Mr. Hurwitz approved and processed the request, he had determined from *Alliance Pension Consultants*, which manages the library's 457b Retirement Fund, that Ms. Alexander's current situation qualified her under current law to take an *unforeseeable emergency* withdrawal distribution from the Fund.)

**Statement of Policies, Guidelines, and Best Practices Governing Computer, Email, Internet, and Social Media Use by Library Staff.** *Library Director Hurwitz and Assistant Director/Head of Community Relations and Administrative Services Nitz-Weiss* distributed, and reviewed with the Board, copies of a proposed policy statement that they had drafted and recently emailed to trustees. After making a few minor revisions to the draft

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as presented, and, ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE GIMBEL, THE BOARD UNANIMOUSLY APPROVED AND ADOPTED THIS NEW STATEMENT OF POLICY.

**Other New Business.** None.

**OTHER BUSINESS**

None.

**BOARD ACTION CHART**

No additions or other changes were made to the Action Chart.

**SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS**

The following meetings were confirmed:

Staffing and Personnel Committee	Tuesday, September 20, 2011	7:00 p.m.
Regular Board Meeting	Thursday, October 20, 2011	7:30 p.m.

No other meetings were scheduled.

*Library Director Hurwitz* reminded the Board that HR (Human Resources) Consultant Eric Van Cleven will present the updated salaries benchmarking report at the September 20 Staffing and Personnel Committee meeting. All trustees are invited and encouraged to attend. He also informed the Board that the current plan is for auditor Paul Inserra, *McClure Inserra & Company*, to present the FY2010-2011 library audit at the October Board meeting.

**ANNUAL WALK-THROUGH OF THE LIBRARY FACILITY**

At 8:35 p.m., the trustees, *Library Director Hurwitz, Assistant Director/Head of Community Relations and Administrative Services Nitz-Weiss* left the Board/Conference Room in order to complete the annual facility walk-through by touring the interior of the library. A walk-through encompassing the exterior of the building and the library grounds was completed at the August 18, 2011 Board meeting. The Board (and Mr. Hurwitz and Ms. Nitz-Weiss) returned to the Board/Conference Room at 9:03 p.m. in order to resume the "business" portion of the meeting. (A list of the items noted during the walk-through of the library interior is appended to these minutes.)

**ADJOURNMENT.**

ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE BARTLETT, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 9:04 P.M.

/S/  
Christopher M. Martel  
Secretary

/S/  
Craig L. Klatzco  
Secretary *Pro Tempore* (until Secretary  
Martel joined the meeting at 7:37 p.m.)

APPROVED ON 10/20/11  
INCLUDED IN 10/11 BOARD PACKET

LINCOLNWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES

**FACILITY WALK-THROUGH AT SEPTEMBER 15, 2011 LIBRARY BOARD MEETING**

(Inside-Building-Only-Facility -walk-through. Walk-through of Building Exterior and Library Grounds Completed at August 18, 2011 Board Meeting)

**Task List**

- 1 Reupholster or replace the chairs & bench in the Teen area.
- 2 Clean the stools in the preschool area.
- 3 Remove spots on rug in preschool area.
- 4 Refinish fish tank stand.
- 5 Determine the cost for reupholstering the orange study chairs.  
Remove the remaining paper signs taped to the walls inside the library. Create holders for such
- 6 signage; do not just tape to the wall.
- 7 Redo all shelving end panel signs: fonts/styles/layout, etc. on range ends should match.
- 8 Remove taped-on wall signs in adult computer room and repaint walls.  
Teen Desk: Put supplies away (tape, stapler, scissors, etc). Do not leave sitting out on desk. Remove
- 9 table, book cart, display board, etc. from in front of the desk.  
Youth Services Desk: Clear off; get cabinets to hold equipment. The desk is visually disorganized
- 10 from all sightlines. Clean up all the clutter.
- 11 Replace blinds on the door to the Grant Room.
- 12 Look into redoing the board bulletin board (slatwall?)
- 13 Finish refinishing the shelving end panels on the Pratt Ave. side of the YS collection.
- 14 Refinish the tops of the picture book shelving.
- 15 Refinish the top of the book shelf at the Youth Services Desk.
- 16 Remove the green sign holders on the Adult fiction shelving (north side).