

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

Regular Board Meeting

February 18, 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 President Beard at 7:34 p.m., on February 18, 2010, in the library's Roehri Room.

Trustee Klatzco informed the Board that Trustee Martel, who had been out of town on business, was on his way from the airport. President Beard appointed Trustee Klatzco to serve as Secretary Pro Tempore until Trustee Martel's arrival.

ROLL CALL

Trustees Present: Beard, Bartlett, Berger, Fields, Gimbel, Klatzco, and Martel. (Trustee Martel arrived at 8:20 p.m., during "New Business.")

Trustees Absent: Martel (until his arrival at 8:20 p.m.).

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

Visitors Present: None.

CONSENT AGENDA

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

- Approve **Minutes** of January 28, 2010 regular Board meeting as presented.
- Approve **Financial Report** for period ending 1/31/10 as presented
- Approve **Disbursements** for period 1/1/10 through 1/31/10 as presented.
- Receive **Reports of Committees**.
- Approve, in accordance with the requirements of the Illinois Open Meetings Act, **Destruction of the Recording** of Closed Session held at the following meeting: 7/24/08 Regular Board Meeting.

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, successively, to Head of Adult Services/Co-Assistant Director Inman and Head of Community Relations and Administrative Services/Co-Assistant Director Nitz-Weiss, who presented the highlights of, and responded to questions about, their respective quarterly reports. (Written versions of these reports were included in section "D" of the meeting packet.)

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Fields reported on behalf of the Friends Board of Directors. Memberships and renewals in response to the Friends membership drive last fall are still trickling in. There are currently 142 members. The Friends are looking to set the dates for its next book sale and will work with Mr. Hurwitz and Ms. Nitz-Weiss on this.

CORRESPONDENCE AND COMMUNICATIONS

President Beard called the Board's attention to the two items of correspondence included in section "E" of the meeting packet: (1) a letter from Illinois Secretary of State/State Librarian Jesse White informing the library that its Per Capita Grant application had been approved in the amount of \$12,619.77; and (2) a letter from

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Library Director Hurwitz to State Representative Louis Lang in response to a request for information about the library's current needs for capital project funding.

AUDIENCE TO VISITORS

There were no visitors.

UNFINISHED BUSINESS

Status of Trustee Gimbel. The consensus was that Trustee Gimbel's presence at and participation in this meeting, her first since last April, provided eloquent commentary about her improving health. Everyone at the meeting enthusiastically welcomed her back.

Administrative Services Area Space Reconfiguration Project. As indicated in Library Director Hurwitz's written report, the construction component of the project has effectively been completed. Ms. Nitz-Weiss has moved into her new office.

Other Unfinished Business. None.

NEW BUSINESS

There was no specified "New Business" on the meeting Agenda. Trustee Martel joined the meeting and assumed his responsibilities as Board Secretary.

Other New Business.

- Trustee Klatzco reported that the Village and School District 74 were just awarded a grant to study, and develop a plan for addressing, traffic issues on and near the District's campus. The Board agreed that the library's traffic issues are closely intertwined with those of District 74 and, therefore, our needs should be considered, and our voices heard, too.
- President Beard established an ad hoc committee to review the library's bylaws and appointed the following trustees to serve on this committee: Fields, Gimbel, Klatzco, and Martel (i.e., the chairpersons of the Board's four standing committees) and herself (as Board President).

OTHER BUSINESS

Annual Review of *Serving Our Public: Standards for Illinois Public Libraries.* President Beard and Library Director Hurwitz continued the 2010 review of *Serving Our Public* by leading a brief discussion covering Chapters III (*Personnel*) and VIII (*Public Relations & Marketing*).

Regarding Chapter III, the following enhancements and needs were cited:

- The salary schedule/staff grade level structure and compensation program that were developed for FY2005-06 and updated each year thereafter continue to work quite well. (The salaries benchmarking study that yielded these improvements was updated in June 2008.)
- The staff restructuring plan that was initiated toward the end of FY2008-09 has gone well. The administrative services area remodeling project, is a major component of this plan, is nearly completed.
- Head of Community Relations & Administrative Services/Co-Assistant Director Nitz-Weiss became the library's *de facto* in-house IT Coordinator and successfully guided us through the transition to a new outside IT service provider/consultant.
- The "Performance Management and Measurement System" development project initiated early in early 2009 was completed, and the resulting new performance evaluation process has been fully implemented. (Staff will present and explain the new process at the March 2010 Board meeting.)
- Three staff members will be sent to the Public Library Association conference in March 2010, and our Webmaster will be sent to the "Computers in Libraries" conference later this year.
- Still needed are a new or revised personnel policy manual and a formal orientation program for new staff. Work on both has been started.

Regarding Chapter VIII, the following enhancements were cited:

- Continued expansion of our involvement and interaction with other community agencies and organizations (e.g., the Village, School District; Chamber of Commerce, and Rotary.) Our active participation in Chamber activities was instrumental in the library being awarded a \$5,000 grant from the A. D. Johnson Foundation in each of the past two years.
- Another extremely successful Ethnic Fest took place last November

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- Our Summer Reading Program and kick-off event continues to improve each year.
- The expanded parking lot is still generating favorable comments from library users and the community at large.
- We have experienced continued growth in the use of our redesigned website and the various electronic resources made available through it.

The review of *Serving Our Public* will continue in March with Chapter ~~IX~~^{IV} (Facilities).

BOARD ACTION CHART

The Board briefly reviewed and discussed the Action Chart. At Trustee Klatzco's suggestion, the following item was added: *Make certain that the library has a blood clean-up and disposal kit as well as adequate instructions and procedures for its use.*

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were either scheduled or confirmed:

Library Services & Community Relations Committee	Tuesday	March 9, 2010	7:00 p.m.
Development Committee	Thursday	March 18, 2010	7:00 p.m.
Regular Board Meeting	Thursday	March 18, 2010	7:30 p.m.
Ad Hoc Bylaws Review Committee	Tuesday	April 6, 2010	7:00 p.m.

At 8:45 p.m., President Beard adjourned the meeting for a brief break, with refreshments, in order to celebrate Trustee Gimbel's return to "active duty." The business meeting was reconvened at 8:55 p.m.

CLOSED SESSION

At 8:55 p.m., ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BERGER, THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO CLOSED SESSION IN ORDER TO REVIEW AND MAKE DETERMINATIONS REGARDING THE MINUTES OF PREVIOUSLY HELD CLOSED SESSIONS. All attendees except library trustees, Library Director Hurwitz, and Head of Community Relations and Administrative Services/Co-Assistant Director Nitz-Weiss left the meeting.


RECONVENE OPEN SESSION AND ADDITIONAL BOARD ACTIONS

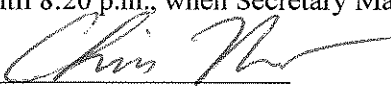
President Beard reconvened the meeting in open session at 9:01 p.m. ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, THE BOARD UNANIMOUSLY MADE DETERMINATIONS ABOUT THE MINUTES OF FOUR PREVIOUSLY HELD CLOSED SESSIONS AS FOLLOWS:

<u>Closed Session at</u>	<u>Reason for Closed Session</u>	<u>Determinations Made</u>
08/27/09 Regular Board Meeting	Determinations re: Previous Closed Sessions	Approved and released for public inspection
11/19/09 Regular Board Meeting	Possible Land Acquisition	Approved but not released for public inspection
01/28/10 Regular Board Meeting	Library Director's Performance Evaluation	Approved and released for public inspection
01/28/10 Regular Board Meeting	Possible Land Acquisition	Approved but not released for public inspection

ADJOURNMENT.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE MARTEL, THE MEETING ADJOURNED BY UNANIMOUS CONSENT AT 9:02 P. M.


Craig L. Klatzco
Secretary Pro Tempore
(until 8:20 p.m., when Secretary Martel arrived)


Christopher M. Martel
Secretary

APPROVED ON 3/18/10
INCLUDED IN 3/10 BOARD PACKET