

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

Regular Board Meeting

January 28, 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 7:38 p.m. on January 29, 2010 in the library's Roehri Room. (The meeting was held in the Roehri Room because the Board/Conference Room was being used as temporary office and storage space during the Administrative Services Area remodeling project.) President Beard appointed Trustee Bartlett to serve as Secretary Pro Tempore until Trustee Martel arrived.

ROLL CALL

Trustees Present: Beard, Bartlett, Berger, Fields, Klatzco, and Martel. (Trustee Martel joined the meeting at 8:30 p.m. after fulfilling another obligation. He arrived during the first item of "New Business.")

Trustees Absent: Gimbel

Staff Present: Library Director Jack Hurwitz; Head of Youth and Teen Services Sharon Levine; Youth and Teen Services Librarian Caroline LaCour; Head of Technical Services Shao-Chen Lin; Head of Circulation Services/Payroll and Accounting Coordinator Vandana Sehgal; Head of Adult Services/Co-Assistant Library Director Gail Inman, and Head of Community Relations & Administrative Services/Co-Assistant Director Julie Anne Nitz-Weiss.

Visitors Present: None.

Without objection, the following item was added to the Agenda under "New Business:" Motion to solicit bids for the FY2009-2010 library audit.

CONSENT AGENDA

ON A MOTION BY TRUSTEE BARTLETT AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL FIVE 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 November 19, 2009 regular Board meeting as presented.
- Approve **Financial Reports** for periods ending 11/30/09 and 12/31/09 as presented
- Approve **Disbursements** for periods for periods 11/1/09 through 11/30/09 and 12/1/09 through 12/31/09 as presented.
- Receive **Reports of Committees**.

LIBRARY DIRECTOR'S REPORT

Library Director Hurwitz referred the Board to his own and the other reports included in section "D" of the Board meeting packet and to the statistical reports for October 2009 and November 2009 included in the packet as sections DD and DDD respectively. He informed the Board that most of the items

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covered in his report appear later on the meeting agenda, and that he will comment further on them as needed when they were discussed. He also called the Board's attention to two items discussed at the joint meeting of the *Library Services & Community Relations Committee* and the *Finance & Facilities Committee* that was held on January 19, the draft minutes of which were included in section C of the information packet for tonight's meeting:

- **Library Circulation Statistics.** As of February 1, materials checked out for internal library use will no longer be included in the circulation statistics. Examples of "internal library use" are items checked out to the *Technical Service Department* for repair, and new books checked out by the *Youth & Teen Services Department* for staff to read and review before being released for general circulation to the public. Although this new approach will reduce the total circulation count, it will insure that our statistics more accurately reflect actual use by patrons.
- **CPI (Consumer Price Index) and Tax Cap Information.** The relevant CPI increase for 2009 indicates a 2.7% increase relative to 2008. Therefore, the library's 2010 tax levy, which will generate tax revenues primarily for the 2011-12 fiscal year, will be capped at 2.7% higher than the total tax extension for the 2009 levy. (The Board will adopt its 2010 tax levy next November.)

Mr. Hurwitz next introduced the department heads (and, in the case of the Youth & Teen Services Department, other staff) whose quarterly reports were included in this month's meeting packets: Department Head Sharon Levine and Librarian Caroline LaCour from Youth & Teen Services; Head of Technical Services Shao-Chen Lin; and Head of Circulation Services/Payroll and Accounting Coordinator Vandana Sehgal. These staff members provided brief verbal presentations and responded to questions from the Board. All except Ms. LaCour then left the meeting

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Fields reported on behalf of the *Friends*. The *Friends'* book sale that was held in the library from January 5 through 12 yielded sales of slightly more than \$2,000. Responses from the *Friends'* recent membership mailing are still coming in.

CORRESPONDENCE AND COMMUNICATIONS

The Board briefly reviewed the correspondence included in section "E" of the meeting packets, supplemented with additional items distributed by President Beard. The latter items consisted of notes from staff thanking the Board for the holiday American Express gift "cheques" that were given this fiscal year. Referring to correspondence relating to NSLS's budgetary problems, Trustee Bartlett noted that NSLS (and other Systems) did just receive partial allocations of the funding owed them by the state of Illinois. These payments came in the wake of the recent, massive email campaign organized by the Illinois library community.

AUDIENCE TO VISITORS

There were no visitors.

UNFINISHED BUSINESS

Status of Trustee Gimbel. Trustee Gimbel continues to recuperate and now lives in the residential section of Lincolnwood Place. She had hoped to drive to and participate in tonight's Board meeting but decided not to chance it given tonight's rather inclement.

Administrative Services Area Space Reconfiguration Project. As indicated in Library Director Hurwitz's written report, proposals were received from three contractors. The lowest bid, \$18,300.00, was submitted by Riley Construction Company. As authorized by the Board at its November meeting, members of the *Finance & Facilities Committee* were contacted by email and unanimously agreed to

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accept Riley Construction's proposal. Construction began on January 22 and should be substantially completed within the next week to ten days.

Other Unfinished Business. None.

NEW BUSINESS

Annual NSLS Legislative Breakfast on Monday, February 15. It was ascertained that three trustees (Bartlett, Beard, and Martel) may be able to join Library Director Hurwitz and Head of Community Relations and Administrative Services/Co-Assistant Director Nitz-Weiss in representing the library at this function. (Trustee Martel arrived at the meeting while this item of business was being discussed, and he immediately re-assumed his responsibilities as Board Secretary, thereby relieving Trustee Bartlett of her responsibilities as Secretary Pro Tempore.)

Statement of General Policies Governing Library Use. After brief discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, AND IN ACCORDANCE WITH A RECOMMENDATION FROM *THE LIBRARY SERVICES & COMMUNITY RELATIONS COMMITTEE*, THE BOARD UNANIMOUSLY APPROVED PROPOSED REVISIONS TO THIS POLICY STATEMENT AS SUBMITTED. (Although not appended to these minutes, the revised policy, with changes highlighted, is available for public inspection upon request to the Library Administration Office.)

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, AND AS RECOMMENDED BY THE *LIBRARY SERVICES AND COMMUNITY RELATIONS COMMITTEE*, THE BOARD VOTED UNANIMOUSLY TO REAFFIRM THE EXISTING LIMITS ON RECIPROCAL BORROWERS FROM NON-NSLS (NORTH SUBURBAN LIBRARY SYSTEM) LIBRARIES (INCLUDING THE CHICAGO PUBLIC LIBRARY) AS FOLLOWS: A MAXIMUM OF THREE (3) ITEMS PER CARDHOLDER PER VISIT.

Statement of Policies Governing the Use of Public Computers, the Internet, and Other Electronic Resources in the Library. After brief discussion, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE BERGER, AND IN ACCORDANCE WITH A RECOMMENDATION FROM THE *LIBRARY SERVICES AND COMMUNITY RELATIONS COMMITTEE*, THE BOARD UNANIMOUSLY APPROVED PROPOSED REVISIONS TO THIS POLICY STATEMENT AS SUBMITTED. (Although not appended to these minutes, the revised policy, with changes highlighted, is available for public inspection upon request to the Library Administration Office.)

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE BERGER, AND AS RECOMMENDED BY THE *LIBRARY SERVICES AND COMMUNITY RELATIONS COMMITTEE*, THE BOARD VOTED UNANIMOUSLY TO REAFFIRM THE EXISTING TIME LIMITS ON THE USE OF THE LIBRARY'S PUBLIC COMPUTERS AS FOLLOWS: MAXIMUMS—SUBJECT TO AVAILABILITY— OF FOUR (4) HOURS PER DAY FOR INDIVIDUAL LINCOLNWOOD LIBRARY CARDHOLDERS, AND ONE (1) HOUR PER DAY FOR INDIVIDUAL CARDHOLDERS FROM OTHER LIBRARIES, WITH TIME SPENT ON INTERNET EXPRESS, ONLINE PUBLIC CATALOG, AND EARLY LITERACY STATION TERMINALS EXCLUDED FROM THESE LIMITS.

Library Community Foundation (LCF) Settlement and Release Agreement. After brief discussion, and as recommended by the *Finance and Facilities Committee*, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL SIX TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD RATIFIED THE ACTION TAKEN IN EARLY JANUARY BY THE BOARD'S OFFICERS IN ACCEPTING THE PROPOSED SETTLEMENT BETWEEN *LCF* AND *LIMRICC (LIBRARY INSURANCE*

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MANAGEMENT AND RISK CONTROL COMBINATION) AND IN EXECUTING THE REQUIRED RELEASE AGREEMENTS WITH BOTH ENTITIES.

Library Retirement Plan Amendment. After brief discussion, and as recommended by the *Finance and Facilities Committee*, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL SIX TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE PROPOSED AMENDMENT TO THE LIBRARY’S 457(B) RETIREMENT PLAN THAT WAS NEEDED TO BRING THE PLAN INTO FULL COMPLIANCE WITH THE PENSION PROTECTION ACT OF 2006 AND OTHER CHANGES IN THE LAW.

As recommended by the *Finance and Facilities Committee*, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL SIX TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED *RESOLUTION NO. 2009/10—4, THE CERTIFICATE OF ADOPTING RESOLUTION AND RESOLUTION REGARDING AMENDMENT FOR PENSION PROTECTION ACT OF 2006 AND OTHER LAW CHANGES FOR 457(B) RETIREMENT PLAN.*

Although not appended to these minutes, copies of both the Plan Amendment and Resolution No. 2009/10—4 are available for public inspection upon request to the Library Administration Office.

Upcoming Bid for Annual Purchase of Electricity for Library. After brief discussion, and as recommended by the *Finance and Facilities Committee*, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL SIX TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED, THE BOARD: (1) APPROVED THE LIBRARY’S PARTICIPATION IN THE UPCOMING ANNUAL BID COORDINATED BY THE *NIMEC* COOPERATIVE FOR THE PURCHASE OF ELECTRICITY; AND (2) AUTHORIZED THE LIBRARY DIRECTOR TO ACCEPT THE BID DEEMED TO BE MOST FAVORABLE TO THE LIBRARY AS WELL AS TO EXECUTE THE REQUIRED CONTRACT WITH THE WINNING BIDDER.

Freedom of Information Act (FOIA) & Open Meetings Act (OMA): Recent Amendments and Designation of Compliance Officers. Library Director Hurwitz and Head of Community Relations and Administrative Services/Co-Assistant Director Nitz-Weiss, who had both recently attended a workshop about the FOIA and OMA changes, briefly reviewed some of the key new requirements with the Board, including the need for public bodies to now formally designate one or more FOIA Officer(s) as well as one or more OMA Compliance Monitor(s). After brief discussion, and ON A MOTION BY TRUSTEE BARTLETT AND SECONDED BY TRUSTEE FIELDS, THE BOARD VOTED UNANIMOUSLY TO DESIGNATE THE LIBRARY DIRECTOR AND THE HEAD OF COMMUNITY RELATIONS AND ADMINISTRATIVE SERVICES/CO-ASSISTANT DIRECTOR, RESPECTIVELY, AS THE LIBRARY’S PRIMARY AND ALTERNATE FOIA OFFICERS, AS WELL AS ITS PRIMARY AND ALTERNATE OMA COMPLIANCE MONITORS.

Request to Change Regular Board Meeting Day to Third Thursday of Every Month. Trustee Martel explained that he has submitted this request because he was recently appointed to serve on the Village of Lincolnwood Traffic Commission, which meets on the fourth Thursday of the month. This is in conflict with the Library Board’s current meeting day. After brief discussion, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, THE BOARD VOTED UNANIMOUSLY TO MOVE ITS REGULAR BOARD MEETINGS FROM THE FOURTH THURSDAY OF EACH MONTH (THIRD THURSDAY OF THE MONTH IN NOVEMBER AND DECEMBER) TO THE THIRD THURSDAY OF EVERY MONTH, EFFECTIVE FEBRUARY 1, 2010.

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ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL SIX TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED *ORDINANCE NO. 2009-10/5 SETTING THE SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES FOR THE REMAINDER OF THE FISCAL THAT BEGAN JULY 1, 2009, AND WILL END JUNE 30, 2010, AND COVERING THE PERIOD FEBRUARY 1, 2010 THROUGH JUNE 30, 2010.* (Copies of this Ordinance will be both posted in the library and published in the local newspaper as required by law.)

Other New Business.

Motion to Solicit Bids for the FY2009-2010 Library Audit. ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, THE BOARD UNANIMOUSLY AUTHORIZED THE LIBRARY DIRECTOR TO SOLICIT BIDS FOR THE FY2009-2010 Y AUDIT AS STIPULATED IN THE LIBRARY BYLAWS.

OTHER BUSINESS

Review of *Serving Our Public: Standards for Illinois Public Libraries.* President Beard initiated the 2010 review of *Serving Our Public* by leading a brief discussion of the document's Introduction and chapters I (Core Standards) and II (Governance & Administration). Regarding Chapter I, Library Director Hurwitz pointed out that several policy statements, including the library bylaws, are badly in need of review; and that two new ones (covering reference service and displays, exhibits, and postings in the library respectively) still need to be developed. This year's initiative to review **all** library policies and to develop the two new ones will resolve this shortcoming. Otherwise, we fully comply with the requirements articulated in this chapter.

Regarding Chapter II, the Board decided that it would be best to again delay until a more opportune time the issue of conducting a user survey (Core Standard 29). Additionally, a more formal orientation process for new trustees still needs to be developed (Supplemental Standard 4), and the issue of continuing education activities for all trustees needs to be addressed (Supplemental Standard 5).

The review of *Serving Our Public* will continue at the February Board meeting with chapters III (Personnel) and VIII (Public Relations and Marketing).

BOARD ACTION CHART

The Board briefly reviewed and discussed the Action Chart. There were no additions or other changes.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE BARTLETT, THE BOARD VOTED UNANIMOUSLY TO CHANGE THE DATE OF ITS NEXT REGULAR BOARD MEETING FROM THURSDAY, FEBRUARY 25, 2010 TO THURSDAY, FEBRUARY 18, 2010. (This motion was approved in case the public notice regarding the change of the regular Board meeting day to the third Thursday of every month could not be published in the February 4 edition of the Lincolnwood Review, and publication had to be delayed until the next edition on February 11. The operative Illinois statute stipulates that the notice appear no fewer than days before the next Board meeting.)

The following meeting was confirmed:

Regular Board Meeting	Thursday	February 18, 2010	7:30 p.m.
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No committee meetings were scheduled.

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CLOSED SESSION

At 9:02 p.m., ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE KLATZCO, THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO CLOSED SESSION IN ORDER TO CONSIDER TWO UNRELATED ITEMS: (1) REVIEW AND MAKE A DETERMINATION REGARDING THE LIBRARY DIRECTOR'S PERFORMANCE EVALUATION; AND (2) REVIEW AND DISCUSS POTENTIAL LAND ACQUISITION. All attendees except library trustees left the meeting. The Board called Library Director Hurwitz into the closed session after a determination was made regarding the first item, and he remained to participate in the review and discussion of the second item.

RECONVENE OPEN SESSION


President Beard reconvened the meeting in open session at 9:21 p.m.


ADDITIONAL BOARD ACTIONS

ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE BARTLETT, AND WITH ALL SIX TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE FOLLOWING RECOMMENDATION FROM THE *STAFFING & PERSONNEL COMMITTEE* REGARDING REMUNERATION FOR LIBRARY DIRECTOR HURWITZ: THAT, IN RECOGNITION OF HIS PERFORMANCE, WHICH CONTINUED TO "EXCEED" THE JOB REQUIREMENTS FOR HIS POSITION DURING THE PAST YEAR, A 2.5% MERIT INCREASE—RETROACTIVE TO DECEMBER 16, 2009, HIS EMPLOYMENT ANNIVERSARY DATE—BE AWARDED.

ADJOURNMENT.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, THE MEETING ADJOURNED BY UNANIMOUS CONSENT AT 9:23 P. M.


Charlene Bartlett
Secretary Pro Tempore
(until 8:30 p.m., when Secretary Martel arrived)


Christopher M. Martel
Secretary

APPROVED ON 2/18/10
INCLUDED IN 2/10 BOARD PACKET