

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

Regular Board Meeting

July 15, 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 7:33 p.m. on July 15, 2010, in the Library's Board/Conference Room.

ROLL CALL

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

Trustees Absent: None.

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

Visitors Present: None.

CONSENT AGENDA

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

- Approve **Minutes** of June 22, 2010 regular Board meeting as presented.
- Approve **Financial Report** for period ending 6/30/10 as presented.
- Approve **Disbursements** for the period 6/1/10 through 6/30/10 as presented.
- Receive **Reports of Standing Committees**. (No Board committee met during this period.)

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 reminded the Board that no department head reports will be presented at this month's meeting, but there will be three such reports in August. 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 came up.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Fields reported for the Friends. The Friends' Board has new officers. The summer book sale brought in nearly \$2,000. The dedication ceremony for the parking lot landscaping that the Friends helped fund will take place on Sunday, September 12. A book signing event will be held on Sunday, October 10. At the June Friends' Board meeting, a memorial donation for Jerry Cohan was also approved. The next meeting of the Friends' Board will be Thursday, July 22.

CORRESPONDENCE AND COMMUNICATIONS

The Board briefly reviewed the four items of correspondence that comprised section "E" of the meeting information packet.

AUDIENCE TO VISITORS

There were no visitors at the meeting.

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UNFINISHED BUSINESS

Library Investments. *Library Director Hurwitz* briefly reviewed the status of library investments as reported in the June 30, 2010 Financial Report (section "F" of the meeting information packet). Certificates of Deposit with Republic Bank and Brickyard Bank will mature on August 18 and August 24 respectively.

NSLS Situation: Update. *Library Director Hurwitz* indicated that the situation with NSLS and interlibrary delivery service remained substantially the same as was reported at the June 22 Board meeting. He distributed a printout that provided more details.

Other Unfinished Business. Trustees Berger and Klatzco provided a brief synopsis of the Village Board's Meeting of the Whole that was held earlier this evening to discuss the potential establishment of a TIF District at the corner of Lincoln and Touhy avenues. At this meeting the Village Board narrowed the boundaries of the potential TIF to the Purple Hotel property only. It also indicated a willingness to keep the School District and library involved in the process and take steps to insure that both "get something from the TIF."

NEW BUSINESS

Ordinance Determining to Levy an Additional Tax of .02%. After brief discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED AN **ORDINANCE (NO. 2010-11/1) DETERMINING TO LEVY AN ADDITIONAL TAX OF .02% FOR THE 2010-2011 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 KLATZCO AND SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED A TENTATIVE FY2010-2011 BUDGET AND APPROPRIATION TOTALING \$3,075,403.00. [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 16, 2010 at 7:15 p.m.]

Official Audit of Secretary's Minutes and Other Records for FY2009-2010. With the concurrence of the Board, President Beard appointed trustees Bartlett and Berger 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.

Authorization to Close Library on August 27 for Annual Staff In-Service Training. After brief discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, THE BOARD UNANIMOUSLY AUTHORIZED STAFF TO CLOSE THE LIBRARY ON FRIDAY, AUGUST 27, FROM 9:00 A.M. TO 1:00 P.M. FOR A HALF DAY OF STAFF IN-SERVICE TRAINING. (The library will be open to the public from 1:00 p.m. to 6:00 p.m. that day.)

Other New Business: None

OTHER BUSINESS

Continuing Review of *Serving Our Public: Standards for Illinois Public Libraries.* [Chapter 9— "Programming"] *Head of Community Relations and Administrative Services/Co-Assistant Director Nitz-Weiss* led 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* 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.

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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. No changes or additions were made.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meeting was confirmed:

Regular Board Meeting	Thursday	August 19, 2010	7:30 p.m.
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No committee meetings were scheduled.

ADJOURNMENT.

At 8:06 p.m., ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, THE BOARD UNANIMOUSLY (1) ADJOURNED THE BUSINESS PORTION OF THE MEETING IN ORDER TO CONDUCT THE ANNUAL FACILITY WALK-THROUGH, AND (2) AGREED THAT THE MEETING *PER SE* WOULD BE AUTOMATICALLY ADJOURNED ONCE THE WALK-THROUGH WAS COMPLETED.

ANNUAL FACILITY WALKTHROUGH

The walk-through, in which all attendees of the meeting participated, started at 8:08 p.m. and ended at 8:45 p.m. The library grounds were covered first in order to take advantage of the remaining daylight. A brief summary of the insights and determinations resulting from the walk-through is appended to these minutes.



Christopher M. Martel
Secretary

APPROVED ON 8/19/10
INCLUDED IN 8/10 BOARD PACKET

LINCOLNWOOD PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

FACILITY WALK-THROUGH AT JULY 15, 2010 LIBRARY BOARD MEETING

Task List from Board Walk-Through

- 1 Dead grass Pratt side
- 2 Cut the dead out of the Pratt plants
- 3 Repaint railing Crawford brown to match doorway (rust proof first?)
- 4 Remove the birds nest from the eaves on the Pratt side of the building.
Do something about the bare spots under the banner pole on Crawford/Pratt corner and
- 5 the corner of parking lot entrance (Fill with bricks or cement)
- 6 Paint the pole on Crawford/Pratt corner yellow. Technically not ours, but freshen anyway.
- 7 Spalling - brush, and clean up prior to restriping
- 8 Move the rat trap by the backdoor, bad image
- 9 Teen area: Remove the chairs with holes in the upholstery
- 10 Clean the stools preschool area
Clean and fix light in original parking lot, by the new phone pole (i.e., lense and inside
- 11 fixture).
- 12 Spots on Rug in preschool area removed
- 13 Spots on floor in Grant Room removed
- 14 Trim dead wood out of trees
- 15 Seal and Stripe parking lot - Repco company recommended
- 16 Replace flags
- 17 Tuck pointing by back door
Replace the table covers in YS/Teen area with new covers, get the kind with elastic, or at
- 18 least round, not use rectangle on round table.
- 19 Dust fish tank
- 20 Re-upholster the fixed bench on outside of the Grant Room wall
- 21 Price out re-upholstering the orange chairs
- 22 Add hand drier in staff bathroom
- 23 Landscaping revisions look good, continue to redo the beds.
- 24 Interior signage still needs to be redone