

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

**Regular Board Meeting**

January 22, 2009

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 Talaganis at 7:40 p.m. on January 29, 2009 in the library's Board/Conference Room.

**ROLL CALL**

Trustees Present: Talaganis, Alper, Beard, Fields, Gimbel, Martel, and Klatzco.

Trustees Absent: None

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

Visitors Present: Lincolnwood resident Robert ("Bob") Chleboun, who has filed to run as a candidate for library trustee at the April 7, 2009 consolidated election.

**CONSENT AGENDA**

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

- Approve **Minutes** of November 20, 2008 regular Board meeting as presented.
- Approve **Financial Reports** for periods ending 11/30/08 and 12/31/08 as presented
- Approve **Disbursements** for periods for periods 11/1/08 through 12/1/08 and 12/2/08 through 1/2//09 as presented.
- Receive **Reports of Committees**. (No committee reports were presented.)

**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 the statistical reports for October 2008 and November 2008 included in the packet as sections DD and DDD respectively. He also informed the Board that the relevant CPI (Consumer Price Index) figure for the 2008 calendar year, which will limit the percentage by which our FY2009-10 tax levy can be increased, is .1%. Although that levy will generate revenue primarily for FY2010-11, Mr. Hurwitz believes that it is important for the Board and staff to look for ways to curtail expenses sooner rather than later.

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He next introduced the three department heads whose quarterly reports were included in this month's meeting packets: *Head of Youth and Teen Services* Sharon Levine; *Head of Technical Services* Shao-Chen Lin; and *Head of Circulation Services/Payroll and Accounting Coordinator* Vandana Sehgal. Each of these department heads provided a brief verbal presentation and responded to questions from the Board. They then left the meeting

In closing, *Library Director* Hurwitz, encouraged the trustees to take a look at the Lincoln-Douglas Debates Traveling Exhibit, which is currently on display in the library.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustees Talaganis, Fields, and Gimbel reported on behalf of the *Friends*. The Friends' book sale that was held in the library from January 3 through 10 yielded sales of about \$2,400. Also, the annual breakfast that the Friends provide for the library staff will take place on January 30.

CORRESPONDENCE AND COMMUNICATIONS

The Board briefly reviewed the correspondence included in section "E" of the meeting packets, supplemented with additional items distributed by President Talaganis. The latter items consisted of notes from staff thanking the Board for the holiday gift cards that were given again this fiscal year.

AUDIENCE TO VISITORS

Mr. Chleboun introduced himself, and the Board formally welcomed him to the meeting.

UNFINISHED BUSINESS

**Parking Lot Expansion Project.** Library Director Hurwitz reported that, earlier in the day, the project architect sent him an email with the following update: "*We received a **Consent of Surety to Final Payment** from Frontier Construction, which we will forward to you today for your records. Frontier has not made an additional payout request. We will not recommend full payment until spring growth shows that the significant re-planting that went in very late in the season has survived.*" Mr. Hurwitz explained that about \$25,000 (5% of the contract total) has yet to be requested by or paid to Frontier.

**April 7, 2009 Library Trustee Election.** Library Director Hurwitz reported that, to date, five individuals have obtained election information packets from the library. So far, three of them (including Mr. Chleboun) have filed the nomination papers needed to be placed on the ballot as candidates. The filing deadline is next Monday (January 26) at 5:00 p.m.

**Loan Fees for DVDs-Six-Month Policy Review.** Last July, the Board implemented a new video lending fee policy that (1) imposed a \$1.00 per item fee for DVDs on all loans (i.e., to Lincolnwood library cardholders as well as to reciprocal borrowers), and (2) eliminated all loan fees for video cassettes. The Board also stipulated that "these changes ... be reevaluated in six months." At its September 2008 meeting, the Board voted (by a margin of four to two) to rescind the loan fee for DVDs in the youth and teen collections. Library Director Hurwitz reminded the Board that six months have now elapsed, and it is time for the Board to reevaluate the loan fee for DVDs in the adult services collection. After discussion, and ON A MOTION BY TRUSTEE BEARD AND SECONDED BY TRUSTEE GIMBEL, THE BOARD VOTED BY A MARGIN OF SIX "YES" TO ONE "NO" (WITH TRUSTEE MARTEL PROVIDING THE "NO" VOTE) TO CONTINUE THE CURRENT POLICY OF ASSESSING A LENDING FEE OF \$1.00 FOR DVDs BORROWED FROM THE ADULT SERVICES COLLECTION.

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**Space Reconfiguration Proposal/Plan for Teen-Youth Areas.** Library Director Hurwitz reminded the members of Finance and Facilities Committee that, at its last meeting on October 15, 2008, it had agreed to "...revisit the plan at a future meeting (probably February 2009)...," after the architect was able to make some requested changes. After brief discussion, and as indicated below under the "Schedule of Upcoming Meetings..." the Committee decided to schedule a meeting for this purpose on February 17, 2009.

**Other Unfinished Business.** None.

**NEW BUSINESS**

**Annual NSLS Legislative Breakfast on Monday, February 16.** It was ascertained that President Talaganis and Trustee Gimbel were available to represent the Board at this function. Library Director Hurwitz and Head of Community Relations-Library Programs Coordinator Nitz-Weiss will also attend on behalf of the library.

**Upcoming Bid by NIMEC Cooperative for Purchase of Electricity for the Library.** Library Director Hurwitz reminded the Board that a few years ago the library joined the NIMEC, a cooperative representing several public entities, in order to take advantage of the more favorable rates that are usually received by going out to bid *en masse*. Sometime in February NIMEC will conduct the annual bid for those of its members (including us) whose annual contracts expire in May. Like last year, NIMEC's preselected "...supplier bid group consists of Constellation, Integrys, and Exelon (the 3 largest suppliers in northern Illinois)." Based on the existing market pricing, NIMEC expects to see up to a 10% drop in rates for the upcoming bid, compared to our current pricing. After discussion, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE BEARD, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE LIBRARY'S PARTICIPATION IN THE ANNUAL NIMEC BID AND AUTHORIZED LIBRARY DIRECTOR HURWITZ TO ACCEPT THE BID THAT IS DEEMED TO BE MOST FAVORABLE TO THE LIBRARY.

**Other New Business.** None.

**OTHER BUSINESS**

**Review of *Serving Our Public: Standards for Illinois Public Libraries*.** President Talaganis initiated the 2009 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 it is probably time to review the library's bylaws (Core Standard 6). Additionally, a new policy statement governing displays, exhibits, and postings in the library still must be written (Core Standard 12). On the plus-side of Core Standard 12, completion of the library's updated strategic plan in November 2008 can be cited.

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). It also agreed that some more attention needs to be directed toward new trustee orientations (Supplemental Standard 4) and continuing education for all trustees (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).

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BOARD ACTION CHART

The Board briefly reviewed and discussed the Action Chart. President Talaganis pointed out that the updated chart reflects completion (in late November) of the following item: "Cull what is being kept in rented off-site storage, and reduce the number of rental lockers from two to one."

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were either scheduled or confirmed:

Finance & Facilities Committee Meeting	Tuesday	February 17, 2009	7:30 p.m.
Regular Board Meeting	Thursday	February 26, 2009	7:30 p.m.

CLOSED SESSION (LIBRARY DIRECTOR'S PERFORMANCE EVALUATION)

At 8:54 p.m., ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE BEARD, THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO CLOSED SESSION IN ORDER TO REVIEW AND MAKE A DETERMINATION REGARDING THE LIBRARY DIRECTOR'S PERFORMANCE EVALUATION. All attendees except library trustees left the meeting.

RECONVENE OPEN SESSION


President Talaganis reconvened the meeting in open session at 9:11 p.m. Library Director Hurwitz rejoined the meeting.

ADDITIONAL BOARD ACTIONS

ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE FOLLOWING RECOMMENDATION FROM THE *STAFFING & PERSONNEL COMMITTEE* REGARDING REMUNERATION FOR THE LIBRARY DIRECTOR: THAT, IN RECOGNITION OF LIBRARY DIRECTOR HURWITZ'S CONTINUING AND EXCELLENT STEWARDSHIP OF THE LIBRARY OVER THE PAST YEAR, A 3% MERIT INCREASE—RETROACTIVE TO DECEMBER 16, 2008, HIS EMPLOYMENT ANNIVERSARY DATE—BE AWARDED.

ADJOURNMENT.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE ALPER, THE MEETING ADJOURNED BY UNANIMOUS CONSENT AT 9:12 P. M.

  
Dany R. Fields  
Secretary

APPROVED ON 2/26/09  
INCLUDED IN 2/09 BOARD PACKET