

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

Regular Board Meeting

March 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 7:35 p.m., on March 18, 2010, in the library's Board/Conference Room.

President Beard appointed Trustee Klatzco to serve as Secretary Pro Tempore.

ROLL CALL

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

Trustees Absent: Martel

Staff Present: Library Director Hurwitz; Head of Community Relations and Administrative Services/Co-Assistant Director Julie Anne Nitz-Weiss; Head of Adult Services/Co-Assistant Director Gail Inman; Head of Youth and Teen Services Sharon Levine; Head of Technical Services Shao-Chen Lin; and Part Time Youth and Teen Services Library Associate Rebecca Farnes.

Visitors Present: None.

CONSENT AGENDA

Library Director Hurwitz made one correction to the minutes of the February 18, 2010 Board meeting minutes: on p. 3, at the end of "Other Business," the chapter of *Serving Our Public* covering "Facilities" was incorrectly listed as Chapter IX. "Facilities" is covered in Chapter 4 in the new edition of *Serving Our Public*.

Trustee Fields indicated that the Development Committee met immediately before the Board meeting tonight. She will present a brief report and a recommendation from the Committee later under "new Business."

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

- Approve **Minutes** of February 18, 2010 regular Board meeting as corrected.
- Approve **Financial Report** for period ending 2/28/10 as presented
- Approve **Disbursements** for period 2/1/10 through 2/28/10 as presented.
- Receive **Reports of Committees**.

LIBRARY DIRECTOR'S REPORT

At Library Director Hurwitz's request, Head of Youth and Teen Services Sharon Levine introduced Youth and Teen Services staff member Becky Farnes to the Board. On behalf of the Board, President Beard, congratulated and thanked Ms. Farnes for her twenty years of service to the library. In addition, she presented Ms. Farnes with a gift card from the library to commemorate this milestone. The business portion of the meeting was then briefly adjourned and refreshments were served and shared to celebrate the occasion.

When the meeting resumed, 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 Youth and Teen Services Levine and Head of Technical Services Shao-Chen Lin, 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.) Ms. Farnes, Ms. Levine, and Ms. Lin then left the meeting.

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REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustees Fields and Gimbel reported on behalf of the Friends Board of Directors. The Friends are planning to participate in the upcoming (April 10 and 11) Chamber of Commerce Home and Garden Show. Friends members will staff a table and sell books at the event. Meetings of the Friends Board of Directors have now been moved to the fourth Thursday of the month.

CORRESPONDENCE AND COMMUNICATIONS

The Board briefly reviewed three items that were received too late to include with the meeting information packet: (1) an email thanking the library for the Youth and Teen Services Department's recent "Princesses and Pirates" program and commending the Youth and Teen Services Department and the library for the event; (2) a letter from Standard & Poor's informing us that it had reviewed its rating for the library's General Obligation Refunding Bonds and raised that rating from "AA-" to "AA+;" and (3) a letter to President Beard from two members of the Friends Board of Directors proposing a "Books for Babies" initiative.

AUDIENCE TO VISITORS

There were no visitors.

UNFINISHED BUSINESS

Administrative Services Area Space Reconfiguration Project. As Library Director Hurwitz reported in his written report, all remaining construction components of the project have been completed, and new file cabinets were delivered and installed. Ms. Nitz-Weiss is now in her new office, and the Board/Conference Room can again be used for Board meetings. The process of reorganizing and shifting files will still take a while to complete. Mr. Hurwitz also reported that total construction costs, together with the expense for the new cabinets, wound up exceeding the \$22,000 cap that the Board authorized last November by \$343.90.

ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE GIMBEL, AND WITH ALL SIX TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE ADDITIONAL PAYMENT OF \$343.90 THAT WAS SPENT ON THE PROJECT.

Other Unfinished Business. None.

NEW BUSINESS

Motion to Approve Proposed Revisions to Statement of Policies Governing Behavior in the Library.

After brief discussion, and ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE BARTLETT, THE BOARD UNANIMOUSLY APPROVED AND ADOPTED A REVISED STATEMENT OF ***POLICIES GOVERNING BEHAVIOR IN THE LIBRARY*** AS PROPOSED AND RECOMMENDED BY THE ***LIBRARY SERVICES AND COMMUNITY RELATIONS COMMITTEE***. As revised, the policy statement is now titled ***Policies Governing Behavior in the Library and on Library Property***. (Although not appended to these minutes, the revised policy, with changes highlighted, is available for public inspection upon request to the Library Administration Office. The revised policy will also be posted on the library website.)

Other New Business.

- **Friends of the Library Presence on Library Donor Recognition Wall.** Trustee Fields reported that the *Development Committee* met earlier this evening and considered the possible conflict between the library's current gift recognition policy and efforts by the Friends to increase its membership and encourage donations. Lack of recognition on the library's donor wall is a potential disincentive to those who might otherwise consider paying membership dues or making other donations to the Friends. On behalf of the Committee, she proposed and recommended a potential solution to this problem. This recommendation was briefly discussed. ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE BERGER, THE BOARD UNANIMOUSLY APPROVED: (1) ANNUALLY LISTING THE NAMES OF FRIENDS' MEMBERS ON THE DONOR WALL; AND (2) TREATING ANY DONATION TO THE FRIENDS THAT EXCEEDS THE BASIC MEMBERSHIP DUES PAYMENT FOR A GIVEN YEAR TO BE

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THE SAME AS A GIFT TO THE LIBRARY ITSELF AND PROVIDING THE APPROPRIATE RECOGNITION FOR IT ON THE DONOR WALL.

- **Library Investments.** Library Director Hurwitz informed the Board that there is now approximately \$1.65 million invested in the library's *Illinois Funds* account. The current *Illinois Funds* yield is only 0.113%. After brief discussion, and ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE BERGER, AND WITH ALL SIX TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD AUTHORIZED THE *FINANCE & FACILITIES COMMITTEE* TO REDIRECT UP TO \$400,000 FROM THE LIBRARY'S *ILLINOIS FUNDS* ACCOUNT INTO CERTIFICATES OF DEPOSIT THAT WILL PROVIDE A BETTER YIELD.

OTHER BUSINESS

New Personnel Management and Measurement Process: Presentation to Board. Library Director Hurwitz and Head of Community Relations and Administrative Services/Co-Assistant Director Nitz-Weiss distributed a *Performance Management Binder* to each trustee. They briefly reviewed with the Board each component of the of the binder, including new performance evaluation forms and instructions, and explained other aspects of new personnel management and measurement process that was developed with the help of consultant Eric Van Clevon.

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 IV (*Facilities*). It was the Board's consensus that the library currently meets all of the *Core Standards* cited for this chapter. The library also meets the *Facilities Standards* cited, with the following exceptions: (1) Better internal signage (*Facilities Standard #9*) is badly needed and is being researched; and (2) some of the specific drills (e.g., fire and tornado) specified for emergency staff training (*Facilities Standard #11*) have not been held. (The Roehri Room is the "safe" area in the library for tornados. It was suggested that a sign be posted to guide staff and patrons there during tornado alerts.) It was agreed that the *Existing Facilities Checklist* provided in this chapter will be reviewed as part of the annual walkthrough of the facility and grounds this summer.

The review of *Serving Our Public* will continue in April with Chapter V (*Technology*).

BOARD ACTION CHART

The Board briefly reviewed and discussed the Action Chart. No changes were made.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were either scheduled or confirmed:

Ad Hoc Bylaws Review Committee	Tuesday	April 6, 2010	7:00 p.m.
Finance & Facilities Committee	Tuesday	April 6, 2010	8:00 p.m.
Regular Board Meeting	Thursday	April 15, 2010	7:30 p.m.
Development Committee	Thursday	April 20, 2010	7:00 p.m.

ADJOURNMENT.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE FIELDS, THE MEETING ADJOURNED BY UNANIMOUS CONSENT AT 9:19 P. M.


Craig L. Klatzco
Secretary Pro Tempore

APPROVED ON 4/15/10
INCLUDED IN 4/10 BOARD PACKET