

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

Regular Board Meeting

May 20, 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 7:40 p.m., on May 20, 2010, in the library's Board/Conference Room.

ROLL CALL

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

Trustees Absent: Gimbel.

Staff Present: Library Director Jack 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 TRUSTEE BERGER AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL SIX TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE ITEMS ON THE CONSENT AGENDA WERE APPROVED AS FOLLOWS:

- Approve **Minutes** of April 15, 2010 regular Board meeting as presented.
- Approve **Financial Report** for period ending 4/30/10 as presented
- Approve **Disbursements** for period 4/1/10 through 4/30/10 as presented.
- Receive **Reports of Committees**.

LIBRARY DIRECTOR'S REPORT

Library Director Hurwitz indicated that he had nothing to add to his written report in section "D" of the meeting information packet. He also indicated that he would speak to various items as they came up on the meeting agenda. The floor was then given 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 which were included in the meeting information packet.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Fields reported on behalf of the Friends Board of Directors. The dedication ceremony for parking lot landscaping improvements, which were heavily subsidized by the Friends, is scheduled to take place on Sunday, September 12. The next Friends book sale will be held in the library from June 19 through June 26. Library Director Hurwitz added that the library received the check for the Friends donation of \$8,800 that was announced at April Library Board meeting.

CORRESPONDENCE AND COMMUNICATIONS

President Beard indicated that the one item of correspondence included in the meeting information packet, an email from NSLS Executive Director Sarah Long, will be taken up later in the meeting under "New Business."

AUDIENCE TO VISITORS

There were no visitors.

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UNFINISHED BUSINESS

Proposed Amendments to the Library Bylaws. ON A MOTION BY TRUSTEE BARTLETT AND SECONDED BY TRUSTEE FIELDS, THE BOARD UNANIMOUSLY APPROVED AND ADOPTED THE PROPOSED AMEMENDMENTS TO THE LIBRARY BYLAWS THAT WERE SUBMITTED BY THE AD HOC BYLAWS REVIEW COMMITTEE AT THE APRIL 15, 2010 BOARD MEETING. Having completed its task, the Ad Hoc Bylaws Review Committee was dissolved.

Library Investments. After discussion, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL SIX TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD AUTHORIZED THE FINANCE & FACILITIES COMMITTEE, AT ITS DISCRETION, TO INVEST UP TO \$500,000 IN LADDERED CERTIFICATES OF DEPOSIT (CDs) THROUGH A *CDARS (CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SERVICE)* ACCOUNT WITH EITHER COLE TAYLOR BANK (SKOKIE), REPUBLIC BANK (LINCOLNWOOD), OR MB FINANCIAL BANK (LINCOLNWOOD).

Request/Proposal Regarding Resident Time Limits on Use of Public Computers. Trustee Martel reported on behalf of the Library Services & Community Relations Committee. As indicated in the draft minutes of the May 12 joint meeting of the Library Services & Community Relations and the Finance & Facilities committees (pp. C-5—C-6 of the meeting information packet), the Committee will strongly consider recommending that the maximum time limit for residents' use of public computers be increased. This will not be done, however, until after the installation of an updated version of the library's computer reservation/print station software, together with the integration of our public computer user list with the CCS patron database, have been completed and are working smoothly.

Other Unfinished Business. None.

NEW BUSINESS

Statement of Policies Governing the Acceptance and Recognition of Gifts to the Library. After brief discussion, and ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE KLATZCO, AND AS RECOMMENDED BY THE DEVELOPMENT COMMITTEE, THE BOARD UNANIMOUSLY APPROVED AND ADOPTED PROPOSED REVISIONS TO THE STATEMENT OF *POLICIES GOVERNING THE ACCEPTANCE AND RECOGNITION OF GIFTS TO THE LIBRARY* AS SUBMITTED.

NSLS (North Suburban Library System) Situation: Personnel Layoffs and Service Cuts, Including Van Delivery. The Board reviewed the current status of NSLS as described in a May 11 email from Executive Director Sarah Long, a copy of which was included in Section E (Correspondence) of the meeting information packet. Because, the State of Illinois has not made allocated payments to library systems since late last year, NSLS will be laying off most staff and "dramatically scaling back programs and services effective May 30, 2010." Although it initially appeared that inter-library van delivery service, the System's core service to member libraries, would be spared this fate, it was subsequently determined that, effective June 15, NSLS will need to discontinue this service too. Member public libraries have collectively developed a proposal to fund a three-month extension of NSLS van delivery service themselves. During this three-month period other options for inter-library delivery will be investigated, and, hopefully, a long term solution to the problem will be found. If we participate, our library's share of the cost for this three-month extension of service will be \$4,148. After discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, AND WITH ALL SIX TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD VOTED TO PARTICIPATE IN THE PROPOSED THREE-MONTH EXTENSION OF NSLS INTER-LIBRARY DELIVERY SERVICE AND TO AUTHORIZE THE REQUIRED PAYMENT OF \$4,148.

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Timetable for Development, Review, and Adoption of the FY2010-11 Working Budget and Related Documents. As in past years, action will be taken on the FY2010-11 working budget and related documents at the regular June Board meeting, which is scheduled for Thursday, June 17. The Board decided to schedule a joint meeting of the Finance & Facilities and the Staffing & Personnel committees on Tuesday night, June 15. The Library Director will present, and the committees will review and discuss, the proposed FY2010-11 working budget and related documents at this meeting. (All library trustees are members of one or the other of these committees.)

Other New Business. There was none.

OTHER BUSINESS

None. The ongoing review of *Serving Our Public* will continue in June with Chapter 7 (*Collection Management and Resource Sharing*) and Chapter 8 (*Public Services: Reference and Reader's Advisory Services*).

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:

Finance & Facilities Committee and Staffing & Personnel Committee (Joint Meeting: Budget Review)	Tuesday	June 15, 2010	7:00 p.m.
Regular Board Meeting*	Thursday	June 17, 2010*	7:30 p.m.

**Note: The Regular Board Meeting was subsequently rescheduled to Tuesday, June 22, 7:30 p.m. The required Notice of the change and the meeting agenda were posted and sent to the newspaper..*

ADJOURNMENT.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, THE MEETING ADJOURNED BY UNANIMOUS CONSENT AT 8:58 P. M.



Christopher M. Martel
Secretary

APPROVED ON 6/22/10
INCLUDED IN 6/10 BOARD PACKET