

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

**Regular Board Meeting**

November 17, 2011

8:00 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 8:02 p.m. on November 17, 2011, in the Library's Board/Conference Room.

**ROLL CALL**

Trustees Present: Beard, Fields, Gimbel, Martel, Klatzco, and Bartlett (who arrived at 8:30 p.m., toward the end of the *Library Director's Report*).

Trustees Absent: Berger.

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

Visitors Present: None.

**CONSENT AGENDA**

ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE MARTEL, 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 the October 20, 2011 regular Board meeting as presented.
- Approve **Financial Report** for period ending 10/31/11.
- Approve **Disbursements** for the period 10/1/11 through 10/31/11 from the Bank of Lincolnwood NOW and Special COSTCO Purchase accounts.
- Receive **Reports of Standing Committees** (The only committee meeting held during this period was the November 15, 2011 joint meeting of the *Finance & Facilities* and the *Library Services & Community Relations* committees. Business conducted at the joint committee meeting that was relevant to discussions held or actions taken at this Board meeting was reported when specific agenda items were taken up.).

**LIBRARY DIRECTOR'S REPORT**

*Library Director* Hurwitz referred the Board to his own written report and the quarterly reports from *Assistant Director/Head of Community Relations and Administrative Services* Julie Anne Nitz-Weiss and *Head of Adult Services* Gail Inman, which together comprise section "D" of the Board meeting packet. He called the Board's attention to the item in his written report noting that the library recently received payment from the State for its FY2011 Per Capita Grant, the application for which was submitted in September 2010 and approved by the Illinois State Library in March 2011. In closing, he noted that all other items covered in his written report will be taken up elsewhere on the meeting agenda. He then gave the floor Ms. Nitz-Weiss and Ms. Inman, who formally presented and responded to questions about their respective reports.

**REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE**

Trustee Fields reported that the *Friends* will provide an "appreciation" breakfast for library staff again this year. The date for this event has yet to be determined. She also reported that unsold items from the *Friends'* October 15 silent auction/wine tasting event will be made available for sale online. She closed by again reminding the Board that the *Friends'* next book sale will be held in the library from January 7 through mid-afternoon January 14, 2012.

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CORRESPONDENCE AND COMMUNICATIONS

The Board briefly reviewed and discussed the two items of correspondence that comprised section “E” of the meeting information packet. President Beard also read a more recent letter to the Board from Ms. Nitz-Weiss thanking library trustees for the assistance they provided at the November 6 Ethnic Fest.

AUDIENCE TO VISITORS

There were no visitors at the meeting

UNFINISHED BUSINESS

**Anticipated Proposal from Airoom Regarding Changes to Keystone Avenue.** As discussed at the November 15 joint meeting of the *Finance & Facilities* and the *Library Services & Community Relations* committees, library attorney Ritzman has advised that current Illinois law does empower the Village Board to vacate a public right-of-way (in this case, a stretch of Keystone Avenue bordered on the one side by the library and on the other by *Airoom*) and sell it in its entirety to only one of the bordering property owners (in this case, to *Airoom*). Basically, the Village Board has broad statutory discretion in determining what it deems to be in the public interest regarding any such action. *Library Director* Hurwitz has also been made aware of the fact that, after its review of a preliminary version of the plan *Airoom* intends to put forth, Village staff has decided to recommend in favor of the “concept” that will apparently be proposed, namely that the section of Keystone Avenue from Lincoln Avenue to immediately beyond the alley behind *Airoom* be vacated by the Village and sold to *Airoom*, which will then convert this portion of Keystone into a private parking lot for its own use. Keystone to the north of this new parking lot will apparently become a cul-de-sac with no direct access from or to Lincoln Avenue. After lengthy discussion, the trustees present at the joint committee meeting agreed that any such plan will be irreversibly detrimental to the library and to library users. The joint committees unanimously agreed to recommend to the Board that the library vigorously oppose the plan. A final proposal from *Airoom* could be presented to the Village Traffic Commission on December 13.

After some discussion, the Board decided that another joint meeting of the *Finance & Facilities* and the *Library Services & Community Relations* committees should be scheduled in late-November or early-December in order to discuss this issue and how the library might respond to it. All trustees will be invited and encouraged to attend this session. Additionally, the Board agreed to delegate to the joint committees a determination as to whether or not the library should, as library attorney Ritzman suggested, engage a land planner or traffic consultant to assist in developing the Board’s response to this issue.

**Implementation of New Salary Grade Levels and Salary Adjustments from Market Benchmarking Compensation Study Presented to the Staffing & Personnel Committee on September 20, 2011.** After discussion, and as recommended by the *Staffing & Personnel Committee*, and ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL SIX TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED, THE BOARD APPROVED: (1) ADOPTING AND IMPLEMENTING THE NEW SALARY GRADE STRUCTURES FOR JANUARY 1, 2012 AND JULY 1, 2012 RESPECTIVELY AS PROVIDED AS PART OF THE UPDATED MARKET BENCHMARKING COMPENSATION STUDY THAT WAS COMPLETED FOR THE LIBRARY IN SEPTEMBER 2011; AND (2) ON JANUARY 1, 2012, ADJUSTING THE SALARIES OF THOSE EMPLOYEES WHO FALL BELOW THEIR NEW RESPECTIVE GRADE LEVEL MINIMUMS AS OF THAT DATE UP TO THOSE NEW MINIMUMS. All seniority-based adjustments that are necessitated by the new grade level structures will be delayed until the July 1, 2012 structure becomes effective (i.e., until the start of a new fiscal year, when such adjustments are normally made.)

**Other.** None.

NEW BUSINESS

**Tax Levy Ordinance.** As recommended by the *Finance & Facilities Committee*, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE MARTEL, ***ORDINANCE [NO. 2011-12/3]***

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***PROVIDING FOR THE LEVYING OF TAXES FOR THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2011 AND ENDING JUNE 30, 2012,*** TOTALING \$2,304,600.00, WAS APPROVED AND ADOPTED AS PRESENTED, WITH ALL SIX TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED. This levy is 2.4% higher than the total levy extension for FY2010-2011 and, therefore, did not require a Truth in Taxation (TITA) hearing. (Although not appended to these minutes, a copy of this Ordinance is posted in the library as well as available for inspection upon request to the Library Administration Office.)

**Amended Plan for Special Reserve Fund.** As recommended by the *Finance & Facilities Committee*, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE MARTEL, ***ORDINANCE [NO. 2011-12/4 AMENDING THE PLAN PROVIDING FOR THE USE OF MONIES THAT ACCUMULATE IN THE LIBRARY’S SPECIAL RESERVE FUND]*** WAS APPROVED AND ADOPTED AS PRESENTED, WITH ALL SIX TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED. (Although not appended to these minutes, a copy of this Ordinance is posted in the library as well as available for inspection upon request to the Library Administration Office.)

**Appointment of Acting Director.** ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, THE BOARD VOTED UNANIMOUSLY TO APPOINT ASSISTANT DIRECTOR/HEAD OF COMMUNITY RELATIONS AND ADMINISTRATIVE SERVICES NITZ-WEISS TO SERVE AS ACTING LIBRARY DIRECTOR EFFECTIVE JANUARY 1, 2012, THE FIRST DAY AFTER LIBRARY DIRECTOR HURWITZ’S RETIREMENT. The Board discussed the need to provide additional compensation to Ms. Nitz-Weiss for her service as Acting Director. It was agreed that the best way to do this will be in the form of a performance bonus to be awarded after a new library director is selected and arrives.

**Resolution Authorizing Removal of Mr. Hurwitz and Addition of Ms. Nitz-Weiss as an Authorized Signatory and/or as the Primary Library Contact for Bank Accounts and/or Various Service Providers, Effective January 1, 2012.** As recommended by the *Finance & Facilities Committee*, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, ***RESOLUTION [NO. 2011/12—2] AUTHORIZING AND DIRECTING THE REMOVAL OF JACK HURWITZ, AND THE ADDITION OF JULIE ANNE NITZ-WEISS, AS AN AUTHORIZED SIGNATORY AND/OR AS THE PRIMARY CONTACT AT THE LIBRARY REGARDING ALL BANK ACCOUNTS AND VARIOUS OTHER SERVICE PROVIDERS]*** WAS APPROVED AND ADOPTED AS PRESENTED, WITH ALL SIX TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED. (Although not appended to these minutes, a copy of this Resolution is available for inspection upon request to the Library Administration Office.)

**Holiday Gift Checks.**, As recommended by the *Finance & 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 VOTED TO APPROVE AWARDING STAFF AMERICAN EXPRESS GIFT CHECKS AGAIN THIS HOLIDAY SEASON AS FOLLOWS: LIBRARY DIRECTOR—\$500; ASSISTANT DIRECTOR—\$250; ALL OTHER MEMBERS OF THE STAFF MANAGEMENT TEAM—\$200 EACH; ALL OTHER FULL-TIME STAFF—\$150 EACH; AND ALL PART-TIME STAFF—\$50.00 EACH. (The total cost for these cards is estimated to be \$4,000, plus the *American Express* processing fee which will be passed on to the library by the bank. Three additional \$50 gift checks will also be given: two to volunteers and one to the individual who has for years handled the library’s graphic design service needs.)

**Proposal from Naturescape Design, Inc. for Extending the Library’s Irrigation System into the Raised Landscaping Beds along Pratt Avenue.** It was agreed that this project, which has been reviewed and has been recommended by the *Finance & Facilities Committee*, and will cost under \$1,700, can proceed without coming before and being acted upon by the Board.

**Other.** None.

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OTHER BUSINESS

None.

BOARD ACTION CHART

The Board briefly reviewed and discussed the current status of items listed in the action chart. No items were removed or added.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were either scheduled or confirmed:

<i>Finance &amp; Facilities and Library Services &amp; Community Relations Committees, Joint Meeting</i>	Wednesday, November 30, 2011	7:00 p.m.
<i>Staffing &amp; Personnel Committee</i>	Thursday, December 15, 2011	7:00 p.m.
<i>Staffing &amp; Personnel Committee</i>	Tuesday, January 10, 2012	4:00 p.m.
<i>Staffing &amp; Personnel Committee</i>	Wednesday, January 11, 2012	4:00 p.m.
Regular Board Meeting	Thursday, January 19, 2012	7:30 p.m.

At its October 20, 2011 meeting, the Board canceled its December 15, 2011 regular meeting. Regarding the *Staffing & Personnel Committee* meetings listed above, at the December 15 meeting: (1) the Committee will meet with library consultant Miriam Pollack to determine which applicants for library director will be interviewed; and (1) all such interviews will be conducted between the hours of 4:00 p.m. and 9:00 p.m. at the January 10 and 11 Committee. All business relating to the library director search will be conducted in closed session.

After discussion, and ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE FIELDS, THE BOARD VOTED UNANIMOUSLY TO SCHEDULE A SPECIAL BOARD MEETING AT 9:00 P.M. ON WEDNESDAY, JANUARY 11, 2012. This meeting was scheduled to provide as early an opportunity as possible for the Board to make an official decision about which of the candidates for library director to offer the position to. This decision will be made in closed session.

ADJOURNMENT

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE GIMBEL, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 9:55 P.M.

/S/

Christopher M. Martel  
Secretary