

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

Regular Board Meeting

November 18, 2010

8:15 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 8:22 p.m. on November 18, 2010, in the Library's Board/Conference Room.

ROLL CALL

Trustees Present: Beard, Bartlett, Berger, Gimbel, Martel, and Klatzco (who arrived immediately after approval of the consent agenda).

Trustees Absent: Fields.

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: Paul Inserra, *McClure Inserra & Company*, the library's auditor; and David Spector, Lincolnwood resident, member of the *Friends of the Library*, and possible library trustee candidate.

CONSENT AGENDA

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

- Approve **Minutes** of the October 21, 2010 regular Board meeting with one correction (an indication on p. 3 of these minutes that Trustee Fields made the motion to approve the final draft of the library's technology plan.)
- Approve **Financial Report** for period ending 10/31/10.
- Approve **Disbursements** for the period 10/1/10 through 10/31/10 from the Bank of Lincolnwood NOW and Special COSTCO Purchase accounts.
- Receive **Reports of Standing Committees** (No committee meetings were during this period).

FY2009-2010 LIBRARY AUDIT: PRESENTATION BY AUDITOR

Mr. Inserra presented and reviewed the various components of FY2009-2010 library audit with the Board and others in attendance. He responded to questions from several trustees and Library Director Hurwitz. This presentation and review process yielded the following key conclusions:

- As it did in their previous audits of the library, *McClure, Inserra and Company* was able to issue a "clean" opinion for the FY2009-10 audit.
- The library's various fund balances and general financial position at the close of FY2009-10 remains extremely strong in spite of the current, extended economic downturn.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BERGER, THE BOARD APPROVED THE FY2009-2010 LIBRARY AUDIT AS PRESENTED, WITH ALL SIX TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED.

Mr. Inserra then left the meeting (i.e., at 8:40 p.m.)

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LIBRARY DIRECTOR'S REPORT

Library Director Hurwitz referred the Board to his own written report and the quarterly reports from *Head of Adult Services/Co-Assistant Director* Gail Inman and *Head of Community Relations and Administrative Services/Co-Assistant Director* Julie Anne Nitz-Weiss, which together comprise section "D" of the Board meeting packet. He indicated that all of the items covered in his report will be taken up elsewhere on the meeting agenda. He also noted that the library parking lot was recently restriped, and he reminded the trustees about the Chamber of Commerce's upcoming *Salute to Business* event on Tuesday evening, December 14. He then gave the floor Ms. Inman and Ms. Nitz-Weiss, who formally presented and responded to about their respective reports.

REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Gimbel reported that she staffed the *Friends* table at the library's Ethnic Fest, and that the upcoming *Friends* book sale will be held in the library from Saturday, December 11 through Saturday, December 18.

CORRESPONDENCE AND COMMUNICATIONS

The Board briefly reviewed and discussed the four items of correspondence that comprised section "E" of the meeting information packet. Sufficient State funding arrived to keep NSLS inter-library delivery service alive through June 2011. Ms. Nitz-Weiss and Trustee Beard will represent the library at the upcoming Lincolnwood TIF Joint Review Board meetings on December 2, while Mr. Hurwitz is on vacation.

AUDIENCE TO VISITORS

David Spector introduced himself to the Board, indicating that he had recently become active with the *Friends of the Library* and attended some Friends board meetings. At those meetings, he proposed two fundraising initiatives for the *Friends* to undertake: (1) an ongoing silent auction of donated items to be held in the library during regular hours of operation; and (2) a poker tournament to be held either in the library while it is closed or at some off-site venue. Regarding the poker tournament, the Board indicated that it would need to check with the library attorney to determine whether or not it is legal or would be appropriate for the library to become even indirectly involved in such a venture. The Board was open to the silent auction idea as long as it can be implemented successfully and in a way that does not disrupt library operations or create additional logistical burdens for staff. The Board encouraged Mr. Spector to develop and submit a somewhat detailed plan outlining the specifics of just how he envisions the silent auction working in the library.

UNFINISHED BUSINESS

April 5, 2011 Library Trustee Election. *Library Director* Hurwitz reported that the candidates' filing period for this election runs from December 13 until 5:00 p.m. December 20. To date, five individuals have picked up candidate information packets from the library: the four incumbent trustees whose current terms end in 2011, and Mr. Spector.

Audio-Visual (AV) Area Expansion Project. *Library Director* Hurwitz and *Head of Community Relations and Administrative Services/Co-Assistant Director* Nitz-Weiss reported that both the process of shifting and compacting the adult non-fiction book collection and the relocation of the shelving ranges that hold this collection have now been completed. Delivery and installation of the new AV is still scheduled for the week of December 13.

Interior Signage. *Head of Community Relations and Administrative Services/Co-Assistant Director* Nitz-Weiss presented and reviewed the basic design concepts and comparative costs proposed by two signage vendors: (1) *MD Designs*, which the library used for its donor recognition wall; and (2) *Landmark Signs*. Neither proposal is quite complete yet. Final design details for all signs as well as specifics regarding the total number of signs still need to be ironed out. Preliminary price quotations from both companies indicate that signage from *MD Designs* will be much more affordable than that from *Landmark Signs*. Given this, as well as the fact that the library's

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previous experience with *MD Designs* was more than satisfactory, both Ms. Nitz-Weiss and Library Director Hurwitz recommended that the library commit to working with MD Designs on this project.

After discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, AND WITH ALL SIX TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED, THE BOARD COMMITTED TO *MD DESIGNS* AS THE VENDOR-OF-CHOICE FOR THE LIBRARY’S INTERIOR SIGNAGE PROJECT AND DIRECTED STAFF TO WORK WITH *MD DESIGNS* TO PROVIDE A FINAL DESIGN AND A FINISHED PRODUCT AT A COST NOT TO EXCEED \$6,000.

Other. None.

NEW BUSINESS

Tax Levy Ordinance. After brief discussion, and ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE KLATZCO, THE ***ORDINANCE PROVIDING FOR THE LEVYING OF TAXES FOR THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011 [ORDINANCE NO. 2010-11/3]***, TOTALING \$2,265,300.00, WAS APPROVED AND ADOPTED AS PRESENTED, WITH ALL SIX TRUSTEES PRESENT VOTING “YES” WHEN THE ROLL WAS CALLED. This levy is 7.6% less than the total preliminary levy extension for FY2009-2010 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.)

Holiday Gift Checks. After discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BERGER, 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; CO-ASSISTANT DIRECTORS—\$250 EACH; ALL OTHER MEMBERS OF THE STAFF MANAGEMENT TEAM—\$150 EACH; ALL OTHER FULL-TIME STAFF—\$100 EACH; AND ALL PART-TIME STAFF—\$50.00 EACH. (The total cost for these cards will be \$3,500, plus *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.)

Annual Allocation for Staff Holiday Party. At *Library Director Hurwitz’s* request, this item was deferred until the January Board meeting, pending the results of a questionnaire that will be distributed to staff.

Process and Timetable for Library Director’s Performance Evaluation. The following timetable was formally agreed upon:

- **Thursday, January 6, 2011**—Date by which evaluation forms and Mr. Hurwitz’s statement of his accomplishments and the evaluation form will be distributed to trustees.
- **Thursday, January 20, 2011**—Date by which completed evaluation forms from trustees will be due back to *Staffing & Personnel Committee* Chair Fields. This is also the day of the January 2011 Board meeting.)
- **Date and Time to Be Determined at January 20, 2011 Board Meeting**—Next *Staffing & Personnel Committee* meeting. Library Director’s evaluation will be conducted in closed session.
- **Thursday, February 18, 2011 Board Meeting**—Results of the evaluation and related recommendations from the *Staffing & Personnel Committee* will be presented to the Board and discussed in closed session, with action to be taken in open session.

Contingencies that Arise Between November 2010 and January 2011 Board Meetings. The Board decided that there was no need to make special arrangements to delegate decision-making responsibilities for any such contingencies this year.

