

**MORTON GROVE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF THE REGULAR MEETING**  
**DECEMBER 11, 2008**

**1. Call to Order**

President Hoffman called the meeting to order at 7:30 p.m.

**2. Roll Call**

Secretary Sykes called the roll.

**Trustees Present:** Estelle Cooperman; Arthur Goldstein; Dan Hoffman, President; Renée Miller; Agnes Quinn, Treasurer; Jan Sykes, Secretary

**Absent:** Sadiqua Ahmad

**Others Present:** Benjamin Schapiro, Director; Kevin Justie, Assistant Director/Coordinator of Automated & Technical Services; Natalya Fishman, Head of Reference; Blanche Miyamoto, Administrative Assistant

**Visitors:** Cathy Carmody, Communications Chairman of the Friends of the Morton Grove Public Library; Eric M. Poders, Publisher of The Morton Grove Voice

**3. Minutes**

Minutes of the regular meeting of November 13, 2008 were reviewed.

**Motion** by Trustee Cooperman to approve the minutes  
Seconded by Trustee Miller.  
Approved by voice vote.

**4. Public Comments** – Brief comments from Eric Poders

**5. Treasurer's Report**

Treasurer Quinn presented the November reports, including a review of the cash statement, accounts payable and income statement.

Treasurer Quinn requested that a spreadsheet report be included in the board packet showing the cash amount and the interest rate of each bank account for each month. This will allow the trustees to compare the dollar amounts and interest rates throughout the year.

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The Board accepted the Treasurer's Report.

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**Finance Committee** – December 9, 2009 meeting, Trustee Quinn reporting.

The committee reviewed the November financial reports.

The next meeting was scheduled for Tuesday, January 6, 2009 at 4:30 p.m.

### 6. Committee Reports

**Building and Grounds** – Chairman Goldstein reporting.

Trustee Hoffman, Trustee Goldstein and Director Schapiro will be meeting with the landscape architect (hired by the Village of Morton Grove) on Wednesday, December 17, 2008 at 4:00 p.m. in the Director's office at the Library. The discussion will be on the reconstruction of Lincoln Avenue from the Library's driveway to the railroad track.

**Policy** – Chairman Sykes reporting.

Revision of MGPL Privacy Procedures will be discussed under New Business of the Agenda.

**Fund Development Planning** – Chairman Hoffman reporting.

The Board will be working on the Library's strategic plan in 2009.

**7. Friends of the Library Report** – Communications Chairman Carmody reporting.

1. The Friends group is working on a vision statement.
2. The group is trying to build their membership. At this point in time, there are 38 members.
3. On Saturday, February 28, 2009, the Friend's group will be hosting a reception at the Library. The details of this event are being planned.

### 8. Librarian's Report

#### **Statistics**

Year to Date total circulation is 288,417, 2.1% more than the same period in 2007 (282,122).

Website hits from non-staff users were 198,410 for November, up from October by 12,578.

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Patron registrations show an increase of 26 from October at 9,084 active cards, with 104 new patrons and 118 renewals. This represents 40.5% of the Morton Grove population with active cards.

MyMediaMall downloads were 46 for this month. Registration now totals 327 with 10 patrons joining.

### ***2009 NSLS Legislative Breakfast***

The breakfast will take place on Monday, February 16, 2009 from 8:30 a.m. to 10:30 p.m. at the Arboretum Club in Buffalo Grove, IL. The following trustees will be attending: Cooperman, Miller, Quinn, Goldstein, Hoffman and possibly Sykes.

### ***Illinois Open Meetings Act***

Director Schapiro received a letter from the Library's attorney concerning closed sessions. It states, that " a public body, in its discretion, may invite others to attend a closed session, e.g., staff and others with information/input relevant to the subject matter of the closed session". It also states, that " a closed session may be held even if the agenda makes no mention of holding a closed session, . . . ."

## **9. Unfinished Business**

### ***New Building***

No report.

## **10. New Business**

### ***Copyright Protection for Staff Produced Videos***

The Board instructed the Director to work with the Library's Attorney to produce a release agreement protecting both the intellectual property rights of the Library and participating staff when video or other electronic based media are produced for library use.

### ***Revision of MGPL Privacy Procedures***

The Policy Committee met on Wednesday, November 25, 2008 to review the recommended revision. Chairman Sykes presented the revision to the Board for approval. It was recommended that the section on page 7, Part II which begins with " and the officer does not have a court order..." and ends with " You are not to provide any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library," be removed.

**Motion** by Trustee Cooperman to remove the section stated above and to accept the drafted Privacy Policy.

Seconded by Trustee Quinn.

Approved by voice vote.

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**11. Communications**

None

***Executive Session***

**Motion** by Trustee Miller to go into Executive Session at 8:20 p.m. to discuss salary matters.  
Seconded by Trustee Quinn.

**Motion** by Trustee Miller to come out of Executive Session at 8:56 p.m.  
Seconded by Trustee Quinn.

Meeting was adjourned at 9:00 p.m.

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**Secretary**