

**MORTON GROVE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF THE REGULAR MEETING**  
**FEBRUARY 12, 2009**

**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:*** Sadiqua Ahmad; Estelle Cooperman; Arthur Goldstein; Dan Hoffman, President; Agnes Quinn, Treasurer; Jan Sykes, Secretary

***Absent:*** Renée Miller

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

***Visitors:*** Helga Scherer, Head of Technical Services; Rosetta Metz, Community Outreach Coordinator; Eric M. Poders; Bernadette Fahy, Friends of the Morton Grove Public Library

**3. Minutes**

Minutes of the regular meeting of January 8, 2009 were reviewed.

Correction to the Minutes on page 3 under the heading Librarian's Report, Statistics, the third paragraph " Patron registration show an decrease . . ." Change to "Patron registrations show a decrease . . ."

**Motion** by Trustee Cooperman to approve the minutes.

Seconded by Trustee Ahmad.

Approved by voice vote.

Minutes of the Executive Session of December 11, 2008 were reviewed.

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

### 4. Public Comments – None

### 5. Treasurer's Report

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

The Board accepted the Treasurer's Report.

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**Finance Committee** – February 10, 2009 meeting, Trustee Quinn reporting.

The committee reviewed the January financial reports.

The next meeting was scheduled for Tuesday, March 10, 2009 at 4:30 p.m.

### 6. Committee Reports

***Building and Grounds*** -None

***Policy*** – None

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

The Vision Committee – Trustees Cooperman, Goldstein, Miller and Sykes met on Thursday, January 15, 2009 at 6:30 p.m. to work on a new vision statement. The following is a draft of the new vision statement.

Morton Grove Public Library will meet the needs of its growing and increasingly diverse community by providing services and partnering with other community organizations. All will be welcomed to follow their interests, expand their dreams, learn new skills and interact with other members of the community to enhance their quality of life. The Board of Trustees and staff will work together to serve the public and respond to the changing role of libraries now and in the future.

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The Board reviewed the new vision statement. It was proposed that the word “welcomed” be changed to “welcome”.

**Motion** by Trustee Cooperman to approve the new vision statement as corrected.

Seconded by Trustee Quinn.

Approved by voice vote.

New Strategic Plan – President Hoffman asked for volunteers from the Board to work on the new strategic plan. The following trustees- Cooperman, Goldstein and Sykes - will be meeting with President Hoffman on Tuesday, February 24, 2009 at 4:30 p.m. in the Board Room to begin the process of drafting a strategic plan.

### **7. Friends of the Library Report – Bernadette reporting.**

The Minutes of the January 21, 2009 meeting were reviewed.

### **8. Librarian’s Report**

#### ***Statistics***

Year to Date total circulation is 28,607, 6.5% more than the same period in 2008 (26,863).

Website hits from non-staff users were 198,261 for January, up from December by 5,579.

Patron registrations show a net decrease of 40 from December at 9,089 active cards, with 100 new patrons and 153 renewals. This represents 40.5% of the Morton Grove population with active cards.

MyMediaMall downloads were 79 for January. Registration now totals 352 with 17 patrons joining.

#### ***NSLS Awards Banquet, March 20, 2009***

Terry Carey, Head of Youth Services has been nominated for Staff Member of the Year. Board members interested in attending will contact Director Schapiro.

#### ***Employee Handbook***

ADP Human Resources emailed the first draft of the employee handbook to the Administration staff. Copies were passed out to senior managers – Terry Carey, Natalya Fishman, Kevin Justie and Helga Scherer- for review.

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***Relocation of Program Coordinator's Office***

The office for Nancy Brothers and Karina Guico will be relocated to the basement. Claude Covington, Head of Maintenance and his crew are finalizing the installment of shelves and furniture. The move will be completed during the week of February 16.

**9. Unfinished Business**

***New Building***

No report.

**10. New Business**

***Rules Regarding Nonofficial Recording for Public Meetings***

The definitions, policy and rules of procedure were reviewed and discussed.

**Motion** by Trustee Quinn to approve guidelines as written and amend, if necessary, after conferring with the library's attorney.  
Seconded by Trustee Sykes.  
Approved by voice vote.

***Resolution Transferring Funds to Special Reserve Fund***

The resolution were reviewed and discussed.

**Motion** by Trustee Cooperman to approve the resolution for the transfer of \$80,000, a portion of the unexpended balance, to the Special Reserve Fund.  
Seconded by Trustee Goldstein.  
Approved by unanimous roll call vote.  
Ahmad-yes; Cooperman-yes; Goldstein-yes; Hoffman-yes;  
Quinn-yes; Sykes-yes; Miller-absent

***Reallocation Budget Resolution***

The proposed reallocation budget for 2009 with the resolution and notes were reviewed and discussed.

**Motion** by Trustee Cooperman to approve a revised appropriation and levy for 2009 to include the increased expenditures in the sum of \$48,104.  
Seconded by Trustee Sykes.  
Approved by unanimous roll call vote.  
Ahmad-yes; Cooperman-yes; Goldstein-yes; Hoffman-yes;  
Quinn-yes; Sykes-yes; Miller-absent

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***Resolution Confirming Purpose of Accumulation in Special Reserve Fund***

This item was tabled to the March meeting.

***Book Sale Revenue***

The proposal of reducing this revenue to 0 for 2009 and transferring the Book Sale operation to The Friends of the Morton Grove Public Library was discussed.

**Motion** by Trustee Goldstein to approve the reduction of revenue to 0 and transfer the operation to the Friend group.

Seconded by Trustee Cooperman.

Approved by unanimous roll call vote.

Ahmad-yes; Cooperman-yes; Goldstein-yes; Hoffman-yes;

Quinn-yes; Sykes-yes; Miller-absent

***Communications***

President Hoffman addressed Eric Poder concerning statements made in the newspaper about the Morton Grove Public Library.

***Executive Session***

**Motion** by Trustee Sykes to go into Executive Session at 9:10 p.m. to discuss employment as allowed under 5 ILCS 120/2(c)(1)  
Seconded by Trustee Quinn.

**Motion** by Trustee Cooperman to come out of Executive Session at 10:13 p.m.

Seconded by Trustee Quinn.

Meeting was adjourned at 10:15 p.m.

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**Secretary**

