

**MORTON GROVE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF THE REGULAR MEETING**  
**FEBRUARY 10, 2011**

*Mission Statement*

*The Morton Grove Public Library will provide a place offering materials, programs and services to assist the community in its pursuit of personal growth and lifelong learning.*

*Vision Statement*

*Morton Grove Public Library will meet the needs of its growing increasingly diverse community by providing services and partnering with other community organizations. All will be welcome 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 roles of libraries.*

**1. Call to Order**

Acting President Hoffman called the meeting to order at 7:00 p.m.

**2. Roll Call**

Acting Secretary Miller called the roll.

**Trustees Present:** Bernadette Fahy; Laura Frisch; Arthur Goldstein, Treasurer; Dan Hoffman, Renée Miller

**Absent:** David Levin, Larry Levin

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

**Visitor:** Larry Gomberg, Village Trustee; Ellie Davis, MG resident; Gil Peters, MG resident

## **Minutes of Board of Trustees Meeting - February 10, 2011 - Page 2**

### **3. Minutes**

Minutes of the regular meeting of January 13, 2011 were reviewed.

**Motion** by Trustee Goldstein to approve the minutes.  
Seconded by Trustee Frisch.  
Approved by voice vote.

Minutes of the Executive Session meeting of January 13, 2011 were reviewed.

**Motion** by Trustee Goldstein to approve the minutes.  
Seconded by Trustee Frisch.  
Approved by voice vote.

### **4. Public Comments**

Ellie Davis attended the Board's Finance Committee on Tuesday, February 8, 2011 and had questions pertaining to that meeting. Treasurer Goldstein answered her questions concerning the Special Reserve Funds.

Gil Peters brought up concerns about the Board's approval of the Ethics Amendment to the Library's By-Laws and his petition to the Board to allow public comments at the end of the meeting.

### **5. Treasurer's Report**

Treasurer Goldstein presented the January reports, which included a review of the cash statement, accounts payable and income statement.

The Board accepted the Treasurer's Report.

---

### **6. Committee Reports**

**Finance Committee** – February 8, 2011 meeting, Treasurer Goldstein reporting. The committee reviewed the January financial reports.

Trustee Hoffman proposed that \$25,000 - \$30,000 of the unexpended funds from 2010 be transferred to the Special Reserve Fund.

## **Minutes of Board of Trustees Meeting - February 10, 2011 - Page 3**

**Motion** by Trustee Goldstein to transfer \$30,000 of unexpended funds from 2010 to the Special Reserve Fund.

Seconded by Trustee Frisch.

Roll call vote:

Trustee Frisch        yes

Trustee Goldstein    yes

Trustee Hoffman     yes

Trustee Miller        yes

Approved by unanimous vote.

The next meeting was scheduled for Tuesday, March 8, 2011 at 5:00 p.m.

***Building and Grounds - None***

### ***Policy***

Director Schapiro introduced three policies to be reviewed by the policy committee: 1) Identity Protection Policy; 2) Employee Handbook; 3) Computer Use Policy

Trustee Miller and Frisch will schedule a meeting.

***Building Development Committee - None***

### **7. Friends of the Library Report – none**

Trustee Fahy entered at 7:20 p.m.

### **8. Librarian's Report**

#### ***Statistics***

Total Circulation for January was 32,104 up from 27,502 last month. Year to date circulation is 32,104, 12.3% more than the same period in 2010 (28,599).

Website hits from non-staff users were 53,167 for January, down from December by 639. This is an average of 1,715 hits per day, a -1% change compared to this month last year.

Patron registrations show a net gain of 24 from December at 10,059 active cards, with 90 new patrons and 163 renewals. Based on the 2000, this represents 44.8% of the Morton Grove population with active cards.

MyMediaMall downloads were 240 for January. Registration now totals 655 with 23 patrons joining.

## **Minutes of Board of Trustees Meeting - February 10, 2011 - Page 4**

### ***Furniture Acquisition***

New furniture has been ordered for three of the staff in the Programming department and one staff member in the Circulation department.

### ***Staff Rearrangement***

Freeda Jayasinghe, ILL Clerk, will be reporting to the Head of Circulation, instead of the Head of Technical Services. She has been relocated to the second floor next to Caitlin's office.

### ***Upgrading Activity Room***

An LCD projector and screen will be installed in the Activity Room by United Visual, Inc.

### ***Website Design***

The Per Capita Grant, which was received in December, will be used to redesign MGPL's website. Director Schapiro and Assistant Director Kevin Justie have been conversing with two web designers.

### ***ADP Human Resource Training***

Angie Hotchkiss, HR representative, met with Director Schapiro and Administrative Assistant, Blanche Miyamoto for training on upgrading Performance Reviews and other HR related topics.

### ***TIF Meeting at Village Hall***

Director Schapiro attended a meeting on the TIF involving Golf Middle School. The Board would like a presentation of the TIF proposal before writing a letter of support. Director Schapiro will contact Joe Wade about this matter.

## **9. Unfinished Business - None**

## **10. New Business**

### ***Dental Group Policy Renewal***

Director Schapiro would like to continue with the Guardian Dental Plan in 2011.

**Motion** by Trustee Goldstein to allow the Library to enter into a contract in 2011 with the Guardian Dental Plan.

Seconded by Trustee Fahy.

Approved by voice vote.

## **Minutes of Board of Trustees Meeting - February 10, 2011 - Page 5**

### ***St. Martha Parking Lease***

The Archdiocese of Chicago is proposing an increase in rental fee for the parking spaces used by the Library staff: from \$6,000 in 2010 to \$9,000 in 2012.

Discussion ensued with consideration of alternative parking, such as, the Village parking, street parking or parking spaces at the fire station. Director Schapiro will contact the Archdiocese to negotiate the rental fee.

### ***Executive Session***

The Board did not go into Executive Session due to the absence of President David Levin.

## **11. Communications - None**

Meeting was adjourned at 7:40 p.m.

---

**Secretary**