

**MORTON GROVE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF THE REGULAR MEETING**  
**NOVEMBER 13, 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:** Sadiqua Ahmad; Estelle Cooperman; Arthur Goldstein; Dan Hoffman, President; Renée Miller; Agnes Quinn, Treasurer; Jan Sykes, Secretary

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

**Visitors:** Cindy Changyit Levin, President of Friends of the Morton Grove Public Library; Eric M. Poders, Publisher of The Morton Grove Voice

**3. Minutes**

Minutes of the regular meeting of October 16, 2008 were reviewed. Correction to the minutes. On page 1, number 4 on the agenda under Public Comments, change "Friend" to "Friends".

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

Minutes of the special meeting of October 30, 2008 were reviewed.

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

**4. Public Comments - None**

## **Minutes of Board of Trustees Meeting- November 13, 2008-Page 2**

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

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

The Board accepted the Treasurer's Report.

---

**Finance Committee** – November 11, 2008 meeting, Trustee Quinn reporting.

The committee reviewed the October financial reports.

The next meeting was scheduled for Tuesday, December 9, at 4:30 p.m.

### **6. Committee Reports**

***Building and Grounds*** – no report.

***Policy*** – no report.

The committee will meet to review and discuss the Privacy Policy Manual. The meeting was scheduled for Tuesday, November 25, 2008 at 3:30 p.m. in the Board Room.

***Fund Development Planning*** – no report.

**7. Friends of the Library Report** – President Cindy Changyit Levin reporting.

1. The Friends group continues to work with IRS to comply with the 501C3 ACT on the legal organization of this group.
2. The Friends group will be working on events for 2009.

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

#### ***Statistics***

Year to Date total circulation is 262,275, 2.1% more than the same period in 2007 (256,800).

Website hits from non-staff users were 185,832 for October, up from September by 13,024.

Patron registrations show a decrease of 43 from September at 9,058 active cards, with 111 new patrons and 136 renewals. This represents 40.3% of the Morton Grove population with active cards.

## **Minutes of Board of Trustees Meeting –November 13, 2008-Page 3**

MyMediaMall downloads were 67 for this month (a record). Registration now totals 317 with 11 patrons joining.

### ***Employee Benefits by Design***

Employee Benefits by Design is working with Central DuPage Business Health of Central DuPage Hospital. They are available to have onsite staff administer flu shots to library employees at a cost of \$17.55.

### ***Staff – New Hired and Terminated***

In 2008, the Library has hired 14 people and 11 people have left. Liz Kaiz will be ending her maternity leave and returning to work on January 2, 2009. Her status will change from salaried to part-time 20 hours a week. She will be working in the Youth Services Department for 15 hours and 5 hours at home.

### ***Holiday Banners***

The Morton Grove Chamber of Commerce has holiday banners to display along Dempster for businesses interested in purchasing any for \$200. The board discussed this possibility but no decision was made.

### ***July 4<sup>th</sup> 2009***

In 2009, the Library will be closed on Saturday, July 4<sup>th</sup>. Director Schapiro asked the board if they wanted the Library closed on Sunday, the 5<sup>th</sup> of July or Monday, the 6<sup>th</sup> of July. The board all agreed that the Library be closed on Sunday, July 5<sup>th</sup>.

### ***Election of New Trustees***

In April 2009, the Library will have 3 seats available on the Board of Trustees. Two seats are for a term of 6 years and one seat is for a term of 2 years.

## **9. Unfinished Business**

### ***New Building***

No report.

## **10. New Business**

### ***New Candidates Forum***

Three political parties in Morton Grove would like to use the Baxter Room as a neutral site for a question and answer session open to MG residents. The board approved this event.

### ***Review of Open Meetings Act***

The board reviewed the Open Meetings Act as required by the State for the Per Capita grant.

## **Minutes of Board of Trustees Meeting –November 13, 2008-Page 4**

### ***Review of Freedom of Information Act***

The board reviewed the Freedom of Information Act as required by the State for the Per Capita grant.

### ***Executive Session***

**Motion** by Trustee Cooperman to go into Executive Session at 8:15 p.m. to discuss salary matters.  
Seconded by Trustee Miller.

President Hoffman suggested that a review committee be formed to work on the director's evaluation and salary. Trustee Goldstein and Miller volunteered to be on this committee chaired by President Hoffman. The meeting was scheduled for Wednesday, November 19, 2008 at 4:30 p.m. in the Board Room.

**Motion** by Trustee Cooperman to come out of Executive Session  
Seconded by Trustee Goldstein.

### ***Executive Session Tapes***

Trustee Cooperman asked that the tapes of May, June and July 2005 interview for a new director be erased.

**Motion** by Trustee Cooperman to delete the audio recordings of the May, June and July 2005 interview for a new director.  
Seconded by Trustee Miller.  
Approved by voice vote.

## **11. Communications**

None

Meeting was adjourned at 8:25 p.m.

---

**Secretary**

