

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

*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**

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

**2. Roll Call**

Trustee Quinn, acting as Secretary, called the roll.

**Trustees Present:** Bernadette Fahy; Arthur Goldstein, Treasurer; Dan Hoffman, President; David Levin; Renée Miller Agnes Quinn;

**Absent:** Jan Sykes, Secretary

**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

**Visitors:** Estelle Cooperman, former trustee, Eric M. Poders Helga Scherer, Head of Technical Services

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### **3. Minutes**

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

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

Seconded by Trustee Goldstein.

Approved by voice vote.

Correction to the minutes on page 3 on the motion to accept the Strategic Plan with the additions and corrections. Under roll call vote add Sykes as a "Yes" vote.

Add to Trustee Quinn's "No" vote – "No" vote on the Strategic Plan: 2009-2012 because of the inclusion of the ROI paragraph.

### **4. Public Comments**

Estelle Cooperman called attention to the absence of the footnote phrase "\*action item" on the agenda. President Hoffman reiterated that all items on the agenda should be treated as an action item. If an action item needs further discussion, that item can be tabled. Estelle Cooperman requested that the asterick should be removed from #3 of the agenda "Minutes – October 8, 2009 Regular Meeting", so done.

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

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

The Board accepted the Treasurer's Report.

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### **6. Committee Reports**

**Finance Committee** – November 10, 2009 meeting, Treasurer Goldstein reporting.

The committee reviewed the October financial reports.

The next meeting was scheduled for Tuesday, December 8, 2009 at 4:30 p.m.

***Building and Grounds*** -None

***Policy*** – None

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

The next phase of the Fund Development Planning involves the trustees brainstorming on a menu of contribution opportunities that the Library could offer to individual and corporate donors.

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

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

#### ***Statistics***

Year to Date total circulation is 286,141, 9.1% more than the same period in 2008 (262,275).

Website hits from non-staff users were 216,126 for October, up from September by 43,191. This is an average of 6,972 hits per day, 0% change compared to this month last year.

Patron registrations show a net gain of 72 from September at 9,526 active cards, with 106 new patrons and 151 renewals. This represents 42.4% of the Morton Grove population with active cards.

MyMediaMall downloads were 82 for October. Registration now totals 445 with 12 patrons joining.

#### ***MGPL “ Volunteer of the Year”***

The Library was awarded “Volunteer of the Year” by School District 63. MGPL services Melzer (K-6), Nelson (K-6) and Gemini Jr. High (7 & 8).

#### ***Reader's Services Librarian***

Karen Hansen will be resigning on November 20, 2009. She will be taking a new position at the Evanston Public Library.

#### ***Retiring Reference Librarian***

Bonnie Zeitlin retired this month after her many years of service at MGPL.

### **9. Unfinished Business**

#### ***New Building***

President Hoffman contacted Mayor Staackmann concerning property sites for the Library, namely, Site B on Ferris Ave; MB Financial drive-thru site; and the present site of the Library. The Village is busy working on their budget for 2010. The Mayor will get back to President Hoffman after the village budget is completed.

**10. New Business**

***December 2009 Meeting***

Due to a work commitment of one of the trustees, a change in the meeting date was necessary. Various dates were discussed and Wednesday, December 9<sup>th</sup> was agreed upon by the trustees. President Hoffman asked for a voice vote and the result was a unanimous voice vote for a change of the Board Meeting to December 9 at 7:00 p.m.

***Architectural Evaluation Scope***

The revised proposal of needs assessment and conceptual options from Engberg Anderson, Inc. was reviewed. The original cost of this proposal \$39,000, was reduced to \$30,000.

**Motion** by Trustee Levin to accept the revised proposal from Engberg Anderson, Inc. with a cost of \$30,000.

Seconded by Trustee Miller.

Roll call vote:

Fahy	Yes
Goldstein	Yes
Hoffman	Yes
Levin	Yes
Miller	Yes
Quinn	Yes

Motion was approved by a unanimous vote.

***2010 Budget***

The Board reviewed and discussed in detail the three budget proposals. Budget A proposal – a 2.5% increase in the tax levy based on reallocation of unspent funds.

Budget B proposal – a 2.5% increase in the tax levy based on withdrawing funds from the Library's reserve.

Budget C proposal – a 1.2% increase in the tax levy based on withdrawing funds from the Library's reserve and reducing the merit pool to 2%.

**Motion** by Trustee Goldstein to accept Budget C.

Seconded by Trustee Fahy.

Further discussion followed after the motion. The trustees expressed concerns of expenditures in Personnel and Health Insurance. Drawing funds from the Library's reserve was also a concern voiced by the trustees. The trustees decided to approve to a 1.2% increase in the tax levy and a 2% merit pool.

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**Motion** by Trustee Miller to close the debate on the budget.  
Seconded by Trustee Goldstein.

Trustee's Goldstein's motion to accept Budget C proposal which was seconded by Trustee Fahy. The vote is to accept the 2010 Budget with a 1.2% increase in the tax levy and a 2% merit pool.

Roll call vote:

Fahy	Yes
Goldstein	Yes
Hoffman	Yes
Levin	Yes
Miller	Yes
Quinn	Yes

Motion was approved by a unanimous vote.

Trustees would like Director Schapiro to explore the possibility of increasing the health insurance deductible.

***Communications – None***

Meeting was adjourned at 9:00 p.m.

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**Secretary**