



MORTON GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING

OCTOBER 13, 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.

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1. Call to Order & Pledge of Allegiance

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

2. Roll Call

Secretary Berg called the roll.

Trustees Present: Mark Albers, President; Paul Berg, Secretary; Arthur Goldstein; Dan Hoffman; Cathy Peters, Treasurer;

Absent: David Calimag; Christa Quinn

Others Present: Kevin Justie, Co-Director; Head of Automated & Technical Services; Natalya Fishman, Co-Director; Head of Reference; Blanche Miyamoto, Administrative Assistant; Frank Tennant, Legal Counsel; five additional staff, twelve patrons, one village trustee, one media

3. Minutes

Minutes of the special meeting of July 7, 2011 were reviewed.

Motion by Trustee Peters to approve the minutes.

Seconded by Trustee Goldstein.

Approved by voice vote.

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Minutes of the regular meeting of September 8, 2011 were reviewed.

Motion by Trustee Peters to approve the minutes.
Seconded by Trustee Albers.
Approved by voice vote.

Minutes of the executive session meeting of September 8, 2011 were reviewed.

Motion by Trustee Peters to approve the minutes.
Seconded by Trustee Berg.
Approved by voice vote.

A concern was voiced about the St. Martha parking lot term sheet. There was a misunderstanding of the term sheet and the lease that was immediately clarified by the library's lawyer. When the lease from the Archdiocese is drafted, it will be reviewed and approved by the board before being signed.

4. Special Reports – None

5. Public Comments – None

6. President's Report

Co-directors are working on the budget.

7. Treasurer's Report

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

In reviewing the check register, a question came up on one of the pest control vendors which had an unusually large invoice amount. The co-directors will research this and get back to the board.

A question was brought up about the forensic audit of the library, if and when it would be done. In response, President Albers replied that this would be addressed after the completion of the 2012 Budget.

The Board accepted the Treasurer's Report.

8. Committee Reports

Finance Committee – October 13, 2011, Treasurer Peters reporting. The committee reviewed the September financial reports; approved the September 28, 2011 finance meeting; discussed the updates on the presentations by the two financial investment companies; discussed the updates on the audit process with Dan Berg from Sikich; reviewed the draft of the MGPL investment policy and the co-directors' report on budgetary issues.

The finance committee scheduled a meeting on Wednesday, September 28, 2011 with the second financial investment company, Raymond James Associates, Inc. for an overview of how their company could manage the library's investments.

A concern was voiced about the investment of library funds. In response to this concern, Article 2, Section 3 of MGPL's Bylaws was quoted.

Trustee Hoffman pointed out that the September 8 minutes mentioned that Dan Berg would be present at the October 13 meeting. It was explained that Dan Berg from Sikich met with the Finance committee to review the MGPL Financial audit report on Tuesday, October 11, 2011, instead of meeting with the entire board.

The next meeting was scheduled for Tuesday, November 8, 2011 at 4:15 p.m.

Building and Grounds –Trustee Berg reporting. The committee met on Friday, September 30, 2011 to discuss the ADA and Illinois Code Compliance and getting MGPL up to Illinois accessibility code. The recommendation was to hire Engberg Anderson to define the scope of work needed and the timeline of completion. A discussion followed about the library being grandfathered in with regards to ADA compliance and whether starting any new improvement would put the library in a position of needing to be in full compliance. The library's lawyer explained that the nature and the extent of the changes will determine this. The library's counsel was asked by President Albers to look into this matter and report back to the board.

Policy - None

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9. Staff Reports

Directors' Report

Co-Director Fishman reporting:

- Ann Finstad was introduced to the board as the new Youth Services Department Head. She started on Monday, October 10, 2011.
- The library will be open for service to patrons on Monday, December 26, 2011 and Monday, January 2, 2012.

Co-Director Justie reporting.

- The library is looking into upgrading the sound system in the Baxter Room for the board meeting which is now held in the Baxter Room. Co-Director Justie spoke with three vendors and is waiting on quotes.
- In working with the Chicago Archdiocese on the leasing of the St. Martha Parking Lot, the Archdiocese asked for a document called the Articles of Corporation. The attorney said no such document exists.
- The co-directors presented the board with a change date in the distributions of pay checks from Wednesday of Friday. This will eliminate several payroll steps and bring efficiency to the process. The board approved this change, which will start in January of 2012.
- The co-directors would like to schedule meetings to review the 2012 Budget. The first meeting will be with the Finance Committee on Thursday, October 20, 2011 at 2:00 p.m. The seconding meeting will be a Special Board meeting on Tuesday, October 25, 2011 at 7:00 p.m. Trustee Hoffman will not be able to attend this meeting. Co-Director Justie will post the Agenda for the October 25th meeting.
- Per Capita Grant Application – The board is required to review certain chapters from the "Standards for Illinois Public Libraries" booklet as part of the application process. Co-Director Justie presented the chapters that needed to be discussed and after feedback from the trustees was able to get the information needed to complete the application.

Corporate Counsel

Legal Counsel Frank Tennant submitted the completed email retention policy to the co-directors.

10. Old Business

None

11. New Business

Appointment of FOIA Officer(s)

Motion by Trustee Peters to appoint Co-Directors Justie and Fishman as FOIA officers and for Open Meetings Act training from the Attorney General.

Seconded by Trustee Goldstein.

Approved by voice vote.

Adoption of the Email and Record Retention Policy

Motion by Trustee Peters to adopt the email and record retention policy.

Seconded by Trustee Berg.

Approved by unanimous hand vote.

With the adoption of this policy, all trustees will use the library email for trustee business.

12. Public Comments – Non-Agenda Items

• Estelle Cooperman, former MGPL trustee, stated that the Treasurer's report does not need to be approved by the board.

• Bill Luksha, MG resident, voiced his concern about the noise and rowdiness of the teen in the library in the early evening and wanted to know if there was any policy on this. President Albers asked the co-directors to get back to Mr. Luksha about this matter.

Mr Luksha also wanted to know if MGPL has a limit on reciprocal borrowing, since Skokie Public Library enforced a 3 items limit on MG patrons.

• Laura Frisch, MG resident, voiced her concern about Skokie Public Library's 3 items limit on reciprocal borrowing on MG patrons and in her opinion the new board was responsible for this borrowing limit.

13. Executive Session

Motion by Trustee Peters to move into executive session at 8:00 p.m.

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Entered regular meeting from executive session at 8:30 p.m.

14. Adjournment

Meeting was adjourned at 8:30 p.m.



Secretary