

**MORTON GROVE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF THE REGULAR MEETING**  
**AUGUST 9, 2007**

**1. Call to Order**

President Miller called the meeting to order at 7:30 p.m.

**2. Roll Call**

Secretary Quinn called the roll.

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

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

**Visitors:** Colleen Ringel, Reference Librarian

**3. Minutes**

Minutes of the regular meeting of July 12, 2007 were reviewed.

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

**4. Treasurer's Report**

Treasurer Cooperman presented the July reports, including review of the cash statement, accounts payable, and income statement.

The Treasurer's Report was accepted by the Board. No motion was needed.

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**Finance Committee** – August 7, 2007 meeting, Trustee Cooperman reporting.

The committee reviewed the July financial reports.

The condition and usage of the Library station wagon was discussed and the committee agreed on getting rid of the station wagon with the

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approval of the board. The station wagon would first be offered to the Village for purchase, then to the public for sale or donated to Niles West High School. This proposal was presented to the board.

**Motion** by Trustee Cooperman to accept the proposal from the Finance committee on selling or donating the station wagon.

The next meeting was scheduled for September 11, 2007, at 4:30 p.m.

### **Presentation by Colleen Ringel**

Colleen gave handouts to the board on the updated Reference Database, and two new features on the library website: Bookletters and new blog titled "Did You Know?" These sites will reach people who don't come to the library but use their computer at home.

### **Presentation by Kevin Justie**

Kevin gave a power point presentation of the new staff database that will enhance efficiency and accuracy in recordkeeping.

## **5. Committee Reports**

### ***Building and Grounds*** – no report

Director Schapiro suggested the committee set a date to meet and discuss the new furniture in the Board Room. BCA sent samples of furniture from different vendors.

The meeting was scheduled for August 23, 2007 at 4:30 p.m.

### ***Policy*** – no report

### ***Fund Development Planning*** – August 26, 2007 meeting, Trustee Hoffman reporting.

Information from the ESC (Executive Service Corp) meeting was communicated to the board.

Trustee Hoffman conveyed to the board that a new mission statement was needed. The board decided that suggestions from the trustees of the new mission statement would be emailed to Director Schapiro. Staff will also be asked for suggestions.

Scheduled ESC meetings are for Thursday, August 30 and Thursday, September 27 at 5:00 p.m.

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Scheduled retreat is for Saturday, October 20 from 8:45 a.m. to 12:00 p.m.

### **6. Librarian's Report**

#### ***Statistics***

Year to date total circulation is 182,387, 8.5% greater than the same period in 2006 (168,085).

Website hits from non-staff users were 244,419 for July, an average of 7,884 hits per day, a 51% increase over July 2006.

#### ***Summer Reading Programs***

The Adult and Youth Services programs were very successful. Adult: 246 people participated YS: 710 children participated.

#### ***Trustee Classes***

Director Schapiro encouraged trustees to attend NSLS classes on trustee training. A list of classes was given to each trustee.

### **7. Unfinished Business**

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

Trustee Goldstein and Director Schapiro will be meeting with Library attorney to discuss the initial stages of attaining a new building.

Director Schapiro will connect with BCA to set up a time for a finance person to meet with the board and discuss the financing of a new building.

### **8. New Business**

#### ***PC Cop Bid***

PC Cop is an Internet PC management system that allows patrons to access public Internet computers without having to reserve one with a Reference Librarian. The system also allows all printing fees to be handled via a coin vend station.

**Motion** by Trustee Hoffman to approve the purchase of the PC Cop and additional computers at a cost not to exceed \$11,000.  
Seconded by Trustee Goldstein  
Approved by unanimous roll call vote.

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### ***Renewal of Insurance – Auto, Liability, Workers’ Comp and Building***

**Motion** by Trustee Hoffman to renew insurance for \$29,780.  
Seconded by Trustee Sykes.  
Approved by unanimous roll call vote.

### ***Parking Re-Striping Bid***

**Motion** by Trustee Sykes to accept proposal from Jacobs & Sons, Inc. to re-strip parking at a cost of \$3,425.  
Seconded by Trustee Cooperman.  
Approved by unanimous roll call vote.

### **ADP HR Bid**

**Motion** by Trustee Cooperman to approve the ADP HR Bid at a cost of \$4,202.54 per year.  
Seconded by Trustee Ahmad.  
Approved by unanimous roll call vote.

The Library will enter in the HR contract with ADP in December 2007.

### ***Renewal of Unum Life Insurance***

**Motion** by Trustee Cooperman to approve renewal of life insurance at a cost of \$1,788 for the year 2008.

### ***Summer Sundays for 2008***

A fastfacts survey on the NSLS website showed an increase in the number of public libraries open for all or part of summer Sundays. The board was introduced to this idea, but no action was taken at this time.

## **9. Communications**

Staff and Trustee list with addresses and phone numbers will be put in September board packet.

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Meeting was adjourned at 9:49 p.m.

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**Secretary**

Final 8/10/07