

**MORTON GROVE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF THE REGULAR MEETING**  
**MARCH 13, 2008**

**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; Dan Hoffman; Renée Miller, President; Jan Sykes; Agnes Quinn, Secretary  
***Absent:*** Arthur Goldstein

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

***Visitor:*** Eric M. Poders. Publisher of *The Morton Grove Voice*

**3. Minutes**

Minutes of the regular meeting of February 14, 2008 were reviewed.

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

**4. Treasurer's Report**

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

The Board accepted the Treasurer's Report.

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**Finance Committee** – March 11, 2008 meeting, Trustee Cooperman reporting.

The committee reviewed the February financial reports.

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

### **5. Committee Reports**

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

No meeting was scheduled.

***Policy*** – Chairman Sykes reporting.

The committee presented the revised Donation Policy to be approved by the board.

**Motion** by Trustee Hoffman to accept the revised Donation Policy.

Seconded by Trustee Ahmad.

Approved by unanimous roll call vote.

The committee will present the Teacher Loan Policy at the April board meeting.

The committee will also review the MGPL Blog Policy to present to the board for approval.

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

The formation of a Friends Group is in process. A meeting is scheduled for Wednesday, April 9 at 7:00 p.m. Trustee Hoffman passed out a sheet on how to approach a person to attend this meeting. Each trustee is to invite one person. One trustee is needed to attend all of the Friends Group meeting. Trustee Sykes was asked to be the spokes person for the board and she agreed.

Trustees will give a list of potential volunteers to Blanche.

**New Trustee Orientation** – Trustee Quinn reporting.

The ESC representatives suggested that a training manual for trustees be available to incoming trustees. Trustee Quinn presented a list of information to include in the manual. The Administration office will work with Trustee Quinn in putting together a binder for all trustees.

**Morton Grove Public Library's New Trustee Orientation Policy** – Trustee Quinn suggested that a new policy be created for trustee orientation. Once a new trustee is seated, an experienced trustee should partner with the new trustee and guide him/her through the training.

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### ***Nomination Committee***

Candidates were nominated for the following positions:

President: Dan Hoffman

Treasurer: Agnes Quinn

Secretary: Jan Sykes

Voting will take place at the April board meeting.

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

### ***Statistics***

Year to date total circulation is 50,966 + 1% more than the same period in 2007 (26,984).

Website hits from non-staff users were 158,565 for February. This is an average of 5,468 hits per day, a 5% increase over last year.

Patron registrations show an increase of 13 from January at 8,650 active cards, with 76 new patrons and 139 renewals. New registrations increased by 10 and renewals increased by 4.

MyMediaMall downloads were 65 for February. Registration now totals 242 with 9 patrons joining.

### ***Half Day Program for Teacher and Parent***

The Youth Service Department hosted a program focusing on the services of MGPL to the Park View School teachers and parents.

### ***Summer Sundays***

Director Schapiro is proposing that the library be open on Sundays during the summer. Voting will take place under New Business.

### ***Medical and Dental Plans***

The renewal increase for medical with BlueCross BlueShield would be 3.88% for MGPL. The renewal increase for the dental with Guardian would be 4.62% for the employee.

### ***Spring Blast – 2008 Outdoor Festival***

The event is scheduled for Saturday, April 26 from 10:00 a.m. to 2:30 p.m. This event is part of MGPL celebrating 70 years of serving the community. Director Schapiro is working with T.A. Cummings on insurance issues. The cost is about \$2,000 for coverage. The amount will be taken out of the designated 70<sup>th</sup> Anniversary account.

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### ***Staff Pay Rate***

Increase staff pay rate to 2% now, retroactive to the first pay period of 2008. Any merit increase determined in July, after the performance review, would then be paid from that point on, minus the 2% already received.

### ***PC Cop*** – Kevin Justie reporting.

This computer reservation system is now at the debugging, testing and staff training stage. A two page flyer on the use of this system is being prepared by Kevin and Karina Guico. The reservation portion of the system will go live first, followed by payment for printing portion.

## **7. Unfinished Business**

### ***New Building***

Representatives from the North West Suburban Jewish Congregation met with Trustees Cooperman, Hoffman, Quinn and Director Schapiro. The trustees agreed that the property was not suitable for the library.

Trustee Hoffman suggested that Director Schapiro engage in conversation with St. Martha on how we can share property or buy property.

Director Schapiro will be sending a letter to Mayor Krier about meeting with the Village representatives for an open dialogue concerning a new library. The board approved the letter.

A suggestion was made to write another letter to the Morton Grove Park District concerning the sharing of property. It was recommended that the President of the Park District Board be contacted first.

## **8. New Business**

### ***Summer Sunday Hours***

Director Schapiro proposed that the Library be open for the 14 Sundays from June 1 to August 24.

**Motion** by Trustee Cooperman to approve the opening of Sundays during the summer months from June 1 to August 24 contingent on the Per Capita Grant.

Seconded by Trustee Sykes.

Approved by unanimous roll call vote.

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### ***Personnel Review Timetable***

Director Schapiro proposed that the annual performance review be conducted in June or July, instead of November or December.

**Motion** by Trustee Quinn to approve personnel review timetable to June or July.

Seconded by Trustee Hoffman.

Approved by voice vote.

### ***Employee Medical and Dental Plan Renewal***

Director Schapiro proposed that the library renew the medical and dental plan through our benefits broker, Employee Benefits by Design.

**Motion** by Trustee Hoffman to approve the renewal of the employee medical and dental plan.

Seconded by Trustee Quinn.

Approved by unanimous roll call vote.

## **9. Communications**

Literacy Coalition Meeting – MGPL hosted this event with Reference Librarian Bonnie Zeitlin leading. The meeting went very well. Bonnie took the group on a tour of the library.

Morton Grove Historical Society – MGHS will be presenting the history of Morton Grove at 7:00 p.m. in the Baxter Room on March 18. Trustee Cooperman will be one of the speakers.

Eric Poder was given an opportunity to speak.

Entered into Executive Session at 8:45 p.m.

Meeting was adjourned at 9:14 p.m.

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**Secretary**