



**Thomas Ford Memorial Library– Library Board of Trustees Minutes
January 22, 2013**

Present: Landman, Denning, Ericson, French, Harris, Milano, Mitchell
Also present: Kafkes, Kozak, Lewandowski

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

MOTION: Minutes

Mitchell moved to approve the Minutes of the November 27, 2012 Board of Trustees meeting. French seconded. ALL APPROVED.

Treasurer's Report: Ericson

Ericson reviewed November and December 2012 income and expenses. Income from property taxes/FICA is down. Kozak reminded the Board that the county is no longer separating FICA and general property tax income. It was noted that fees and fines are up. Kozak responded to a query regarding Duplex Electric that extensive repair and replacement of ballasts and lamps was done. Kozak estimates that 75% of the Library lighting has now been serviced and expects less issues in the future. All other expenses for November and December were of the ordinary sort. It was noted that a new Timber Trails development partnership has been formed and that property sales are expected to resume this year. This should result in additional property tax income for the Village.

The vendor lists for November and December were next reviewed. It was noted that a disc cleaning machine was purchased. The previous machine lasted about seven years. An expense to Oak Brook Office Solutions for typewriter service was noted. Milano expressed surprise at the use of typewriters. While limited, a continuing need for a typewriter is expected. Plans to obtain a spine labeling system through SWAN are pending.

Fund balances as of November 30, 2012 are:

Library Operating Fund #920	\$409,333.48
Graham Trust Fund #925	\$263,382.85
Building Maintenance Fund #930	\$43,897.17
Capital Fund #970	\$118,765.51
Timber Trails Fund #950	\$115,570.28
Debt Retirement Fund #940	\$2,835.58

Fund balances as of December 31, 2012 are:

Library Operating Fund #920	\$334,312.38
Graham Trust Fund #925	\$263,382.85
Building Maintenance Fund #930	\$29,136.87
Capital Fund #970	\$118,765.51
Timber Trails Fund #950	\$115,570.28
Debt Retirement Fund #940	\$1,236.57

MOTION: November 30, 2012 Vendor List

French moved to approve the Vendor List dated November 30, 2012 totaling \$95,123.99. Mitchell seconded.

Roll Call:

Landman Aye
Denning Aye
Ericson Aye
French Aye
Harris Aye
Milano Aye
Mitchell Aye

ALL APPROVED.

MOTION: December 31, 2012 Vendor List

Denning moved to approve the Vendor List dated December 31, 2012 totaling \$100,894.26. French seconded.

Roll Call:

Landman Aye
Denning Aye
Ericson Aye
French Aye
Harris Aye
Milano Aye
Mitchell Aye

ALL APPROVED.

Librarian's Report: Kozak

- The January-February issue of the Newsletter came out at the end of December and the Spring (March-May) edition is almost ready for the printer.
- The transfer of all computers, including SWAN terminals which had been on AT&T's T-1 line, to the Village's fiber optic line has been completed. The leasing contract (5 years) with AT&T has ended, with no additional fees incurred, saving the Library \$3,600 annually. The Village's charge to the Library is \$300 per month but the amount of bandwidth available, the downloading time, and the response time are far superior.
- Kozak's proposed goals for 2013 were presented to the Board. Comments and ideas were welcomed.
- Retiring Trustees are invited to an event on May 3rd at Ruth Lake in their honor.
- Marty Scott, Director of Community Development, has agreed to speak at the February Board Meeting. A WSBA meeting is pending.
- Rick Roche, Head of Adult Services, has an article published in the January 2013 *Library Journal* entitled "Memoirs That Will Last".
- In December, *Suburban Life* published an article in the "Community Voice" column featuring Kozak promoting technology at the Library. Other staff will be featured contributors in February and April.

- Youth Services, under the direction of Uma Nori, continues development of their early literacy program (grade level K-5). Brochures produced in-house have received much parent praise, as well as significant interest from other libraries and teacher groups. The Board commended Uma, Dana Folkerts and Laura Goldsborough on their work.
- Metrics: Visitors up from 3rd quarter and down from last year.

Visitors and Public Comment: There were no visitors or public comment.

Communications:

Matt Wenslauskis in Adult Services received email thanking him for help with an e-reader that was a Christmas gift.

Committees:

Finance: Ericson / Kozak

Kozak and Ericson presented the budget to the Village at the public hearing on December 3, 2012. The Village commended Kozak on her consistently exemplary handling of Library business and accepted the 2013 budget without change. The levy request and budget were submitted by the Village to Cook County for filing.

Goals and PR

Kozak's 2013 Goals: Kozak presented her top four goals for 2013: 1) the completion of the Security Plan (September 2012); 2) items excerpted from the Marketing Plan will be the focus of Library promotions and campaigns with particular emphasis placed on the website as a promotional tool, databases and ebooks as useful and convenient alternatives to print, and a "We Can Get It!" promotion encouraging interlibrary loan use and demonstrating the SWAN catalog; 3) investigation into adding Zinio, an online collection of magazines accessible Zinio, a collection of magazines accessible from digital devices via an app, to the Library's print collection; and 4) employee training theme "Marketing the Library and its Services." The Zinio collection would be funded by the Per Capita Grant. It would be accessed from the Library website.

2013 Policy Review: Kozak noted that the Policy Review Schedule outlined in Attachment #4 is based upon the Strategic Plan and portions dictated by law. The policies to be reviewed in 2013 will be presented as part of the Board Action Plan at the February meeting.

Milano expressed interest in revisiting a prior discussion regarding moving the Director's office to the first floor study room. Kozak will explore options and report back to the Board.

MOTION: Kozak's 2013 Goals

Ericson motioned to approved Kozak's 2013 goals Milano seconded. ALL APPROVED.

Marketing: French

French reported that the Marketing Committee met on January 9 (Attachment #6) for the purpose of reviewing consultant Tari Marshall's Frequent Ford program proposal, which was developed under the goal of increasing usage and promoting services based on the community survey results. While

Committee Members liked aspects of the program; i.e. scavenger hunt using various Library services, the program was deemed to be too cumbersome to administer and unlikely to produce meaningful results. All agreed the offering prizes for completed cards was not something the Board wished to pursue. In considering other ideas to increase Library use, it was deemed appropriate to focus on underused or new resources. Among ideas proposed were: weekend programs focusing on specific services, scavenger hunt for student/parents using databases, lock-in for kids with activities that take them to different areas of the Library. Kozak will discuss with Marshall and report back to Committee. Patron feedback form, a quick bookmark-sized survey also proposed by Marshall, will be put into checked-out items during March to obtain member satisfaction data.

Board members had a general discussion of the ideas presented by the Committee, including the benefits of a Library Fair perhaps on a summer Sunday. It would appeal to the community as destination family event as well as to promote the Library's expanded summer hours. Board members also remarked favorably to the idea of a teen lock-in. French inquired as to status of suggestion boxes. Kozak said boxes were located in Circulation, Reference and Children's areas. She will review effectiveness and report back at the next meeting.

MOTION: Minutes of Marketing Meeting – January 9, 2013

Mitchell, motioned to approved the minutes of the Marketing Committee. Ericson seconded. ALL APPROVED.

Personnel

Mary Beth Graham resigned as Circulation Assistant after five years of outstanding service to the Library. She will be moving to spend time with family. She contributed significantly to the Library and will be missed. Staff Incentive Award Program reviewed and suggestions to format made. Kozak will revise and report at February meeting.

Building & Grounds: Milano

Milano attended the Staff Security In-Service. Issues raised of particular importance include bomb scare, severe weather, safe room and disruptive patrons. Pitelka Plaster completed repair work to the ceiling and molding in the Reading Room. Milano commended the work done, particularly with restoring the intricate molding. Painting will complete the project and will be scheduled for late February. The Board will recall that Mr Pitelka had been recommended for excellent work done at First Congregation Church.

The new lockbox has been installed in compliance with Fire regulations. Milano noted that the box is recessed into the limestone at the entrance and is an aesthetic improvement. Addressing the need for replacement windows in the Reading Room, a meeting with Ken Hubbard, architect, has been set for February 6. It was noted that Grand Avenue Rec Center has recently installed new windows (Marvin). While funds may not be available in 2013, information is being gathered for possible improvement plan in 2014. Milano noted that earlier calls to the Illinois Department of Energy to investigate eligibility for State of Illinois grant funds have not met with a response. Kozak to follow-up but is not optimistic.

The Western Springs Garden Club was commended for the beautiful holiday décor at the Library during the month of December. Appreciation to the Garden Club has been expressed. It was noted that a light on the north side of the Library sign is out. Kozak will address.

Friends: Denning

The Friends met on January 9th. Due to a reduction in reserves, no request for funding was made. Efforts are being focused on fundraising. The Friends continue to place a priority on the community reading program 'The Big Read' and have committed \$900 to split promotion and materials costs. Dates for the Spring Book Sale are April 26, 27 and 28. There will also be a bake sale. World Book Night will be celebrated at the Train Station. A trivia night is being planned for after the Book Sale. Outside locations are being considered. This will be discussed at the mid-March meeting.

Foundation: Landman

The 2012 Appeal has raised over \$7,000 to date. This includes a single gift of \$2,500 which designates the donor as an Oak Leaf Gold Member. A recognition event will be scheduled. Possible Teen events were discussed. An Open Mic event "Café Ford" with food and beverages, was decided to have the most appeal. It will be scheduled for April and marketed through Lyons Township High School. Board members were asked to keep their eyes open for visible capital improvement ideas.

New Business

Insurance Premium Updates

The final figure for 2013 insurance premiums including property, liability, worker's comp and health is \$63,006. This is less than the \$64,600 budgeted.

Teen Liaison

The term for Teen Liaison to the Board will soon expire. A notice seeking applicants will be posted in the Spring Newsletter. Current Teen Liaison Alaina Kafkes will be leaving for college in the fall (Dartmouth or Miami). She has been nominated a Coco-Cola National Scholar which receives \$10,000-20,000. Kozak will happily provide recommendation on application. The Board congratulated Kafkes on her achievements, thanked her for her service to the Library and wished her well in her future endeavors. Kafkes expressed appreciation for the opportunities she had at the Library. Kafkes offered to assist with the recruitment process of the new Teen Liaison.

Board Meeting Dates

The March meeting again falls during School District Spring Break. It has been rescheduled for April 2, 2013.

Caucus Update

Ericson and Milano both were elected for second terms. There was general discussion regarding precinct candidates on the ballot.

Executive Session Minutes Review / Kozak

Currently, the following minutes are in the Executive Session file so are unavailable to the public:

Personnel Matter:

August 25, 1998
July 28, 1998
June 23, 1998
April 28, 1998
March 26, 1998
February 24, 1998

Second Personnel Matter:

November 27, 2007

Third Personnel Matter:

February 23, 2010
April 26, 2011

Staff Salaries:

December 1, 2009 (Staff salaries; also contains real estate discussion concerning parking)
November 30, 2010 (Staff salaries)
November 29, 2011 (Kozak's evaluation)
January 24, 2012 (Staff salaries)
November 27, 2012

Acquisition of Property:

September 22, 2009
December 1, 2009

Kozak recommends that the following minutes to be *retained* in the Executive Session file to be reviewed again in July 2013:

Staff Matters, Job Descriptions, and Salaries:

Personnel Matter (All minutes from 1998 Executive Sessions related to this)
Second Personnel Matter (November 2007)
December 1, 2009 (Staff salaries; also contains real estate discussion concerning parking)

Third Personnel Matter (February 23, 2010, April 26, 2011)

Acquisition of Property (September 22, 2009; December 1, 2009)

Kozak recommends that the following minutes be *released* to the book of minutes available to the public:

November 30, 2010 (Staff salaries)

November 29, 2011 (Kozak's evaluation)

January 24, 2012 (Staff salaries)

MOTION: Retention of Executive Session Minutes

Milano moved to release into the public record minutes for November 30, 2010, November 29, 2011 and January 24, 2012 (as outlined above); and to retain in the Executive Session files all others (as outlined above). Denning seconded. ALL APPROVED.

Old Business

Staff In-Service / Security Plan Update / Kozak

The focus of the In-Service Day was Library Security. A representative from the Village Police Department conducted a question and answer session addressing security issues relating to the Library. In response to staff concerns, a Committee consisting of a representative from each department has been formed to review and develop procedures relating to safety and security. It was agreed that training and drills should be included in the plans. The Committee will work with Village Emergency Services in developing the Library Security and Safety Plan.

Executive Session for the Purpose of Discussing Personnel Matters with Board Members Only

MOTION: Ericson moved to adjourn the meeting at 8:09 and to convene the Closed Meeting Executive Session for Matters of Personnel pursuant to Illinois Open Meetings Act 5 ILCS 120 Section 2c (1). Mitchell seconded. ALL APPROVED.

The Board of Trustees will next convene on Tuesday, February 26, 2013.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary

The Board reconvened in regular session at 8:33 p.m.

MOTION: Denning moved to approve Kozak's recommended raise and guidance for her review, as discussed in the executive session of the Board. Trustee Harris seconded.

Roll call:

Landman Aye

Denning Aye

Ericson Aye

French Aye

Harris Aye

Milano Aye

Mitchell Aye

ALL APPROVED.

At 8:35 p.m. Mitchell moved to adjourn the meeting of the Board and Ericson seconded. ALL APPROVED.