



**Thomas Ford Memorial Library– Library Board of Trustees Minutes
February 26, 2013**

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

President Landman called the meeting to order at 7:02 p.m.

MOTION: Minutes

Mitchell moved to approve the Minutes of the January 22, 2013 Board of Trustees meeting. Ericson seconded. ALL APPROVED.

Treasurer’s Report: Ericson

Ericson reviewed the 13th Month financial report and vendor list which reports expenses incurred in 2012 but invoiced in January.

Fund balances for the 13th Month 2012 are:

Library Operating Fund #920	\$325,609.03
Graham Trust Fund #925	\$263,382.85
Building Maintenance Fund #930	\$25,983.41
Capital Fund #970	\$118,765.51
Timber Trails Fund #950	\$115,570.28
Debt Retirement Fund #940	\$1,236.57

MOTION: 13th Month 2012 Vendor List

Mitchell moved to approve the 13th Month 2012 Vendor List totaling \$11,856.81. Denning seconded.

Roll Call:

Landman Aye
Denning Aye
Ericson Aye
Mitchell Aye
ALL APPROVED

Fund balances as of January 31, 2013 are:

Library Operating Fund #920	\$250,199.69
Graham Trust Fund #925	\$263,382.88
Building Maintenance Fund #930	\$19,793.09
Capital Fund #970	\$118,766.53
Timber Trails Fund #950	\$115,572.62
Debt Retirement Fund #940	\$4,846.57

MOTION: January 31, 2013 Vendor List

Denning moved to approve the Vendor List dated January 31, 2013, totaling \$86,205.49. Mitchell seconded.

Roll Call:

Landman Aye

Denning Aye

Ericson Aye

Mitchell Aye

ALL APPROVED

Librarian's Report: Kozak

- The Spring Newsletter has been mailed and will be received by members this week. Tari Marshall continues to work with staff to improve the layout and look. Members of the Board, as well as patrons, are encouraged to share thoughts as to possible changes or improvements.
- A one-year subscription to 48 magazines in digital format was purchased with per capita grant funds. The Zinio subscriptions contain all the content of the print versions plus some, i.e., interactive video components. The license is for simultaneous access so that every Library cardholder may read/download a magazine without having to wait for a turn. Access may be via a smartphone, tablet, computer, or other Internet-enabled device. Launch is scheduled for March 1. Tari Marshall is helping with the promotional materials. Rick Roche conducted a hands-on demonstration for the Board members. Board members were encouraged to explore the subscription and report at the March meeting.
- The SWAN system was down as scheduled for February 24 at 7:00 pm through noon on February 25 so that a new server may be installed. A notice to patrons was posted at the Library and as well as on the website. Items were checked out offline during this period.
- Work on the 2012 audit began at the Village in January. Auditors have been provided with all Library data such as meeting minutes, employee names, etc. as requested. The audit will be ready for Board review in May or June.
- Rick Roche, Head of Adult Services, published an article in the "Community Voice" column for *Suburban Life*. He wrote about a public service provided by libraries in general, and the Thomas Ford Library in particular, beyond their collection of books, media, etc - the staff and all their particular talents.
- Circulation is up 10% over last year.
- The Board reviewed a report submitted by Dana Folkerts, Youth Services librarian, regarding her participation on Odyssey Award Committee. The Odyssey Award is given annually for the best audiobook produced for children and/or young adults available in English in the United States. The award is jointly given/administered by the Association for Library Service to Children and the Young Adult Library Services Association, divisions of ALA, and is sponsored by *Booklist* magazine.

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

Communications: There were no communications.

Committees:

Finance: Ericson distributed the 4th Quarter Investment Report which was provided by Grace Turi, Finance Director at the Village. Library operating costs are effectively spot on. Kozak noted a slight

discrepancy concerning fund balances on the report and will work with Grace Turi to clarify the report. This is most likely due to prior property tax adjustments. The Harris Bank CD has been renewed until October 2014.

Goals and PR

Board Action Calendar/Strategic Plan: The Board reviewed the Board Action Calendar for FY13 in conjunction with the Strategic Plan. The Board accepted the Board Action Calendar for FY13 as presented.

Board Continuing Education Topics: Kozak discussed the three proposed presentations to the Board: Marty Scott, Director of Community Development for Western Springs; Kathleen Henn, Library Attorney, in legal responsibilities of Library Trustees; and Carrie Dittman, Auditor, on financial responsibilities of Library Trustees. The Board agreed to these topics and presenters.

MOTION: Board Action Calendar FY2013

Ericson moved to approve the Board Actions Calendar FY2013. Mitchell seconded. All Ayes.

Building & Grounds: Kozak for Milano

As reported at the January meeting, a meeting with Ken Hubbard, the village architect, to address the need for replacement windows in the Reading Room, had been set for early February. The meeting was cancelled at the last minute and will be rescheduled as soon as possible. Kozak reminded the Board that Ken coordinated the installation of new windows (Marvin) at the Grand Avenue Recreation Center.

The Security Committee (Kozak, Christine Ricker, Heather Booth, Laura Goldsborough and Kat Lewandowski) have met twice since the January Board meeting and have accomplished much towards formulating an action plan to address every type of security problem/situation that may occur in the Library. Milano has attended some of the meetings and reports that he is confident that the Board will share his positive impression of the work done by the committee.

Kozak met with a representative of a security company and was quoted a price of under \$10,000 for the purchase and installation of 8 cameras with master receiver/recorder. The package is expandable so that more cameras can be added at a future date. Security cameras would not be considered until window replacement is approved or postponed once again due to cost.

Technology: **Internet Usage Policy.** In keeping with the Policy Review Schedule FY13, Kozak presented for review the Library's Computer Use Policy (TFML Policy No. 4). At the suggestion of Kathleen Henn, the Library's attorney, for improving the following bullet point (page 3):

"I would replace the bullet point that states, 'Displaying sexually suggestive pictures or objects which is a violation of the Library's sexual harassment policy and could be in violation of state and federal obscenity laws' with one of the following options: 1) 'Using computers or internet workstations to access material that is obscene or that contains child pornography'; or 2) 'Accessing sites containing illegal material such as child pornography and obscenity.' These two options are very similar but they address

the important prohibition on obscenity and child pornography, which is more specific than “sexually suggestive.” Board discussed and selected option #1.

MOTION: Computer Usage Policy

Mitchell moved to approve amendment to the Computer Usage Policy. Denning seconded. All Ayes.

Personnel

Kozak requested a Personnel Committee meeting be scheduled in the next couple of weeks for additional direction concerning customer service training for staff.

New Business

Foundation: Landman reported on the activities of the Foundation. The Oak Leaf Society Reception will be held on March 3 in the Library Reading Room. Responses have been coming in and include a new high-level donor. There is much excitement about the Teen Open Mic event, Café Ford, scheduled for April 19th After Hours 7:00 – 9:00 pm. The event is being promoted through the LTHS Lion as well as other teen community outlets. Denning received clarification of event target age – 7th grade through late teens. Mitchell confirmed that the event is being promoted at St. John’s.

Graham Fund Proposals

Two proposals for use of Graham Funds for staff development were reviewed.

- Rachel Hoover to attend the Computers in Libraries Conference, Washington DC, April 7-11, 2013. Total request \$2,110.50
- Five Adult Services librarians to attend the American Library Association, Chicago, June 29 – July 1, 2013. Total request \$2,115.00.

MOTION: Graham Fund Proposals

Denning motioned to approve proposals for funding from the Graham Fund. Ericson seconded. All Ayes.

The Board of Trustees will next convene for the March Meeting to be held on Tuesday, April 2, 2013.

MOTION: At 7:37 pm, Denning moved to adjourn the meeting. Mitchell seconded. ALL APPROVED.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary