



**Thomas Ford Memorial Library– Library Board of Trustees Minutes  
June 25, 2013**

Present: Denning, Ericson, French, Letten, Milano, Smith  
Absent: Schumm  
Also present: Kozak, Lewandowski

The Library Board Nominating Committee met on June 5 and presented for election the new slate of officers for FY13-15: President – John Ericson; Secretary – Gloria French; Treasurer – Brigitta Denning. There were no nominations from the floor.

**MOTION: Election of Library Board Officers for FY13-15**

Denning moved to accept the new slate of officers for FY13-15 as presented by the Nominating Committee. Smith seconded.

**Roll call:**

Ericson Aye  
French Aye  
Letten Aye  
Denning Aye  
Milano Aye  
Smith Aye  
ALL APPROVED

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

**MOTION: Minutes of May 28, 2013 Board of Trustees meeting**

Noting a correction (page 6) regarding the date of customer service workshop, French moved to approve with revision the Minutes of the May Board of Trustees meeting. Denning seconded. ALL APPROVED.

**Treasurer’s Report: Ericson**

Ericson reviewed the May 2013 financial report and vendor list. Tax revenue continues to arrive. Debt retirement is on track. It was noted that contributions to the unemployment pool (LIMRiCC) and to the library system (SWAN) were made. Kozak remarked that snow removal costs for January through March had been submitted bundled rather than monthly as had been in the past. She noted that snow/ice removal service had been consistent and thorough and had garnered positive notice by patrons. All other expenses were of the usual sort.

**Fund balances as of May 31, 2013 are:**

Library Operating Fund #920	\$433,515.78
Graham Trust Fund #925	\$262,883.39
Building Maintenance Fund #930	\$48,941.08

Capital Fund #970	\$118,770.21
Timber Trails Fund #950	\$115,581.12
Debt Retirement Fund #940	\$18,050.00

**MOTION: May 31, 2013 Vendor List**

French moved to approve the Vendor List dated May 31, 2013, totaling \$102,385.67. Milano seconded.

**Roll Call:**

Ericson Aye

French Aye

Letten Aye

Denning Aye

Milano Aye

Smith Aye

ALL APPROVED

**Librarian's Report: Kozak**

Circulation was down for the month of May partially due to the half-day closing for In-service training.

**Summer reading clubs** for children, teens and adults began on June 3 and will wrap August 2, 3 and 17, respectively. Children's "Dig into Reading" has 893 participants to date; Teen's "Beneath the Surface" has 59 participants to date; and Adults "Noteworthy" has 124 participants to date. Online registration has made registration convenient for members. The Adult reading club was extended two weeks per member requests.

**Grants**

Funding for the Back2Books grant (\$2,500) has been received and the Youth Services staff will proceed with obtaining the materials as detailed in the application. Funds must be spent by September 2013.

The FY13 Per Capita grant from the Illinois State Library in the amount of \$13,333.76 has been received. This is much earlier than has been the case in recent years; the FY12 grant was received in December 2012 requiring that funds be carried over into FY13. Upon evaluation of the various courses of action, the Board decided to carry funds over to FY14. The proposal application for FY14 will be submitted in October 2013.

**MOTION: FY13 Per Capita Grant roll over to FY14**

Smith motioned to roll funds from the FY13 Per Capita Grant over the FY14. Letten seconded.

**Roll Call:**

Ericson Aye

French Aye

Letten Aye

Denning Aye

Milano Aye

Smith Aye

ALL APPROVED

**Insurance**

The Joint Self-Insurance Pool (JSIP) that the Library has belonged to since 1987 through LIMRiCC (Library Insurance Management and Risk Control Combination) is being dissolved as of July 1, 2013. Following the advice of our broker at Myers-Briggs to purchase Directors and Officers liability coverage for Trustees as well as Employment Practices coverage for employees that would protect Board members and staff in a variety of situations such as charges of discrimination or wrongful termination, quotes have been received from obtained from four providers. After thorough review, Kozak recommended that the proposal from CNA Insurance be accepted. Upon liquidation of the JSIP, funds will be kept in a pool for one year, then refunded to members based on length of participation. The Library is slated to receive \$30,000-\$40,000 refund after July 2014, which will be placed into the Library Operating Fund for future allocation.

**MOTION: Change of Insurance Provider**

Denning moved to accept CNA Insurance as insurance provider. Smith seconded.

**Roll Call:**

Ericson Aye  
French Aye  
Letten Aye  
Denning Aye  
Milano Aye  
Smith Aye  
ALL APPROVED

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

**Communications:** Youth Services received thank you letters from various children and from the Laidlaw School; the family of Elisabeth Gustafson thanked the Library for working with them to select a collection of books honoring their late mother.

**Committees:**

**Finance**

**2012 Audit Update**

Items purchased with donations from the Kennedy family versus items purchased from the Library's operating budget were incorrectly charged by the auditor to the Adult Services book budget. This has been straightened out and a corrected preliminary draft will be used to prepare the narrative (MDA) that accompanies the audit. The draft and MDA will be mailed to the Finance Committee and Treasurer for review. Once reviewed, the auditors will be directed to finalize the document. The audit will be presented to the Board at the July meeting for acceptance.

**Tax Agency Report / Revised Budget**

The Agency Tax Report from the Cook County Assessor's Office for the 2012 tax details what revenues the Library will receive in its current fiscal year, FY13, and provides the basis for our FY14 levies. The EAV for the Village has declined for the second year in a row, significantly affecting the Library's Building Maintenance Fund. Therefore, this fund's budget has been decreased from \$127,275 to

\$118,892 (-8,383). Expenditures have been brought in line with the reduced income. These lines reduced were those with expenses that either may be postponed (as in the case of office equipment) or are unlikely to reach the level budgeted (natural gas). Upon line item review of the budget, it was decided to reduce the budget amount for water to \$3,000 and professional fees to \$3,500.

**MOTION: Revised Budget for FY13 Building and Maintenance Fund**

Denning moved to adopt the revised budget for FY13 Building and Maintenance Fund. Smith seconded.

**Roll Call:**

Ericson Aye  
French Aye  
Letten Aye  
Denning Aye  
Milano Aye  
Smith Aye  
ALL APPROVED

**Bank Signatories**

Authorized signatories for banks holding various CDs will be updated to reflect new officers of the Library Board: President Ericson, Secretary French and Treasurer Denning. Any other signatory authorizations will be deleted. Transactions over \$10,000 were also discussed and it was recommended that such transactions require two signatures.

**MOTION: Update Bank Signatories**

Letten moved to update Bank Signatories to reflect the new officers of the Library Board. French seconded. All Ayes.

**Personnel**

**MOTION: Personnel Policy Review**

The review of the Personnel Policy will be postponed until July. All Ayes.

**Goals, PR and Marketing**

Signage within the Library has been evaluated and areas for improvement have been targeted, particularly 'wayfinding' signage. Kozak and Lewandowski are in the process of visiting other libraries to explore options. Board members are encouraged to seek out examples of effective and attractive signage. French and Denning volunteered to gather images.

**Building & Grounds: Milano**

The Building and Grounds Committee met on June 17 to discuss the Library's proposed window replacement project for the Reading Room. The six (6) windows, original to the building from 1932, are in deteriorating condition and are extremely energy inefficient. This project had been deferred in 2012. At this time, the Committee recommends that the project be advertised and put out for bid. Bids should be structured so that both material and labor costs are specified within each bid. Dan Ruzic of Chicago Project Management has been retained to oversee the bid process, which includes writing the proposal, submitting advertising, preparing bid specs and supporting documentation, and opening bids.

The tentative timeline for the project follows: advertisement in local paper July 8 with bid packets available the following day; mandatory bid meeting on July 24; bid opening on August 3; installation in mid-October.

**MOTION: Minutes of the Building and Grounds Committee meeting**

Letten moved to approved the minutes of the June 17 Building and Grounds Committee meeting. Smith seconded. All Ayes.

**Roof Inspection Update**

The recent annual inspection indicated that the roof was in good condition with no noted deficiencies. During a recent extreme storm, a leak was experienced in the flat roof and service received on June 16 by Adler Roofing. The service report is pending. There has been no further leakage during other recent extreme weather.

**Technology**

A meeting of the Technology Committee will be set to review and update the Technology Plan.

**New Business**

**Building Maintenance Levy**

By law, Illinois public libraries are allowed, through their corporate authorities, i.e. the Village Board, to "... levy an additional tax of .02% of the value of all taxable property in the incorporated town, village or township, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for the construction and equipment of buildings ... and for maintenance, repairs, and alternations of library buildings and equipment. In any year in which the corporate authorities propose to levy such additional .02% tax, the corporate authority shall adopt a resolution determining to level such tax..." (ILCS 5/3-4). Upon the Library Board passing a motion requesting that the Village levy such a tax, the Village Trustees will act upon the request at a future Board meeting then publish the resolution in a local newspaper.

**MOTION: Building Maintenance Levy**

Denning moved that a Building Maintenance tax in the amount of .02% of the value of all taxable property in the Village be levied for the purpose of maintenance, repairs, and alterations of the Library building equipment for the fiscal year beginning January 1, 2014. French seconded.

**Roll Call:**

Ericson Aye

French Aye

Letten Aye

Denning Aye

Milano Aye

Smith Aye

ALL APPROVED

**Prevailing Wage Compliance**

It is required by law to provide prevailing wage rates to any employer upon request. The Library will post a public notice in a local paper before the deadline of July 15.

**MOTION: Prevailing Wage Compliance**

Ericson moved to approve the Prevailing Wage Compliance Resolution. Letten seconded. All Ayes.

**The Board of Trustees will next convene on Tuesday, July 23, 2013.**

**MOTION:** At 8:14 pm, French moved to adjourn the meeting. Denning seconded. ALL APPROVED.

Respectfully submitted,  
Kathleen Lewandowski  
Recording Secretary