



**Thomas Ford Memorial Library– Library Board of Trustees Minutes
July 23, 2013**

Present: Ericson, French, Letten, Milano, Schumm, Denning (late arrival)
Absent: Smith
Also present: Kozak, Lewandowski

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

MOTION: Minutes of June 25, 2013 Board of Trustees meeting

Schumm moved to approve as submitted the Minutes of the June Board of Trustees meeting. French seconded. ALL APPROVED.

Treasurer's Report: Ericson

Ericson reviewed the June 2013 financial report and vendor list. The Building and Maintenance Fund budget (page 4) reflects changes adopted at the June meeting due to the decline of revenue based on the Village EAV. Kozak provided clarification that expenses for programs funded by Friends and Foundation are not included in the Treasurer's Report. It was noted that \$38,159.45 was paid toward Debt Retirement. The next payment, approximately \$5,000, will be paid in December and realize the annual budgeted amount of \$43,320. All other expenses were of the usual sort.

Fund balances as of June 30, 2013 are:

Library Operating Fund #920	\$230,925.76
Graham Trust Fund #925	\$263,796.10
Building Maintenance Fund #930	\$7,127.89
Capital Fund #970	\$116,405.09
Timber Trails Fund #950	\$115,602.79
Debt Retirement Fund #940	\$22,318.00

MOTION: June 30, 2013 Vendor List

French moved to approve the Vendor List dated June 30, 2013, totaling \$124,153.76. Schumm seconded.

Roll Call:

Ericson Aye
Schumm Aye
Milano Aye
French Aye
Letten Aye
ALL APPROVED

Librarian's Report: Kozak

Insurance

As approved at the June Board meeting, the D&O insurance policy and Employment Practices Liability coverage, replacing previously held Errors and Omissions insurance, went into effect on July 1 with no lapse of coverage.

Customer Service Workshop

The first in a series of customer service training workshops was held on July 10 with a focus on constructively handling difficult patron situations. Consultant Dawne Simmons shared valuable strategies for dealing with various conflicts and different personality types. Board members expressed interest in staff feedback evaluating the program. Monthly Lunch and Learn staff workshops are being scheduled August through November.

Member Appreciation Sundays

September is National Library Card Sign-up Month and the Library will again be promoting the value of having a library card. In conjunction, we will host two Member Appreciation events in lieu of contests and prizes. On September 22, Macaroni Soup will stage a family musical concert followed by ice cream/sherbet for all attendees. The Foundation has sponsored this event. On September 29, the doo-wop quartet The Convertibles will perform. The quartet has performed at Friday at the Ford and was very well received. Details will follow in the Fall newsletter.

Local Collaboration

On September 5 the Library will host the Western Springs Business Association, providing a light breakfast and tours. The Reference Librarians will create a brochure highlighting Library services to businesses and encouraging them to use us both in person and via the Internet. On October 2 we will host a joint program "On the Front Page, In the Jazz Age" with the Western Springs Historical Society. A local author will discuss her book on Ione Quinby, "girl reporter," the first female editor of a major newspaper, *The Milwaukee Journal*. Kozak will reach out to the Village regarding possible Library inclusion in the Western Springs Park District brochure.

Open Meetings Act

All new Trustees were reminded that Open Meetings Act training must be completed within 90 days of being sworn in. A new OMA Officer will be selected at the August meeting.

Departments

Circulation is up!

Feedback from staff attending the American Library Association Conference in Chicago, June 29–July 1, was positive. Reports submitted by Rick Roche, Head of Adult Services, and Heather Booth, Head of Teen Services, garnered commendations from the Board for both depth and breadth of content and for exceptional writing. Especially notable was Heather's experience as Teen Participation Coordinator for the Young Adult Library Association's (YALSA) Local Arrangements Committee and hosting a group of Ford Library teens at the conference.

Back-to-school activities include Teen Services outreach at McClure Jr. High registration and Uma Nori of Youth Services, outreach at schools, PTO meetings, and the WSCC teachers' breakfast with French and Kozak with District 101 and 204.

French noted in ALA reports staff evaluation of potential vendors for ILS replacement. Kozak reported on project scope and timeline. The SWAN consortium is exploring software options to manage our library and patron database needs. It is expected that a vendor selection would be made in 2014 with implementation in 2015.

Metrics

The Quarterly E*Services Metrics Report was reviewed. A drop in usage attributed to the decline in student traffic is to be expected during summer months. Usage of individual databases continues to be tracked to determine if use warrants cost.

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

Communications: There were no communications.

Committees:

Finance

2012 Audit. The Finance Committee met with the Auditor and was presented with a rating of 'Unqualified' - the best rating possible. It was recommended that a three-to-five year capital plan be developed for expenses detailing direction and capital projects to inform financial planning. A presentation to the Board by the Auditor concerning 'Life of Building' planning was proposed. Kozak will follow up.

Letten recommended considering refinancing of the promissory note in light of current favorable interest rates. This will be reviewed at the August meeting. Letten also proposed that the JSIP \$40K distribution be used to pre-pay a year on promissory note or fund balance.

Goals, PR and Marketing

A meeting of the Marketing Committee will be set to review and update the Marketing Plan. Consultant Tari Marshall has submitted a draft of the Plan and the Staff is editing. This will be distributed at the meeting. West Suburban Chamber of Commerce new teachers' breakfast will be held August 13. French, Kozak and Youth Services Department Head Uma Nori will attend. The Library is also sponsoring two teachers from District 101.

Meeting Room Policy Review

In keeping with the Policy Review Schedule FY13, Kozak presented for review the Library's Meeting Room Policy (TFML Policy No. 11). It was suggested by Kozak that the following change be made: Section 11.21 to read: "Reservations may be made in person, by telephone, or via the Library's website. At least one person in any group requesting use of the Library's meeting rooms must be a Thomas Ford Memorial Library card-holder".

MOTION: Meeting Room Policy

Schumm moved to approve the Meeting Room Policy with change as noted above. French seconded. ALL APPROVED.

Personnel**Personnel Policy Review**

In keeping with the Policy Review Schedule FY13, the Personnel Policy (TFML Policy No. 2) was reviewed. Review of this policy had been postponed from the June meeting pending consultation with Library Legal Counsel. It was suggested that policy be amended as follows: Page 1 to include as general description: "Employment classifications: Each employee is designated as either Non-exempt or Exempt, according to federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay or compensatory time in accordance with federal and state wage and hour laws. Generally, exempt employees are those who are paid on a salaried basis and who serve in executive, administrative or professional positions. Positions are so noted on job descriptions. In addition to being Exempt or Non-exempt, all employees will be designated as professional or non-professional and either full-time or part-time, as defined below". Section 2.2 Selection of Staff: "Reaching Across Illinois Library System" replaces "Metropolitan Library System". Section 2.34 Overtime will be read: "Exempt employees are not eligible for overtime pay. Non-exempt employees must receive approval in advance from the Library Director before working overtime. Failure to secure advance approval may result in discipline up to and including termination of employment". Section 2.66 Compensatory Leave: "Full-time employees" will be replaced with "Exempt employees who must work over thirty-six (36) hours in a week are entitled to one hour of compensatory time..." Section 2.825 Meals/Rooms, paragraph 2: "Conferences and travel which require meals/overnight lodging must be pre-approved by the Library Director." Section 2.843 Out-of-State or Multi-day Conferences: Attending out-of-state or multi-day conferences is both a privilege and a professional responsibility. Therefore exempt employees who request to attend a conference that includes weekends will do so with the understanding that they will not receive compensatory time-off for time spent attending the conference. Requests from non-exempt employees wishing to attend out-of-state or multi-day conferences will be reviewed on a case-by-case basis by the Library Director with the exact amount of hours to be paid to be determined in accordance with applicable federal and state wage and hour laws prior to approval of the request."

MOTION: Personnel Policy

Denning moved to approve the Personnel Policy with changes as proposed. Laurel Schumm seconded. ALL APPROVED.

Building & Grounds: Milano**Proposed Window Replacement Project**

The bid notice for the project was published in the July 18 issue of the local Doings press. There has been strong interest and Dan Ruzic, project manager, is pre-qualifying bidders and checking references, as well as obtaining manufacturer recommendations. A mandatory bid meeting will take place on July 25 with the bid opening to be held on August 8 at 2:00 pm. The small window in the Reading Room has been removed to provide accurate disclosure of scope of work and of reveal any potential issues. Oldcastle has provided sample windows for the purpose of evaluating tint options for match existing windows. The Building and Grounds Committee will present recommendations at the August Board meeting. The expected timeline includes eight to ten weeks for window manufacture and, barring unforeseen delay, installation in October. Bids will be structured so that both material and labor costs are specified within each bid. The Board reserves the right to purchase windows directly if the bidder's price comes in high.

Roof Inspection Update

Adler Roofing serviced the flat roof due to leaking during a recent extreme storm. They indicated a failure in a seal around a pitch pan. This was deemed to be a general maintenance issue and repairs were made at no charge. There has been no further leakage during other recent extreme weather. It was noted that the recent annual inspection conducted by Knickerbocker Roofing indicated that the roof was in good condition with no noted deficiencies.

Technology

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

Foundation

The Foundation met on July 16. Funding for projects includes a Sunday Member Appreciation family event September 22 featuring folk duo Macaroni Soup, and a possible wine tasting at Hillgrove Cellars or Davanti's, date to be determined. In addition, the Conversation Series will start up again, date pending, with an event featuring John Kass (who generously provides his time on a pro bono basis). The Q&A format with wine and cheese has been very successful in the past.

Friends

Schumm will serve as new Board Liaison to the Friends of the Library.

New Business

The annual Board Planning Meeting has been scheduled for Saturday, September 21 at 8:00 a.m.

Review of Executive Session Minutes

The Board must review Executive Session Minutes two times a year to determine if any should be kept private or made public. Kozak distributed these minutes to the Board members for review and recommendation.

MOTION: Milano moved to publically release the Executive Session Minutes dated November 30, 2010, November 29, 2011 and January 24, 2012, and to retain all others on the list as private, pending future review. Schumm seconded. ALL APPROVED. The released Executive Session minutes will be posted with the July Board Meeting minutes on Library website.

WSBA Breakfast at Library

The Library will host the Western Springs Business Association (WSBA) on Thursday, September 5 at 8:00 a.m. A brochure outlining how the Library can service the members of the WSBA is being prepared. Board members are encouraged to attend.

Relocation of Director's Office. As funding is not available at this time, the topic will be deferred for review in three to five years.

Wolf Road Property. The Library Board of Trustees received a letter of notification of the intent to sell the property at 4300/4302 Wolf Road. As this property is directly south of the Library, the property owners graciously wished to afford the Library the opportunity of attaining the property before formally

listing the property. The Board discussed the feasibility of purchasing the property and concluded that it is not possible financially for the Library at this time. A letter from the Board will be sent expressing appreciation but declining interest at this time.

Old Business

Bank Signatories

Authorized signatories for banks holding various CDs are being updated to reflect new officers of the Library Board: President Ericson, Secretary French and Treasurer Denning. Policy is to be adopted to reflect that bank signatories will be current officers of the Library Board with any other signatory authorizations deleted. Protocol for transactions over \$10,000 was discussed and will be addressed at the August meeting.

MOTION: Letten moved to adopt bank signatory policy as follows: “As adopted policy, officers of the Library Board of Trustees will be authorized signatories for any bank holding CDs on behalf of the Library. Any other signatory authorizations will be deleted.” French seconded. ALL APPROVED.

The Library will be closed on Friday, August 16 for a staff in-service day. The subject of the joint in-service, which will take place at the River Forest Public Library, is “Generational Differences in Serving Patrons.”

The Board of Trustees will next convene on Tuesday, August 27, 2013.

MOTION: At 8:27 pm, Letten moved to adjourn the meeting. French seconded. ALL APPROVED.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary