



**Thomas Ford Memorial Library– Library Board of Trustees Minutes
August 27, 2013**

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

President Ericson called the meeting to order at 7:01 p.m.

MOTION: Minutes of July 23, 2013 Board of Trustees Meeting

Schumm moved to approve as submitted the Minutes of the July 23 Board of Trustees meeting. French seconded. ALL APPROVED.

MOTION: Minutes of July 15, 2013 Special Meeting of the Board of Trustees

Schumm moved to approve as submitted the Minutes of the July 15, 2013 Special Meeting of the Board of Trustees for the purpose of discussing the Bids Received for the Replacement of Windows in the Reading Room. Smith seconded. ALL APPROVED.

Heather Booth, Young Adults Librarian, introduced Elizabeth Deneen as the new Teen Liaison to the Library Board of Trustees effective September 2013. Elizabeth is a Junior at Lyons Township High School. The Board welcomed Elizabeth and looks forward to her contributions at future meetings. Heather and Elizabeth excused themselves.

Treasurer’s Report: Ericson

Ericson reviewed the July 2013 financial report and vendor list. A \$2,500 early literacy grant has been received and will be spent by Youth Services by September 30, 2013. The Graham Trust Fund has earned modest interest. The Building and Maintenance Fund is stable. Spending on materials in the Library Operating Fund reflects an increase as staff spends down the Per Capita grant. Also notable were payments to Myers & Briggs for services regarding D&O and employment practices, and to Chicago Project Management for services in connection with the Window Replacement Project. All other expenses were of the usual sort.

Fund balances as of July 31, 2013 are:

Library Operating Fund #920	\$370,345.14
Graham Trust Fund #925	\$264,184.49
Building Maintenance Fund #930	\$23,881.43
Capital Fund #970	\$116,636.18
Timber Trails Fund #950	\$115,603.51
Debt Retirement Fund #940	\$29,538.00

MOTION: July 31, 2013 Vendor List

Milano moved to approve the Vendor List dated July 31, 2013, totaling \$95,863.67. French seconded.

Roll Call:

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

Librarian's Report: Kozak

Joint In-Service Day with River Forest Public Library

On August 16, Library staff joined with River Forest P.L. staff for an in-service day. The libraries share many characteristics: community demographics, building age and improvements, location adjacent to a middle school and parking limitations among them. Speaker Catherine Popowitz addressed generational differences in the workplace as it relates to both customer service and staff relations. Departmental meetings were held to discuss programs, policies and plans. Plans have been made to continue the collaboration. Trustee Schumm reported that she had received community feedback expressing a strong preference that the Library not be closed the Friday immediately preceding commencement of the new school year. Kozak appreciated the feedback and will take into consideration the school calendar on future elective Library closings.

Fall Newsletter

The Fall newsletter will be out by the end of August. A full schedule of programs for September through November is presented, including two Member Appreciation Concerts (one funded by the Foundation) in September as part of our National Library Card Sign-up Month celebration.

Library Marketing

French, Kozak and Uma Nori, Head of Youth Services Department, attended the new teachers' breakfast sponsored by the West Suburban Chamber of Commerce. The Library sponsored two new teachers and Library representatives were able to meet and talk with new educators and administrators from local districts. A brochure focusing on how the Library can serve teachers, as well as a highlighter with Library name and website address were included in the new teacher welcome bag. An excellent presentation by the Illinois teacher of the year emphasized the importance of community in students' lives.

Learn at Lunch Workshop

The second in the series of staff development workshops will be held on August 28 and 29 on the topic of Library Technology – Media on Demand and Tumblebook (YS). The monthly workshops are scheduled through November.

Summer Reading Club

The summer reading clubs enjoyed a strong turnout: Youth Services: 1,019 participants; Teen Services: 68 participants; Adult Services: 137 participants; Teen Volunteers: 42 participants helped with Youth Services activities.

Summer Sundays

Use of the Library on Sundays this summer has been strong, supporting member preference expressed in the 2012 Community Survey. Comparison statistics will be presented at the September meeting.

Board members complimented all ALA reports prepared by Library staff.

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

Communications: Youth Services received various children's thank you notes. There were no other communications.

Committees:

Finance: Ericson

MOTION: Minutes of the July 18, 2013 Finance Committee Meeting

French moved to accept as presented the minutes of the July 18, 2013 meeting of the Finance Committee. Smith seconded the motion. ALL APPROVED.

As reported at the July meeting of the Board of Trustees, the Library FY2012 audit (conducted by Sikich LLP) resulted in an unqualified opinion, the most desirable designation. Committee goals are: create a Fund Balance Policy; develop a Capital Plan which ties into a Strategic Plan that helps the Library Board financially prepare for major projects that may involve multi-year funding; consider refinancing the Promissory Note at a lower interest rate and/or prepaying portions of it if/when funds become available.

Building and Grounds: Milano

MOTION: Minutes of the August 15, 2013 Building and Grounds Committee Meeting

Milano moved to accept as presented the minutes of the August 15, 2013 Building and Grounds Committee meeting for the purpose of 1) discussing the bids received on August 8 for the Library's proposed window replacement project in the Reading Room; and 2) reviewing Committee goals for 2014.. French seconded to the motion. ALL APPROVED.

On August 15, a Special Meeting of the Library Board of Trustees was held for the purpose of hearing the recommendation of the Library Board's Building and Grounds Committee regarding bids received for the 2013 window replacement project from CMM Group in the amount of \$42,400 and P.J.'s Windows and Doors in the of \$24,910. The Board voted to accept the Committee's recommendation and award the project to P.J.'s Windows and Doors to commence immediately. Manufacture of windows will take six to eight weeks, and installation will take place in October. Installation is expected to be 2-3 days with the Reading Room closed during hours that the work is in progress.

Maintenance work on the Library's exterior entrance is being considered. The needed work includes cleaning and sealing the limestone surround to prevent erosion due to weather and ice-control, and painting the vaulted ceiling.

Library landscape maintenance service provided by Helms Landscaping is being reviewed. It has been noted that seasonal plantings featured at the Library entrance and Wolf Road sign have not met expectations as well as weed and vine maintenance.

The Library Foundation has thoughtfully and generously approved the purchase of blinds for the Board Room addressing the issue of oppressive late afternoon sun. The Board thanked the Foundation. In addition, thermal shades for the Adult Services Workroom will be installed per budget plan. These shades will address issues of window glare and chill.

Goals, PR and Marketing: French

MOTION: Minutes of the August 1, 2013 Marketing Committee Meeting

Smith moved to accept as presented the minutes of the August 1, 2013 Marketing Committee Meeting. Schumm seconded the motion. ALL APPROVED.

The Committee reviewed the proposed 2013-14 Marketing Plan created by consultant Tari Marshall with input from the staff. Committee FY14 goals are: devise ways of soliciting/incorporating patron feedback; pursue goals with emphasis on approachability and friendliness; and initiate program that promotes Board member contact.

Kozak reported that the consulting services of Marshall may change in 2014 from a retainer basis to an as-needed, project basis. Andrea Barnish, Red Street Studio (LaGrange), is working with the Library to create consistent and recognizable templates and icons for posters, brochures and other Library takeaways.

The Library is hosting a Western Springs Business Association breakfast on September 5 at 8:00 a.m. Rick Roche will make a presentation showcasing ways the Library can serve the business community. French noted the upcoming West Suburban Chamber of Commerce after hours gathering at the Western Springs Theater on the 28th. Board members were encouraged to attend both meetings.

Confidentiality of Library Records Policy Review

In keeping with the Policy Review Schedule FY13, Kozak presented for review the Library's Confidentiality of Library Records Policy (TFML Policy No. 19). It was recommended by Kozak that the policy be accepted without change. Kozak clarified that by law, no library usage records are retained; computer usage is instead tracked by zip code, for example.

MOTION: Confidentiality of Library Records Policy

Milano moved to approve the Confidentiality of Library Records Policy without change. French seconded. ALL APPROVED.

Technology Committee: Denning

A meeting of the Technology Committee will take place on September 9 at 7:00 p.m. Kozak will send discussion items to Committee.

Personnel

The annual Board Planning Meeting will take place on September 21 at 8:00 am. Kozak will contact the Personnel Committee to coordinate goals prior to the Planning Meeting.

New Business

Promissory Note: Kozak has reached out to Dennis Jones, President, Community Bank, regarding updating the performance of the Promissory Note. She will work with Grace Turi on exploring the feasibility of refinancing.

Institutional Barriers That Limit Excellence: The topic will be explored at the Planning Meeting.

Library Friends: The Constitution of the Western Springs Library Friends was reviewed. In accordance with the Constitution, a member of Library Board of Trustees serves as a member of the Library Friends Board. Library Trustee Laurel Schumm will serve on the Board of the Library Friends. In discussing ways the Board could support the work of the Friends, programs sponsored by Friends will be included in future departmental reports. It was noted that Board members who recently joined the Friends did not receive membership confirmation. This will be shared with the Friends at the September meeting.

Open Meetings Act Officer: Laurel Schumm will serve at the Library Board's OMA officer. As such, in compliance with law she will complete OMA training on an annual basis.

Teen Liaison: Elizabeth Deneen will join the Library Board of Trustees as Teen Liaison to the Board effective with the September 2013 meeting.

Old Business

Bank Signatories: Policy has been adopted to reflect that bank signatories will be the current officers of the Library Board with any other signatory authorizations deleted. Additionally, the protocol for transactions over \$10,000 will forthcoming require two signatories.

MOTION: Milano moved to adopt bank signatory protocol for transactions over \$10,000 as follows: "As adopted policy, transactions over \$10,000 will require two authorized signatories." French seconded. ALL APPROVED.

Wolf Road Property: A letter from the Board has been sent to the homeowners at 4300/4302 Wolf Road expressing appreciation for the notification of intent to sell but declining interest at this time.

The Board of Trustees will next convene on Tuesday, September 24, 2013.

MOTION: At 8:21 pm, French moved to adjourn the meeting. Milano seconded. ALL APPROVED.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary