



**Thomas Ford Memorial Library– Library Board of Trustees Minutes
September 24, 2013**

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

President Ericson called the meeting to order at 7:03 p.m.

MOTION: Minutes of August 27, 2013 Meeting of the Board of Trustees

Ericson moved to approve with changes Minutes of the August 27, 2013 meeting of the Board of Trustees. French seconded. ALL APPROVED.

The Board welcomed Elizabeth Deneen as the new Teen Liaison to the Library Board of Trustees.

Treasurer’s Report: Ericson

Ericson reviewed the August 2013 financial report and vendor list. Fall tax revenues continue to arrive in a timely manner. It was noted that expenses reflect three pay periods occurring during August. The Graham Fund has been closed for the year in terms of expenditures. Letten requested details on the CDs; Kozak will provide. All expenses for the month were of the ordinary sort.

Fund balances as of August 31, 2013 are:

Library Operating Fund #920	\$506,342.02
Graham Trust Fund #925	\$264,415.75
Building Maintenance Fund #930	\$44,865.91
Capital Fund #970	\$116,636.18
Timber Trails Fund #950	\$115,603.51
Debt Retirement Fund #940	\$33,148.00

MOTION: August 31, 2013 Vendor List

Schumm moved to approve the Vendor List dated August 31, 2013, totaling \$124,566.15. French seconded.

Roll Call:

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

Librarian's Report: Kozak

Per Capita Grant

The 2014 Per Capita Grant application is due October 15, 2013 and will be discussed later in the meeting.

Summer Sundays

A comparison of summer Sunday circulation statistics to non-summer Sundays evidences a significant increase of materials checked out during the summer hours. As use of the Library on summer Sundays was a strong preference expressed in the 2012 Community Survey, the Library will continue to be open Sundays year-round, funding permitted. This will be included in the annual budget at a cost of approximately \$7,000 additional dollars, primarily for staff costs.

Member Appreciation Concerts in Celebration of National Library Card Sign-up Month

In appreciation for all the community does, the Library has offered two Member Appreciation concerts during October, Library Card Sign-up Month. On Sunday, September 22, the Foundation sponsored a family concert with "Macaroni Soup". This concert was enthusiastically enjoyed by attendees including Library Trustees and their families. It was noted that featuring family concerts in the Youth section of the Library newsletter would boost awareness and participation. "The Convertibles", a doo wop group, will perform on Sunday, September 29. Light refreshments are served at concerts.

FY14 Budget

Grace Turi, Village Finance Director, has provided the schedule for the FY14 budget process: proposed levy due by mid-October; budget due the first week of November; Public Hearing on December 2, 7:00 pm; adoption of FY14 budget by Village Board on December 16. A Finance Committee meeting will be scheduled for the first week in October.

The Board is very appreciative of the generous support of the Friends and Foundation and has requested that data on programs sponsored by the Foundation and the Friends be included in future monthly departmental reports. Kozak will investigate if tracking of internet usage via wifi connection is included in the monthly data and report at the October meeting. (Note to Board: it is not as we cannot collect the data.)

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 Committee: Denning

The Library has not yet been notified by the Village of all the figures that are to be used by the Board when calculating the FY14 levy. Given the two-year trend of downgrading EAV, the Library will budget less as a cautionary measure and amend as appropriate. Kozak will work with the Grace Turi, Village Finance Director, as the Village finalizes the cost of items such as health insurance, etc. An initial draft of the budget will be presented for review at the October Board meeting.

Timber Trails Fund Policy Review

In keeping with the Policy Review Schedule FY13, Kozak presented for review the Library's Timber Trails Fund Policy (TFML Policy No. 21). This fund was formed for the primary purpose of supplementing library materials to provide expanded services to the residents of the Timber Trails development. The Village reports that development activities (building and landscaping) have vigorously resumed and projected residency is 1,600. At the Board's direction, a clause is to be added to the policy: "When 85% occupancy is reached, the Fund will be dissolved and remaining funds moved into the Library's general operating fund". Kozak will amend the policy for presentation at the October Board meeting.

PTAB Appeal

In the matter of the 2011 PTAB Appeal with BMO Harris Bank, it was recommended by our attorney that the Library proceed, jointly with the Village and school districts, with intervention. It is estimated that each organization will pay approximately \$400 in legal fees. Letten requested clarification of services provided by legal representation. Kozak will report at the October meeting.

MOTION: Milano moved to proceed with the intervention in the matter of the 2011 PTAB Appeal with BMO Harris Bank as outlined above. Ericson seconded.

Roll Call:

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

Goals, PR and Marketing: French

Cooperative Venture with Theater of Western Springs

Kozak received a proposal for conducting a joint venture with Theater of Western Springs. The Library would promote select performance dates to patrons and would receive \$8 of each ticket sold credited to TFML. Tickets would be sold via a link-through on the Library website. After consideration, the Board elected to decline pending the development of a Library fundraising policy. The Board remains open to considering such fundraising opportunities in the future, perhaps including the Foundation or Friends groups. It was noted that the Library has cooperated with the Western Springs Historical Society with the sale of tickets for their house walk; this did not include a fundraising element for the Library. Kozak will respond to Theater of Western Springs. A draft policy will be presented for discussion at a future Board meeting.

Building and Grounds: Milano

Invoices submitted by Chicago Project Management for professional services in connection with Reading Room Window Replacement project have slightly exceeded the \$2,500 amount approved by Board of

Trustees. The Committee has requested supporting documentation. CPM has also submitted a proposal in the amount of \$1,000 to supervise the project to completion. The Committee recommendation is to not accept the proposal. The Committee Chair and Library staff will handle project oversight. Manufacture of the windows is underway after a slight delay due to material selection and installation is expected for late October or early November. Installation is expected to be 2-3 days with the Reading Room closed during hours that the work is in progress.

Construction Resources Group has submitted a proposal in the amount of \$1,460 for maintenance work on the Library's exterior entrance, which includes cleaning and sealing the limestone surround, painting the vaulted ceiling, removal of the Knox Box and repair of the door surface. Change orders for work above the agreed upon expense are required. This is for work that had been planned for 2014 but cannot be deferred.

MOTION: Milano moved to accept the proposal from Construction Resources Group in the amount \$1,460 for maintenance work on the Library's exterior entrance. Denning seconded. ALL APPROVED.

Technology Committee: Denning

The Technology Committee met on September 9 to review progress made in 2013, set goals for 2014 and finalize the draft 2014-2016 Technology Plan. Goals for 2014 are: investigate meeting room projection equipment for use by presenters at Library programs; investigate self-check systems for smart devices; verify adequacy of bandwidth on a daily basis using tracking software; continued promotion of ebooks and databases; offer members additional training for emerging technology, apps, software; explore ways to promote service and contact members; publicize "Book a Librarian" program; promote technology in which the Library has invested.

MOTION: Schumm moved to accept as presented the minutes from the September 9, 2013 meeting of the Technology Committee. French seconded the motion. ALL APPROVED.

MOTION: Letten moved to accept as presented the 2014-16 Technology Plan. Schumm seconded the motion. ALL APPROVED.

Personnel Committee

Smith will serve as chair of the Personnel Committee.

Library Friends: Schumm

The Library Friends met on September 11 and is pleased to be able to support many Library programs September through January, including Kennedy programs, and seasonal programs for Adult Services, Youth Services and Teens. As was requested by the Board, programs sponsored by Friends will be included in departmental reports. Board members expressed appreciation for the continued generous support of the Friends making possible programming for members that would otherwise not be affordable. The autumn book (and bake) sale will be held on October 18-20. Board members were encouraged to support the fundraiser.

The Board continued the discussion of how to better work with the Friends to achieve the mutual mission and goals of the Library Board and the Friends. It was agreed that a meeting be scheduled with representatives of the Friends to share the Library Board's Strategic Plan information and discuss the

important role the Friends play in achieving the Plan's objectives. Also, an information campaign to increase awareness among Library members will be developed. This will be further addressed at the October meeting.

New Business

Per Capita Grant Application: Kozak

The 2014 Illinois Public Library Per Capita Grant application is due October 15, 2013. In compliance with 2013 Per Capita Grant requirement, Library Trustees reviewed Chapter 10, "Marketing, Promotion, and Collaboration", of *Serving our Public 2.0: Standards for Illinois Public Libraries*. Kozak reviewed the related material with the Board as well as the per capita grant application itself. The 2014 application will be submitted immediately.

MOTION: 2014 Per Capita Grant

Milano moved that the 2014 Per Capita Grant application be submitted as presented. Denning seconded. ALL APPROVED.

Fund Balance Policy Draft: Kozak

Per the Library auditor's recommendation, a Fund Balance Policy has been drafted for Board consideration. A Fund Balance Policy establishes a minimum level at which projected end-of-year fund balances should be maintained. Fund balance levels are a crucial consideration in long-term planning established to provide financial stability, cash flow for operations, and maintenance of an adequate fund balance to ensure that the Library will be able to respond to emergencies with fiscal strength. Fund targets are: Library Operating Fund, Special Revenue Funds (Building Maintenance Fund, Graham Fund, Timber Trails Fund), Capital Project Funds and Debt Service Funds. The draft policy will be revised as directed by the Board and will be presented at the October Board meeting.

Marketing

Kozak reported that the consulting arrangement with Tari Marshall will change from retainer to as-needed project basis effective October 31, 2013. Current projects are targeted for completion by the end of October. Departments will execute the activities outlined in the Marketing Plan with support by Administration as appropriate.

The Board has set a goal the development of a stronger Board to Board collaboration with the Foundation as well as the Library Friends. A meeting with representatives from both organizations to discuss marketing, public relations and fundraising will be scheduled. Letten agreed to take the lead.

The staff development workshops continue through November; October 23 and 24 with Pat Schramm, Village Director of Technology giving a presentation on internet identity protection; and November 20 and 21, Andrea Barnish of Red Street Studio presenting the newly developed templates and icons for posters, brochures and other Library takeaways. Board member attendance is welcome.

Lewandowski distributed a list of upcoming dates of program and meeting opportunities for Trustees. Board members indicated an interest in a regular monthly calendar of events for the purpose of scheduled Trustee presence at programs and events. This will be further discussed at a future meeting.

Old Business

Strategic Plan: The Draft Strategic Plan 2014-16 updated to reflect initiatives discussed at the September 21 Planning Meeting was distributed for review and action at the October Board meeting. A draft Capital Plan which ties into the Strategic Plan that helps the Library Board financially prepare for major projects that may involve multi-year funding is pending. Adoption of the Strategic Plan will take place at the October meeting.

A Western Springs Business Association (WSBA) Breakfast was hosted by the Library on September 5. Rick Roche's presentation on how the Library can serve the business community was very well received. A brochure of services geared toward the business community was also distributed. Many attendees seemed unaware of how libraries have evolved over the years and how much the Thomas Ford Library has to offer, especially in the way of technology, i.e. Zinio online magazine subscription. Trustees French, Milano and Schumm were in attendance.

The Board of Trustees will next convene on Tuesday, October 22, 2013.

MOTION: At 8:42 pm, Ericson moved to adjourn the meeting. Denning seconded. ALL APPROVED.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary