



**Thomas Ford Memorial Library– Library Board of Trustees Minutes
October 22, 2013**

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

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

MOTION: Minutes of September 24, 2013 Meeting of the Board of Trustees

Schumm moved to approve as presented the Minutes of the September 24, 2013 meeting of the Board of Trustees. French seconded. All approved.

Treasurer’s Report: Denning

Denning reviewed the September 2013 financial report. Fall tax revenues continue to arrive in a timely manner. Denning next reviewed the vendor list. Of note was the purchase of a microfilm reader/printer. The Library was fortunate to replace and upgrade its failing (read-only) machine with the used machine from the River Forest Library for a significant savings over purchasing new. The microfilm reader/printer is of particular value for accessing historic records. Kozak provided detail on several items: annual membership for LACONI (Library Administrators Conference of Northern Illinois) which offers networking and programming to enhance the skills and knowledge of library staff; Librarica one year contract for Cassie/computer booking system; telecommunication services provided by: Call One - local, Sprint - long distance, and internet via the Village fiber optic line. All other expenses for the month were of the ordinary sort.

Fund balances as of September 30, 2013 are:

Library Operating Fund #920	\$443,368.36
Graham Trust Fund #925	\$264,415.75
Building Maintenance Fund #930	\$38,579.25
Capital Fund #970	\$116,636.45
Timber Trails Fund #950	\$115,604.16
Debt Retirement Fund #940	\$-5,011.45

MOTION: September 30, 2013 Vendor List

Smith moved to approve the Vendor List dated September 30, 2013, totaling \$94,048.62. Ericson seconded.

Roll Call:

Ericson Aye
Denning Aye
Schumm Aye
Letten Aye
Smith Aye

French Aye
Milano Aye
All approved.

Librarian's Report: Kozak

- The Finance Committee has begun work on the FY14 budget. Kozak presented a draft budget, an overview and detailed support documents for discussion later in the meeting.
- The Friends' book sale, held October 18-20, raised \$3,400 and the bake sale \$440. These funds make possible many of the Library programs offered each year.
- The combined November-December meeting scheduled for November 26 falls during Thanksgiving week and presents a conflict due to school breaks and family vacation plans. A quorum is necessary for this meeting as the budget must be approved by the Board prior to the Village's public hearing on December 2. An alternate date will be chosen.
- Local business Trap This successfully resolved the issue of a squirrel in the Library. The point of access is being investigated and will be rectified.
- Kozak noted that circulation for October was up 5% over prior year. French thanked Library staff for including in the monthly departmental reports program attendance figures, and data on programs sponsored by the Foundation and the Friends.

Visitors and Public Comment: Linda McGuire, Vice President of the Library Friends, reported on the book and bake sale. She thanked Library staff and Trustees for their participation, including volunteering at the book sale and baking. Board members congratulated the Friends on the successful sale and thanked them for all their efforts for the benefit of Library patrons and the community.

Communications: Youth Services received numerous and charming thank you notes from the Field Park School first graders.

Committees:

Finance Committee: Ericson

MOTION: French moved to approve as presented the minutes of the October 2, 2013 Finance Committee Meeting. Smith seconded the motion. All Approved.

Fund Balance Policy

The draft Fund Balance Policy was amended as directed at the September meeting and presented to the Board for adoption. The policy establishes a minimum level at which projected end-of-year fund balances will be maintained and is valuable in long-term planning to ensure financial stability, cash flow for operations, and the ability to respond to emergencies with fiscal strength.

MOTION: Fund Balance Policy

Denning moved to adopt the Fund Balance Policy. Letten seconded the motion. All Approved. As there were several minor edits, a final copy will be included in the November Board packet.

Timber Trails Fund Policy Review

In keeping with the Policy Review Schedule FY13, Kozak presented for approval the Library's Timber Trails Fund Policy (TFML Policy No. 21) amended as follows: "21.3 Dissolution of the Fund. When the Timber Trails Development reaches 85% of expected occupancy, based on housing data supplied by the Village of Western Springs, this Fund will be dissolved and any remaining balance transferred to the Library Operating Fund."

MOTION: Timber Trails Fund Policy

Schumm moved to approve the Timber Trails Fund Policy as presented. Denning seconded the motion. All approved.

Building and Grounds: Milano

MOTION: Denning moved to approve as presented the minutes of the September 21, 2013 meeting of Building and Grounds Committee Meeting. Smith seconded the motion. All approved.

Milano and Kozak met with Dan Ruzic of Chicago Project Management regarding the Reading Room Window Replacement project. CPM has stricken professional fees in the amount of \$50 which exceeded the previously approved total. Milano informed Ruzic that the Board had declined the proposal to supervise the project to completion. Milano thanked Ruzic for the excellent work done to date. Ruzic continues to be a valued resource to the Library.

Construction Resources Group has begun the maintenance work on the Library's exterior entrance. The obsolete Knox Box has been removed from the door, and at the suggestion of the Fire Department donated to a Village senior. The first cleaning of the limestone surround was unsatisfactory, and CRG will clean and seal the limestone, as well as complete work on the vaulted ceiling, when the weather is favorable.

Denning led the Board in thanking Milano and Kozak for their outstanding efforts on behalf of the Building and Grounds Committee.

Goals, PR and Marketing: French

Library Programs Policy Review

In keeping with the Policy Review Schedule FY13, Kozak presented for review the Library's Library Programs Policy (TFML Policy No. 22). The policy will be amended as discussed (regarding registration, waiting lists, and presenter restrictions) and presented for approval at the November meeting.

Technology Committee: Denning

As a follow-up to a query by Letten, a 2012-14 Computer Replacement Schedule was presented for review. Of the thirty-plus computers in the Library, five remain slated for replacement in 2013 and six in 2014. Kozak reported that as computers are replaced the old equipment is used as online catalog stations which do not require much in the way of sophisticated software or speed. Obsolete equipment is collected by a registered IL EPA recycler.

Library Foundation

The Annual Appeal will be sent out in November. Particular attention is being given to the design of the mail piece with the goal of preserving the elegant design, precluding the perception of junk mail, and avoiding the specialty postage rate. Journalist John Kass has been confirmed as the spring speaker for the Conversation Series.

Old Business

Refinancing of Promissory Note

Kozak reported that Steve Trout of Community Bank is reviewing. Mr. Trout is a Western Springs resident and a Library user. Kozak will report back at the November meeting.

Adoption of Strategic Plan Initiatives for 2014

The 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 Capital Plan, which ties into the Strategic Plan, that helps the Library Board financially prepare for major projects that may involve multi-year funding, will be created in 2014. Strategic Plan Initiatives will be plugged into 2014 Board calendar.

MOTION: Milano moved to adopt 2014 Strategic Plan Initiatives as presented. Denning seconded the motion. All Approved.

Friends and Foundation Board to Board Planning Meeting

The Board has set as a goal the development of a stronger Board to Board collaboration with the Library Foundation and Library Friends. A meeting with the officers from both organizations will be scheduled in early 2014 to share the Library Board's Strategic Plan and discuss the important role the Foundation and Friends play in achieving the Plan's objectives. Also, an information campaign to increase awareness among Library members will be developed. Letten will draft a tentative agenda for discussion at the November Board meeting.

New Business

Fundraising Affiliations

The Board remains open to considering joint fundraising ventures with community organizations, such as the Theater of Western Springs, perhaps including the Foundation or Friends groups, pending the development of a Library fundraising policy. This topic will be revisited by the Board in 2014.

Report on Caucus Meeting of October 15, 2013

Milano attended the meeting held for the purpose of dissolving and re-forming the Caucus Party which must be done every two years in accordance with state laws. The Citizen's Caucus Party of Western Springs replaced the Tower Caucus Party. A new slate of Caucus officers was nominated for the next year. Traditionally the outgoing Village Board president is elected Caucus president, but with the re-election of Bill Rodeghier, Jack Lynch will continue in role of Caucus president. New Library Trustees Letten, Schumm and Smith did not received notification of meeting. Kozak will verify their inclusion on the electronic distribution list. The next Caucus meeting will be in late 2014; the next election will be held in 2015.

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.

MOTION: At 8:35 pm, Ericson moved to adjourn the meeting. Denning seconded. All approved.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary