



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
February 25, 2014**

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

President Ericson called the meeting to order at 7:06 p.m.

MOTION: Minutes of January 28, 2014 Meeting of the Board of Trustees

Smith moved to approve as presented the Minutes of the January 28, 2014 meeting of the Board of Trustees. French seconded. All approved.

Minutes of the January 28, 2014 Joint Meeting of the officers of the Library Board, the Friends of the Library and the Library Foundation were presented. The meeting launched the Board’s Strategic Plan 2014 Initiative to partner with the Friends and Foundation to promote visibility, increase vitality, and further enhance mutual missions and goals. The Board accepted the minutes as presented.

Treasurer’s Report: Ericson

Ericson reviewed the January 2014 financial report and vendor list. FY13 Thirteenth Month revenue and expenses will be allocated to the FY13 budget. It was noted that January expenses reflect three pay periods. Transfer of funds from the Capital Reserve Fund to the Building Maintenance Fund for work completed to date on the Reading Room Window Replacement project, approved by the Board in January, will correct the Building Fund budget. Of note were payments of insurance premiums, annual email and database subscriptions. All other income and expenses for the month were of the ordinary sort.

Fund balances as of January 31, 2014 are:

Library Operating Fund #920	\$104,797.87
Graham Trust Fund #925	\$263,382.88
Building Maintenance Fund #930	\$-19,363.42
Capital Fund #970	\$116,700.38
Timber Trails Fund #950	\$115,610.07
Debt Retirement Fund #940	\$4,849.43

MOTION: January 31, 2014 Vendor List

French moved to approve the vendor list dated January 31, totaling \$116,366.49. Smith seconded.

Roll Call:

Ericson Aye

Smith Aye

Letten Aye

French Aye

All approved.

Librarian's Report

- The Village Club board responded to the letter sent by President Ericson concerning timely snow and trash removal. The VC board appreciated the alert and reported that immediate corrective action is being taken to address these issues. It was noted that the trash collection site adjacent to the Library shows improvement; the removal of a long lingering overflow item (disassembled ping pong table). The Board expressed appreciation to Jim McGuire, president of the Library Friends, for bringing this matter to the attention of the Board. Kozak will update McGuire.
- The Library received an insurance payment in the amount of \$2,923 for damages caused by a power fluctuation in December. The cost of the replacement of two sanitation ejector pumps was \$3,923; the Library has a \$1,000 deductible. Both the expense and the check will be charged to FY13.
- The 2014 Illinois State Library per capita grant has been funded at a rate of \$1.25 per resident, up from \$1.05 in previous years. The Library will be receiving \$16,219 rather than the \$13,300 budgeted. These monies are directed toward the purchase of materials for the Adult, Teen and Children's Services departments.
- The SWAN library system is in final negotiations with SIRSI Dynix as the new provider for its shared database. The new vendor will provide a more user friendly and intuitive search system. The migration to the upgraded system is anticipated for early 2015 following staff training and software installation. A reserve fund, contributed to monthly by all participating SWAN libraries, will cover costs associated with the implementation of the new system.
- Kozak presented her updated 2014 goals which were revised to reflect direction provided during her annual evaluation to include working with the Board to determine a vision and long range plan for the Library.
- In compliance with the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.), documents were provided as requested as follows: documents relating to police calls as a result of incidents with Library patrons and/or disruptive patron behavior which interfered with the intended usage of the Library, for the years 2010 through 2013.

It was noted that circulation was down due to library closings and extreme weather. French commended a new Youth Services program recognizing the birth/adoption of children in Western Springs.

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

Communications: Christine Ricker and the Library's Knitting Circle received letters of appreciation from Deborah's Place, a service agency/shelter for homeless women, for the contribution of hand knit items, which were especially well received by their clientele during the holiday season. Library staff received a letter of thanks for participating in the February Parent University event. Kozak and the Board received a note of thanks from Trustee Milano for the recognition he received under the Library's awards program.

Committees:

Finance

- Ericson distributed the 4th Quarter FY13 Investment Report which was provided by Grace Turi, Finance Director at the Village. Letten recommended setting a renewal limit of ninety days on maturing CDs.

- The Village Board of Trustees will meet on March 10 at 7:00 p.m. to consider refinancing the Library's Promissory Note for the new roof and HVAC units, reducing the interest rate from 4% to 2.75%. The Library will incur \$1,000 for legal costs, which will be recouped in the first year. Denning and Kozak will attend the meeting. All Library Trustees are welcome.

Goals and PR

The target dates for strategic planning initiatives on the FY14 Board Action Calendar were reviewed. In response to queries by French, Kozak clarified "Resource Person database" (August initiative) which refers to a listing of residents with expertise, talents or interests; and "Guest presentation" (October initiative) which refers to a possible auditor presentation as part of the Trustee continuing education. The FY14 Board Action Calendar was approved as presented.

Review of Responsibilities of Library Board and Library Director Policy

In keeping with the Policy Review Schedule FY14, Kozak presented for review the Library's Responsibilities of Library Board and Library Director Policy (TFML Policy No. 1). It was recommended to replace *Metropolitan Library System* with *Reading Across Illinois Library System (RAILS)* in Sections 1.14 and 1.24.

MOTION: Responsibilities of Library Board and Library Director Policy

Letten moved to approve the amended Responsibilities of Library Board and Library Director Policy. Smith seconded the motion. All Approved. Kozak will provide a summary of Illinois Library Law at a later date.

Building and Grounds

- The new window for the south opening in the Reading Room has not yet been received from the manufacturer. The contractor PJWindows has been asked to delay installation until March when the new window and the additional window for the west wall of the building can be completed on the same day. March temperatures should also be more favorable for the installation.
- The Building and Grounds Committee and Kozak will meet in March to consider future projects as indicated in the 2014 goals. In addition, work on the Capital Plan for the Library will begin. Kozak and Lewandowski are preparing materials.

Library Foundation

The Foundation Board met on February 18 to discuss partnership ideas for the Board, Friends and Foundation. The Foundation Board will gather research and schedule a workshop in March to explore the subject further. French commended Smith for her role in the invigorated dynamics of the Foundation, Friends and Library Boards. Letten expressed interest in the mechanics of reporting financial data of the Friends and Foundation and how the organizations are audited. Kozak reported that both organizations operate completely independent of the Library budget.

New Business

Trustee Continuing Education

In the first of a series of departmental presentations, Rick Roche, Head of the Adult Service Department, spoke on "What Happens at the Reference Desk?" Patron service is provided in three general areas: reference, instruction, and customer service. Roche provided a sampling of recent questions posed to reference librarians that included reader advisory, information search, school/student

support, and technology support. Kozak mentioned the Reference Department's wonderful reputation and relationship with patrons. French suggested that the Library's Twitter account be used to remind patrons that "you can always ask." As Roche stated, "there are no stupid questions." The Board thanked Roche for his informative presentation.

Board of Trustee Executive Session Minutes Review / Kozak

The Board must review Executive Session Minutes biannually to determine which should be kept private or made public. The minutes commonly deal with personnel matters, legal issues and acquisition of property. Kozak distributed minutes to the Board members for review and recommendation. Kozak recommended retention in the Executive Sessions files of minutes relating to three personnel matters relating to staff matters regarding discipline, job descriptions, from 1998, 2007, 2011. Kozak recommended that minutes relating to staff salaries and Director evaluation from November 27, 2012, and January 22, 2013, be made available to the public record.

MOTION: Retention of Board of Trustee Executive Session Minutes

Smith moved to be released to the public record the Executive Session Minutes relating to staff salaries and Director's evaluation as listed above, and to retain all others as private, to reviewed again in July 2014. French seconded the motion. All Approved. The released Executive Session minutes will be posted with the February Board Meeting minutes on Library website.

Developing a Vision for the Library / Board Retreat

This topic has been deferred to a future meeting.

Board Meeting Packet Contents

To ensure that the informational needs of the Board are being most effectively met, input was requested regarding the preferred content of the monthly Board meeting packet. Preparation /inclusion of certain reports, i.e. financial data, circulation and departmental statistics, are essential. Electronic distribution of packets was also discussed. This topic will be revisited at the March meeting.

Graham Trust Proposal

A proposal for use of Graham Trust funds for staff development was presented for review. In consideration of the Board's directive put forward during her annual evaluation to develop a vision for the Library's future, Kozak proposed her attendance at the Future of Libraries Summit in Washington D.C., April 7-10, 2014. The total request is for \$2,284. The proposal includes accommodations at the conference hotel. Kozak will explore lower cost accommodations.

MOTION: Graham Fund Proposal

French motioned to approve the proposal for funding from the Graham Fund. Smith seconded.

Roll Call:

Ericson Aye

Smith Aye

Letten Aye

French Aye

All approved.

Tutoring Policy Review

Kozak presented for review the draft Tutoring Policy (TFML Policy No. 25) revised as directed at the January meeting. Minor revisions were made. It was agreed to revisit the policy in six months to assess if the policy is effectively meeting the needs of all that use the Library.

MOTION: Tutoring Policy

Letten moved to accept the revised Tutoring Policy with amendments; Smith seconded the motion. All Ayes.

A Teen program conducting mock interviews will be held on March 13, 7-8pm. Interested Board members were encouraged to participate.

The Board of Trustees will next convene on Tuesday, March 18, 2014.

MOTION: At 8.25 p.m., Ericson moved to adjourn the regular Board meeting. French seconded. All approved.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary