



Thomas Ford Memorial Library – Library Board of Trustees Minutes
March 18, 2014

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

President Ericson called the meeting to order at 7:05 p.m.

MOTION: Minutes of February 25, 2014 Meeting of the Board of Trustees

Letten requested minutes be amended as follows: Page 2 Finance Committee: “renewal limit of ninety days on maturing CDs *until interest rates improve.*” Schumm moved to approve the amended Minutes of the February 25, 2014 meeting of the Board of Trustees. Denning seconded. All approved.

Treasurer’s Report: Denning

Denning reviewed the February 2014 financial report and vendor list. 2014 property tax revenue is starting to come in. The previously approved transfer of funds relating to the Reading Room Window Project, which is not yet reflected, will put the Building Maintenance Fund back in black. There was no income or expense activity in the Graham Fund, Capital Fund, Timber and Trails Fund. The Debt Retirement Fund payments continue. 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 February 28, 2014 are:

Library Operating Fund #920	\$179,715.20
Graham Trust Fund #925	\$263,382.88
Building Maintenance Fund #930	\$-9,099.58
Capital Fund #970	\$116,700.71
Timber Trails Fund #950	\$115,610.86
Debt Retirement Fund #940	\$8,376.10

MOTION: February 28, 2014 Vendor List

Letten moved to approve the vendor list dated February 28, 2014, totaling \$95,437.70. Denning seconded.

Roll Call:

Ericson Aye
Letten Aye
Denning Aye
Schumm Aye
Milano Aye
All approved.

Librarian’s Report: Kozak

- Conferences: Kozak reported that Adult Service Librarian R. Roche and Youth Services Librarian U. Nori just returned from the Public Library Association conference in Indianapolis.

Roche's report is attached for your review. Nori's report will be presented in April. Kozak will be attending the Future of Libraries Summit in Washington D.C. April 6-9 as approved by the Board at the February meeting. Kozak was able to reduce conference costs by securing accommodations at a lower rate. Kozak expressed appreciation to the Board for encouraging staff to participate in industry events.

- A meeting of the Board's Marketing Committee will be held in early April to discuss goals, progress-to-date, and plans.
- The Spring newsletter was distributed earlier this month. Featured highlights include the Kennedy Opera Program in May and the launch of the 2014 Big Read programs related to Phillip Caputo's *The Long Road*. Special thanks were given to the Friends for funding the purchase of 30 copies of the book.
- Heather Booth, Teen Librarian, was selected to participate in ILEAD U, a state-wide program that explores new and innovative technology projects as well as ways to implement them in library service to patrons. The Board congratulated Heather on her selection and looks forward to hearing of her experiences and how they might be enhance our teen program.

Circulation is up. It was noted that internet usage statistics do not reflect use of personal devices on Library premise. With the arrival of travel season, it was remarked that Zinio continues to receive mixed reviews: great resource for magazine subscriptions but not user friendly. Library staff continues to monitor the subscription.

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

Communications: Uma Nori and the Youth Services Department received two notes from teachers in appreciation for use of the Library's collection.

Committees:

Finance

At the Village Board of Trustees workshop on March 10, attended by Denning, Milano and Kozak, refinancing of the Library's Promissory Note for the new roof and HVAC units, received strong support. The matter will be voted on at the March 24 Village Board meeting. Ericson will need to sign relevant documents. The transaction is expected to be completed with a week or so. Refinancing will reduce the interest rate from 4% to 2.75%.; related expenses will be recouped within the first year.

Goals and PR

Review of the Materials Selection Policy

In keeping with the Policy Review Schedule FY14, Kozak presented for review the Library's Materials Selection Policy (TFML Policy No. 5). No changes to the policy were recommended.

MOTION: Materials Selection Policy

Milano moved to approve the Materials Selection Policy without change. Schumm seconded the motion. All Approved.

Building and Grounds: Milano

The Building and Grounds Committee met on March 12 with the purpose of considering projects as indicated in the 2014 goals. Minutes of the meeting were presented.

- Milano updated the Board on the Reading Room Window Replacement project. The final replacement window for the Reading Room has not yet been installed. Contractor PJWindows reports continuing delays with the manufacturer. Milano will closely monitor.
- A proposal to create an egress door from the Technical Services Room on the lower level to the West stairwell has been submitted by Construction Resource Group in the amount of \$8,950. It is recommended that an architect be hired to assist with the project at an estimated cost of \$2,000. Cognizant of the significant expense incurred this winter for snow removal, the committee recommends postponing this project until EAV information is received (normally in June). If determined to be affordable, Kozak and the committee will work with an architect to provide an evaluation before commencing the project.
- Kozak has contacted the Village's Eagle Scout liaison Ofra Dose to identify Scouts interested in refinishing the metal West door and railings on North side of building. Kozak will report back when she receives information.
- Working the Fire Department and Village IT Department, Kozak confirmed that the existing fiber optic line connecting the Library to the Village Hall could replace the telephone connection to the Police Station for the fire alarm (currently \$200 per month for phone circuit). A quote for the equipment (receiver, transmitter and connectors) from the supplier the Village uses is \$1,700; labor is estimated at \$500. The committee recommends that Kozak be authorized to pursue the connection to the Police Department for the fire alarm via the fiber optic line at a cost not to exceed \$2,400.
- As an initial step in preparing a Capital Plan, a draft history of facility systems and equipment since 1996 detailing maintenance, repair, replacement dates, costs, contractors was presented. Next steps include: identification of needed projects; confirmation of age and condition of systems and equipment; documentation of needed, actual and recommended maintenance; projection of lifetime of systems and estimated replacement costs. Committee recommendation: the committee and Kozak will compile as much useful information as possible about the current status of the building before considering the retaining of an outside consultant to conduct a building audit/evaluation that would include financial projections for capital projects. Letten will create a spreadsheet with a ten-year horizon that includes categories important to the process.

MOTION: Library Fire Alarm Connection to Police Department

Milano moved to expedite the connection to the Police Department for the Library fire alarm via the existing fiber optic line at a cost not to exceed \$2,400. Letten seconded.

Roll Call:

Ericson Aye
 Letten Aye
 Denning Aye
 Schumm Aye
 Milano Aye
 All approved.

Library Foundation

The Foundation Board held a workshop on March 5 to further discuss partnership ideas for the Board, Friends and Foundation. Ideas include: a fall event connected to the Annual Appeal; regular newsletter topics; use of Facebook; utilize website banner. They will meet again in April.

Library Friends: Schumm

- The Friends met on March 12 and approved funding in the amount of \$3,275 in support of the Summer Reading Clubs, Welcome Western Springs Babies and various Youth programs, and National Library Week. The Friends are also funding a Library Staff appreciation luncheon during National Library Week. President McGuire expressed appreciation for the joint Library Board, Foundation and Friends meeting held in January and suggests expanding attendance to all board members for future meetings. The Spring Book and Bake Sale is April 25-27. The Friends will meet next on May 7. Officer terms are up in May.
- Schumm introduced to the Library Board consideration of establishing a Junior Board. The Junior Board would support the Friends and Foundation, potentially involved in fundraising, promotion, organization, program management, leadership, internship, and serving to re-energize both organizations. Schumm has experience and success with McDonald Corporation's Red Shoe organization and offered to act as mentor to this initiative. Schumm will explore the subject with Teen Librarian Heather Booth.

New Business

“Meet Your Trustees” Campaign (Strategic Plan item)

A brief discussion resulted in proposed ideas such as having a presence at the Gathering on the Green. The topic will be revisited at a future meeting.

2014 Customer Service Training Program

The 2014 Customer Training Program was presented with the theme is “Presenting the Library’s Best Face.” Areas of focus are: Word of Mouth Marketing; Best Practices – What makes you a loyal customer?; Member convenience/ease of use; and General appearance of the Library. The first staff workshop was held in February; additional workshops will be held in May, August (joint-in-service Day with LaGrange Public Library), and November.

Old Business

Board Meeting Packet Contents

Discussion continued on how to refine content of the monthly Board packet to ensure that the informational needs of Board members. Preparation/inclusion of certain reports, i.e. financial data, circulation and departmental statistics, are required for the annual report. Various views were explored, and it was agreed that providing more context with the data is desirable. Kozak will work to create a streamlined interpretation of monthly data. Kozak noted that the transition to the new ILS system slated for the late part of this year may provide additional statistical data. Electronic distribution of packets is also under consideration. This conversation will continue during the coming months.

Developing a Vision for the Library / Board Retreat

This topic has been deferred to a future meeting.

Kozak noted that National Library Week, April 14-19, is being celebrated with Library banners up around town and a “Just Ask” promotion at the Library. Board members are encouraged to attend the many wonderful programs being offered at the Library this Spring.

The Board of Trustees will next convene on Tuesday, April 22, 2014.

MOTION: At 8.20 p.m., Milano moved to adjourn the regular Board meeting. Denning seconded. All approved.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary