



**Thomas Ford Memorial Library – Library Board of Trustees Minutes  
April 22, 2014**

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

President Ericson called the meeting to order at 7:00 p.m.

**MOTION: Minutes of March 18, 2014 Meeting of the Board of Trustees**

French moved to approve as presented the Minutes of the March 18, 2014 meeting of the Board of Trustees. Letten seconded. All approved.

**Treasurer’s Report: Denning**

Denning reviewed the March 2014 financial report and vendor list. 2014 property tax revenue continues 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. The Graham Fund reflects expenses for staff participation in the Public Library Association conference. There was no income or expense activity in the Capital Fund and the Timber Trails Fund. Debt Retirement Fund payments continue. Denning noted increased spending as Youth Services adds to its collection before Summer Reading Club begins, additional expenses for snow removal, and the purchase of shelving for audio books. All other income and expenses for the month were of the ordinary sort.

**Fund balances as of March 31, 2014 are:**

Library Operating Fund #920	\$488,314.27
Graham Trust Fund #925	\$264,323.09
Building Maintenance Fund #930	\$25,314.39
Capital Fund #970	\$116,701.10
Timber Trails Fund #950	\$115,611.80
Debt Retirement Fund #940	\$11,902.77

**MOTION: March 31, 2014 Vendor List**

French moved to approve the vendor list dated March 31, 2014, totaling \$91,828.00. Smith seconded.

**Roll Call:**

Ericson Aye  
Smith Aye  
Letten Aye  
Denning Aye  
French Aye  
Milano Aye  
All approved.

**Librarian's Report:** Kozak

- Kozak confirmed that all Board members are in compliance with the Cook County Clerk deadline of May 1, 2014 for the filing of statements of economic interest.
- The SWAN library consortium has signed a contract with SIRSI-Dynix to provide a new ILS platform for patron searches and reserves. In addition, the new system will afford improved tracking and analysis of usage data features, and a mobile app. Data testing, platform building, staff training, and other preparations will begin soon, with a targeted launch for early 2015. The Library Customer Service Committee will work with the staffs of other libraries to develop marketing and explanatory materials/programs so that the transition is as smooth as possible. Kozak will obtain a module for Trustee review at a future meeting.
- Kozak presented her report (Installment 1) on the Future of Libraries Summit, held in Washington D.C. on April 6-9. Prime takeaways were: the future of libraries will be driven by emerging technology; and libraries should focus on promotion of its most valuable asset - the unique expertise of its staff.
- Departmental reports were submitted for Board review.

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

**Communications:** There were no communications.

**Committees:**

**Finance: Ericson**

- The ordinance modifying the interest rate on the Promissory Note (issued in 2009 for the new roof and HVAC units) was approved at the March 24 Village Board meeting. Refinancing will reduce the interest rate from 4% to 2.75%. Notes expressing the Board's gratitude will be sent to the Village Board and Village Finance Director Grace Turi. The master copy was circulated for review.
- A meeting of the Finance Committee will be scheduled in May.
- Three CDs have been renewed on a 90-day renewal cycle. Milano raised questions regarding short-term investment options and discussion ensued. Letten encouraged exploring investment vehicles that may produce a higher yield. Kozak noted that while it has been the Library's practice to follow the Village's preference for low-risk investments at various local financial institutions, Grace Turi, Village Finance Director, works at the Library Board's behest. Kozak proposed inviting a representative from a local bank to the May Finance Committee meeting to present various investment options. To avoid the recent lengthy process experienced in the refinancing of the promissory note, Kozak was encouraged to seek out new contacts. Kozak will keep all Board members apprised of the meeting schedule.
- Using the draft history of facility systems and equipment since 1996 detailing maintenance, repair, replacement dates, costs, contractors presented at the April meeting, Letten created a spreadsheet with a ten-year horizon that includes categories important to the process. Letten will explore through his professional connections next steps to this process before considering the retaining of an outside consultant to conduct a building audit/evaluation that would include financial projections for capital projects. Kozak will continue to compile information about the current status of the building as well as future short-term and long-term projects under consideration.
- The review of quarterly investments was deferred until after the May Finance Committee meeting.

### **Building and Grounds: Milano**

Building and Grounds Chair Milano gave his report on pending projects.

- Milano updated the Board on the Reading Room Window Replacement project. The final replacement window for the Reading Room has not yet been installed. Milano contacted manufacturer Old Castle Windows to register his frustration with the delay and determine a course of action. He was informed that the anticipated ship date is May 23. Milano will continue to closely monitor and work with contractor PJWindows to bring the project to completion.
- During early April storms, the Library experienced sump pump alarm activity and some water seepage in the janitor's room on the lower level. Through staff efforts and Milano's identification of exterior drainage issue, no serious incident developed. Lewandowski will arrange for the necessary maintenance to be done on gutter downspout extension.
- Lupfer Landscaping of Riverside has been contracted to provide monthly landscape maintenance. Rob on the Job of Villa Park has been retained to provide regular facility maintenance and handyman service.
- The project to connect the Library to the Police Department for the fire alarm via the fiber optic line (and replace the telephone connection which currently costs \$200 per month) has been delayed. An initial quote for labor was significantly higher than the verbal estimate provided by the Village IT Department. Kozak is in the process of obtaining additional quotes. Milano reminded the Board that the project was approved at the March meeting at a cost not to exceed \$2,400. Milano will provide update at the May meeting.

### **Goals and PR: Denning**

#### **MOTION: Minutes of the April 10, 2014 meeting of the Marketing Committee**

Denning moved to approve the minutes of the April 10, 2014 Marketing Committee meeting. Smith seconded. All Approved.

Plans to meet marketing goals as outlined in the Library's 2014 Strategic Plan include:

- Kozak will explore consulting/design services regarding the evaluation and improvement of Library signage.
- A "Meet Your Trustees" feature will appear in the Fall newsletter. Trustee presence at Library programs will be scheduled.
- As member satisfaction is the Library's most important goal, additional opportunities for feedback will be instituted; i.e. website "comment button", eye-catching comment boxes, and comment on check-out receipts.
- The Library will collaborate with School District 101 to provide tutoring space during the summer construction projects at school buildings.
- Library staff is in the process of designing upgraded promotional materials templates as well as the creation of a style guide for standardized text-based materials.

Discussion followed regarding promoting subscriptions to Library e-newsletters and the use of Digital Advertising. Kozak will explore these topics and report at a later meeting.

### **Review of the Circulation Policy**

In keeping with the Policy Review Schedule FY14, Kozak presented for review the Library's Circulation Policy (TFML Policy No. 6). Circulation Policy is required by the Illinois State Library to be reviewed every two years. Changes updating terminology as follows: Section 6.23 deleting *video* and adding *and television show*; and Section 6.26 revising *videogames* to *console games* were made were recommended. In response to a query regarding the impact of extended check out times on member wait times, Kozak stated that this is not an issue as it is Library practice to purchase one additional copy for every five holds on any item.

### **MOTION: Circulation Policy**

Milano moved to approve the Circulation Policy with changes as recommended. Denning seconded the motion. All Approved.

### **Technology**

The Quarterly E\*Services Metrics Report was reviewed.

### **Library Foundation**

The Foundation Board met on April 15. Ideas to be implemented include promoting the Foundation in October, launching the Annual Appeal in the Fall to avoid the holiday season, and considering a presentation with the Historical Society honoring Western Spring businesses. It was noted that the Library's longest consecutive donors are Casey's Market and the Village Hardware Store, both supporters since 1998. It was also noted that Village Hardware will be celebrating its 60<sup>th</sup> anniversary this year. The Board was supportive of all the Foundation initiatives and commended Amanda Smith for bringing renewed energy to the Foundation.

### **Library Friends**

The Spring Book and Bake Sale is April 25-27. Trustees are encouraged to participate. The Friends will meet next on May 7. New officers will be elected at the meeting. A staff appreciation lunch will be held during National Library Week on April 16.

### **Old Business**

#### **Teen Liaison Duties:** Teen Librarian Heather Booth

Teen Liaison Deenen was unable to attend due to Math Team activity. Booth reported that Deneen was developing her ideas regarding engaging high school students as Ambassadors to assist with varied responsibilities at the Library. Ambassadors would receive an email blast when needs for assistance arise. Deneen will present at the May meeting. Booth also reported she has been in discussion with Schumm regarding the development of a Junior Board, which would consist of 3-4 high school teens. Schumm will follow up at the May meeting.

Booth shared with the Board her recent teen librarian meeting experience using a maker space and displayed the bracelet created utilizing a 3-D printer. While the feasibility or desirability of 3-D printers at public libraries is undecided, Booth was excited at the example of collaborative knowledge being freely available. French commented that high tech manufacturing is an area of growing opportunity and the need for places for exploration of the field is paramount. Promoting the Library as a place for creative engagement, i.e. adult crafts programs (paper quilling), and young adult programs (Coding Club/squishy circuits and Minecraft), demonstrates the Library's value as a meeting place and a learning place.

**New Business**

**Review of Annual Report.** Kozak submitted the Library 2013 Annual Report in compliance with State of Illinois requirements. Kozak prepared a summary comparing five-year statistics for Board reference.

MOTION: At 8:15 p.m., Denning moved to adjourn to Executive Session for Matters of Personnel. Smith seconded. All approved.

**MOTION: At 8:17 p.m., Denning moved to convene the Executive Session; French seconded.**

Roll call:

Milano Aye

Ericson Aye

French Aye

Denning Aye

Letten Aye

Smith Aye

ALL APPROVED.

**MOTION: At 8:26 p.m. Denning moved to adjourn the Executive Session. French seconded.**

Roll call:

Milano Aye

Ericson Aye

French Aye

Denning Aye

Letten Aye

Smith Aye

ALL APPROVED.

No action was taken.

**MOTION: At 8:27 Smith moved to adjourn the regular Board meeting. Milano seconded.**

ALL APPROVED.

**The Board of Trustees will next convene on Tuesday, May 27, 2014.**

Respectfully submitted,  
Kathleen Lewandowski  
Recording Secretary