



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
June 24, 2014**

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

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

MOTION: Minutes of May 27, 2014 Meeting of the Board of Trustees

Schumm moved to approve as presented the Minutes of the May 27, 2014 meeting of the Board of Trustees. Smith seconded. All approved.

Treasurer’s Report: Denning

Denning reviewed the May 2014 financial report and vendor list. All income and expenses for the month were of the ordinary sort. Upon vendor line item review, Smith noted that she has a contact at Lakeshore Learning and may be able to negotiate a discount for future Youth Service purchases.

Fund balances as of May 31, 2014 are:

Library Operating Fund #920	\$350,450.83
Graham Trust Fund #925	\$260,746.33
Building Maintenance Fund #930	\$8,505.39
Capital Fund #970	\$116,701.40
Timber Trails Fund #950	\$115,613.14
Debt Retirement Fund #940	\$18,956.11

MOTION: May 31, 2014 Vendor List

Milano moved to approve the vendor list dated May 31, 2014, totaling \$109,011.28. French seconded.

Roll Call:

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

Librarian’s Report: Kozak

- Summer reading clubs began on June 9. Children’s *Fixz, Boom, Read* has 852 participants to date; Teen’s *Spark a Reaction* has 52 participants to date; Adult’s *Picture This: Exploring Graphic Novels* has 91 participants to date. The Children and Teen clubs end on August 8 and Adults on August 23. Online registration provides convenience for patrons and efficiency for staff.

- Teen Librarian Heather Booth has published another book: *The Whole Library Handbook: Teen Services*. The Board congratulated Heather on this accomplishment.
- For the third consecutive year the Village's EAV has declined. This has a significant impact on the Building Maintenance Fund budget. The topic will be addressed later on the agenda.
- The Library welcomes two new part-time staff to the Circulation Department: Catherine Dudley and Grace Gumbiner. The Library thanks Kathy Siedlicki and David Sanborne for their service and wishes them well in their future endeavors.
- Departmental reports were presented.

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

Communications: A note of appreciation for the outstanding services of the librarians was received from a member (with a donation). A District 101 teacher expressed appreciation for use of tutoring space. Several patron comments/suggestions have been received through the Library suggestion boxes.

Committees:

Finance

2013 Audit Update

The 2013 audit preliminary draft has been received. The narrative (MDA) is being prepared and will accompany the final audit to be presented to the Board at the July meeting for review. Action will be taken in August. Kozak expressed appreciation to Grace Turi, Village Finance Director, for her assistance throughout the audit process. In response to French's query, Kozak clarified that miscellaneous "Future Accounting Pronouncements" from the Governmental Accounting Standards Board is included in the preliminary report for general information only.

Tax Agency Report / Revised Budget

The Agency Tax Report from the Cook County Assessor's Office for the 2013 tax details what revenues the Library will receive in its current fiscal year, FY14, and provides the basis for our FY15 levies. The EAV for the Village has declined for the third year in a row, significantly affecting the Library's Building Maintenance Fund. Therefore, this fund's budget has been decreased from \$129,816 to \$112,671.

The Building and Grounds Committee met on June 10 to discuss the impact on the Fund. The Committee's recommendations were presented to the Board for discussion. Expenditures have been brought in line with the reduced income. Lines reduced were those with expenses that either may be postponed (emergency exit project; slate floor refinishing; purchase of furniture, office equipment, and supplies) or are unlikely to reach the level budgeted (natural gas). Consulting fees in connection with the Capital Plan have been renegotiated and will be presented for Board approval later during the Building and Ground report. The reallocating of contingency funds will allow the Building Maintenance budget to balance.

Denning pointed out that the purchase of chairs has been deferred three times and noted the importance of maintaining the interior appointments of the Library. Smith suggested that these needs might be met through Foundation and Friend support and capital fundraising.

Letten noted that the EAV is forecast to go down again next year.

MOTION: Revised 2013 Budget

Ericson moved to accept the Building and Grounds Committee recommendation to: A) reduce Building Maintenance expenditures by \$12,716 for FY14; B) approve the transfer of the \$4,419 needed to balance Building Maintenance Fund from the expected Library Operating Fund Contingency; C) transfer the remainder of the expected Contingency from the Library Operating Fund in the amount of \$21,416 to the Capital Reserve Fund; D) approve the transfer of the contingency in the IMRF Fund in the amount of \$1,984 to the Capital Reserve Fund; and E) apply the \$1,323 balance in the Debt Service Fund as of 12/31/13 to the amount owed for the Promissory Note in 2014, reducing the amount transferred from the Building Maintenance Fund to the Debt Service Fund accordingly. Denning seconded the motion.

Roll Call:

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

Building and Grounds: Milano

MOTION: Minutes of the June 10, 2014 meeting of the Building and Grounds Committee

French moved to approve the minutes of the June 10, 2014 Building and Grounds Committee meeting. Letten seconded the motion. All approved.

Milano thanked members of the Committee for their work on revising the Building Maintenance Fund budget to reflect the reduction of projected income due to the decline in the Village EAV. He assured the Board of continued commitment to maintaining close control of the budget during these challenging economic times.

The next step to complete the Library's Capital Plan is to retain a knowledgeable consultant for the evaluation of current facilities, to include technical information on costs, lifespans, etc. In response to the revised budget, the initial proposal submitted by Dan Ruzic of Chicago Project Management has been renegotiated to reflect greater administrative involvement by the Building and Grounds Committee and the Library Administrative Office with a fee reduction from \$2,500 to \$2,000. Work on the project would commence in August. Ruzic would be available to present to the Board upon completion of his report.

MOTION: Capital Plan Consulting

Milano moved that Dan Ruzic of Chicago Project Management be hired to provide the building inspection and cost estimates needed to complete the Capital Plan, on a project fee basis for an amount not to exceed \$2,000. Denning seconded the motion.

Roll Call:

Ericson Aye
Milano Aye
French Aye
Letten Aye
Smith Aye

Denning Aye
Schumm Aye
All approved.

Milano updated the Board on other projects:

- The window replacement project has been completed with the installation of the final window for the Reading Room and the bonus (fabrication error) window on the west side of the building. Final payment of \$2,400 for this project will be made in July. Milano commends contractor PJWindows for their professionalism and quality work. The Board commends Committee Chair Milano for his unparalleled commitment to bringing the project to completion.
- The annual roof inspection has been completed. Minor maintenance and repairs were conducted and no issues identified.
- The project to connect the Library to the Police Department for the fire alarm via the fiber optic line is on hold while bids are being considered. Milano will keep the Board apprised of the progress.
- Milano reported that he had spoken with the Village regarding the condition of the tree at the southeast corner of Library property and possible effects of the Emerald Ash Borer which has been devastating the trees of Western Springs. The Village is investigating the tree's condition and treatment possibility. Milano will report back.

Marketing and PR

The newly designed Library Style Guide was presented. The guide, developed to ensure highest quality and consistent Library promotional materials, was created in-house using the talents of Reference Librarians Rachel Hoover and Matthew Wenslauskis, and Youth Librarian Dana Folkerts. It was noted that the Library Foundation and Library Friends were included in the development of promotional materials. Board members were encouraged to familiarize themselves with the resource. The Board congratulated the design team and enthusiastically endorsed the new look for Library promotional materials.

New Business

Staff Awards

Staff members recognized for outstanding performance in the categories of: process improvement, extraordinary effort and outstanding teamwork for their work in the development of the Library Style Guide: Rachel Hoover, Matthew Wenslauskis, and Dana Folkerts (nominated by Heather Booth). The Board commended all for their outstanding efforts on behalf of the Library.

Meeting Room Request

A meeting room request for special consideration was received on behalf of the Commonwealth in the Village North Condominium Association. The request encompassed monthly meetings for 2015 with the dates to be published in the association's January 2015 newsletter. The Board thoroughly considered this request and denied the request based on Library policy on meeting room usage and the best service to the overall community. President Ericson will advise the Association of the Board's decision.

Resolution for .02% Building Maintenance Levy

Every year the Library must request the Village to levy a tax for the maintenance of this public building. The Library, through the Village, has levied this tax for many years.

MOTION: Building Maintenance Levy

Ericson moved that a Building Maintenance tax in the amount of .02% of the value of all taxable property in the Village be levied for the purpose of maintenance, repairs, and alterations of the Library building and equipment for the fiscal year beginning January 1, 2015. Denning seconded the motion. All Approved.

Prevailing Wage Compliance

By law, every year the Library is required to resolve to adopt the Prevailing Wage Rates for Laborers, Workers and Mechanics as required by the Prevailing Wage Act. A legal notice must be published and the Resolution returned to the Illinois Department of Labor and Secretary of State of Illinois as to the Library's determination by July 15. All contracts for public works are subject to this Act.

MOTION: Resolution Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics employed by the Thomas Ford Memorial Library.

Smith moved to resolve that the Thomas Ford Memorial Library determine to adopt the Prevailing Rate of Wages as required by the Prevailing Wage Act, 820 ILCS 130/0.01 *et. seq.*, as amended. Schumm seconded. All approved.

Review of Public Displays, Notices, Handouts and Related Activities Policy

In keeping with the Policy Review Schedule FY14, Kozak presented for review the Public Displays, Notices, Handouts and Related Activities Policy (TFML Policy No. 9). It was recommended by Kozak to amend the policy as follows: Section 12.25 Promotions: "and the Thomas Ford Library Foundation"; as well as make several minor changes to strengthen the policy. The Board accepted the changes as recommended.

MOTION: Public Displays, Notices, Handouts and Related Activities Policy

Denning moved to approve the Public Displays, Notices, Handouts and Related Activities Policy with changes as recommended. French seconded the motion. All Approved.

Confirmation of Quorum

Acknowledging summer travel schedules, it was confirmed that a quorum would be present at the July 22 meeting.

Old Business

Teen Liaison Update: Deneen reported that she had an initial meeting with teens who expressed interest in expanded opportunities at the Library, including the Ambassador program and the Junior Board. She is excited about the enthusiastic response, and discussions to develop details will continue throughout the summer. Schumm looks forward to collaborating with Deneen and the Library's teen community in the coming year.

Friends / Foundation Brochure: Smith presented a preliminary draft joint Friends / Foundation promotional brochure. The brochure is targeted for use in the fall.

Tutoring: Lewandowski reported that tutoring at the Library has been seamlessly integrated. Staff reports consistent usage of all three spaces: Reference Area, Study Room and teacher-designated space. Positive patron feedback has also been noted.

Investment Options: As Heartland Bank has not provided information regarding investment options following its presentation to the Finance Committee in May, the Board agreed to seek ideas from other financial advisors/investment companies. CDs will continue to renew on a 90-day basis. Letten and Kozak will follow up.

Trustee Profiles in Newsletter: Board members were reminded of the July 18 deadline for newsletter profile submissions. Library PR Representative Christine Ricker will facilitate.

Signage Project: Preliminary design ideas have been received from consultant Poblocki Signs and a proposal including prioritizing and pricing is forthcoming. The Marketing Committee will be involved as the project advances.

Electronic Distribution of Board Packet Contents: July Board packet contents will be distributed via email on the Friday prior to the meeting. Hardcopy packets will be available on Friday upon request. Supplemental materials will be available at the meeting. Lewandowski is exploring issues and options with electronic distribution and will report at a later meeting.

A Marketing Committee meeting will be scheduled in the coming weeks.

MOTION: At 8.22 p.m. Ericson moved to adjourn the meeting. Smith seconded. All approved.

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

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary