



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
May 27, 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 April 22, 2014 Meeting of the Board of Trustees

French moved to approve as presented the Minutes of the April 22, 2014 meeting of the Board of Trustees. Milano seconded. All approved.

Treasurer’s Report: Denning

Denning reviewed the April 2014 financial report and vendor list. 2014 property tax revenue continues to come in. The Illinois State per capita grant has been received in the amount of \$16,218, approximately \$3,000 over expected. Denning noted that expenses relating to staff participation in the American Library Association Conference have been re-allocated from the Graham Fund to the Library Operating Fund. All income and expenses for the month were of the ordinary sort.

Fund balances as of April 30, 2014 are:

Library Operating Fund #920	\$440,107.67
Graham Trust Fund #925	\$260,746.33
Building Maintenance Fund #930	\$15,584.83
Capital Fund #970	\$116,701.32
Timber Trails Fund #950	\$115,612.54
Debt Retirement Fund #940	\$15,429.44

MOTION: April 30, 2014 Vendor List

Schumm moved to approve the vendor list dated April 30, 2014, totaling \$73,960.05. French seconded.

Roll Call:

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

Librarian’s Report: Kozak

- Work on the 2014 Marketing Plan and Goals is underway and will be discussed later in the meeting.

- The Summer Newsletter will be out at the end of the month, featuring programs, news and summer reading club activities. Kozak particularly noted and expressed appreciation for the support of the Friends for summer programming.
- Kozak and Lewandowski had a site consultation with a representative from Poblocki Signage (Milwaukee) to discuss Library interior signage needs. Poblocki will submit a report with prioritized recommendations next month, which will then be discussed with the Goals/PR/Marketing Committee. Kozak will schedule a vendor presentation at a future Board meeting if there is interest.
- The 2014 per capita grant has been received from the Illinois State Library. As specified in our proposal, grant monies will be used for purchasing materials for adults, teens, and children in print and non-print format.
- Departmental reports were presented. Kozak noted that circulation for the month was down in every category. A poll of other libraries revealed similar statistics.

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

Communications: There were no communications.

Committees:

Building and Grounds: Milano

- Things are working out well with two new vendors: Lupfer Landscaping (Riverside) for monthly landscape maintenance; and Rob on the Job (Villa Park) for regular facility maintenance and handyman service.
- No progress has been made regarding the installation of the final replacement window for the Reading Room. Milano was informed in early April by manufacturer Old Castle Windows 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.
- The annual roof inspection has been completed. Initial review of report revealed no issues. Milano will give a full report after the meeting of the Building and Grounds committee in June.
- Bids are being collected for the project to connect the Library to the Police Department for the fire alarm via the fiber optic line. Milano reminded the Board that the project was approved at the March meeting at a cost not to exceed \$2,400, and then delayed when the initial quote for labor was significantly higher than the verbal estimate provided by the Village IT Department. Milano will keep the Board apprised of the progress.
- Milano commended Kozak on her work to date on the Library's Capital Plan. A Committee meeting will be scheduled in early June to determine next steps, including the retention of a knowledgeable consultant for evaluation of current facilities. A report will be given at the June Board meeting. Denning remarked that the Capital Plan will be indispensable to future Boards for many years to come.

Finance: Ericson

MOTION: Minutes of the May 12, 2014 meeting of the Finance Committee

Denning moved to approve the minutes of the May 12, 2014 Finance Committee meeting. Smith seconded the motion. All approved.

Following up on discussions at prior Board meetings, the Finance Committee met on May 12 for the purpose of exploring options to increase interest received on investments. At the recommendation of Grace Turi, Village Finance Director, Mark Ptacek of Heartland Bank and Patty Paulik, HBT Investment Services, were invited to talk with the Board regarding investment options in general. Mr. Ptacek noted that Thomas Ford was an original investor at Heartland Bank. Kozak reported that the Library has approximately \$250,000 in the Graham Fund and \$115,000 in the Timber Trails Fund, portions of which could be invested as determined by the Board. Letten suggested that investing a portion of the Capital Fund also be considered. He noted that according to the Library's Investment Policy corporate bonds are an approved investment vehicle (six month term). Kozak will provide the Library's Investment Policy to be used to determine which products offered meet the Policy's requirements as well as the Library's needs and Heartland Bank will deliver a list of options for the Board to consider that includes the rates of return and fee structures. The Committee agreed that it would review Heartland's response before seeking ideas from other financial advisors or investment companies. Ericson reminded the Board that Library CDs were renewed on a 90-day renewal cycle so that the Board had time to investigate investment options

Goals and PR: Denning

Kozak presented the Draft 2014 Marketing Plan and Library and Departmental Goals as updated by Christine Ricker, Library Public Relations Representative. Kozak encourages all Board members to make suggestions so that they may be included when the Plan is presented for adoption at a future Board meeting. Please note that previous Marketing Plans ran on a May 1 to April 30 year which was a function of when the analysis of the data from the 2012 Community Survey was completed. This is a stub year Plan, running May through December. Future Marketing Plans will align with the calendar year, as does the Library's fiscal year and planning cycle. A Marketing Committee meeting will be scheduled for June.

French asked for clarification of the "books owned" category. Kozak responded that the Library's collections are rigorously maintained at a flat level due to limited space, and fees paid to SWAN based on number of books in database. Rigorous weeding is evaluated based on usage, and items withdrawn are made available to members on the Library's free shelf, given to the Library Friends for sale/distribution, and the remainder are donated to the Better World charity.

Review of Library Emergencies Policy

In keeping with the Policy Review Schedule FY14, Kozak presented for review the Library Emergency Policy (TFML Policy No. 8). Kozak noted that the policy has been extensively revised to bring it into compliance with the Library's Security Procedures Manual. The Manual incorporates the recommendations of the Village emergency personnel as to the correct handling of medical emergencies, which, in some cases, may differ substantially from the courses of action previously outlined in this policy. The Board discussed the recommendations, noted two minor clarifications, and accepted the policy.

MOTION: ~~Library Emergencies Policy~~ Medical Injuries and Emergencies Policy

Denning moved to approve the Medical Injuries and Emergencies Policy as recommended. Smith seconded the motion. All Approved.

Library Friends

The Library Friends met on May 7. New officers were elected for the coming year: Anne Weithers, President; Bonnie Engel, Vice President; Carole Grudzien, Secretary; and Rick Garay, Treasurer. The Spring Book and Bake Sale, held on April 25-27, raised a total of \$2,866. Participation by Library Board members and staff was most appreciated. The next book sale is scheduled for October 31-November 2, 2014. Board members noted that Halloween activities might negatively impact member participation and requested that Kozak suggest reconsidering the date. Funding was approved for the Friday at the Ford Concert Series, Teen programming, and the purchase of an American flag and stand for the Community Room. The Friends requested permission from the Library Board to host an after hours event featuring live music, with drinks and appetizers, to be held in the Fall or early Spring. Similar programs at Indian Prairie and Riverside Libraries have been successful. The Library Board approved the request. Interest was expressed in a November event with Trustees and guests participating. The Board conveyed its deep appreciation for all the support of the Friends and thanked retiring officers for their service.

Old Business

Teen Liaison Duties: Deenen

Teen Liaison Deenen presented a report on her project to revamp the structure of teen involvement at the Library. Teen Librarian Heather Booth joined the Board for the presentation. Deneen outlined a framework of enhanced and varied volunteer responsibilities (Ambassadors for general needs and a Junior Board comprised of 3-4 high school teens), and increased flexibility in volunteering (via email blast). Working with Booth and Trustee Schumm, Deneen will further develop detailed goals/purposes and implementation plans as summer begins, identifying candidates utilizing her school contacts as well as Summer Reading Club volunteers who might wish to go a step further. Deneen welcomed feedback from the Board. Denning emphasized the importance of providing opportunities for engaging teens on a deeper level, as well as providing required community service hours. Schumm expressed particular enthusiasm for the development of a Junior Board and its potential contribution to the Library. The Board congratulated Deneen on her presentation and offered full support as she moves forward.

New Business

Review of Non-resident Card Fee

The Illinois State Library requires that the cost of a non-resident card be figured annually. This cost is predicated on the average household support of the Library by residents. Kozak recommended that the annual cost of the non-resident card remain at \$260.00 for 2014, the same fee as 2013.

MOTION: Non-resident Card Fee

Milano moved to accept as recommended that the cost of a non-resident card purchased at the Thomas Ford Memorial Library remain at \$260.00 for the year beginning June 1, 2014 and ending May 31, 2015. Smith seconded. All approved.

Tutoring Update

Lewandowski reported that the new Library policy has been implemented by Library staff and tutoring is being allowed in the Reference area of the Library on a first-come, first served basis. In addition, in collaboration with School District 101 during summer construction projects at school buildings, the

Community Room will be available for District tutoring on Tuesday afternoons and Thursday mornings until the new school year commences. The Library is pleased to be able to serve the community in this way. Lewandowski will provide an update on the use of the Library by tutors in the fall.

**MOTION: At 7.55 p.m. Smith moved to adjourn the meeting. French seconded.
ALL APPROVED.**

The Board of Trustees will next convene on Tuesday, June 24, 2014.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary