



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
October 28, 2014**

Present: Ericson, Denning, French, Letten, Milano, Schumm, Smith

Also present: Kozak, Lewandowski, Deneen

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

MOTION: Minutes of September 23, 2014 meeting of the Board of Trustees

Two amendments were made as follows: “French suggested...” to “Marketing Committee recommends...” as it relates to include a tag ‘of Western Springs’ to ‘The Thomas Ford Memorial Library’ on future promotional materials; “2013” to “2012” as it relates to Trustee term special arrangement.

French moved to approve with amendments the minutes of the September 23, 2014 meeting of the Board of Trustees. Denning seconded. All approved.

With permission of the Board, a number of presentations were moved to the top of the agenda.

Junior Advisory Board: Teen Liaison Deneen reported on activities of the Junior Board and the upcoming Career Conversation program on Engineering. Deneen noted improved program organization and thanked Teen Librarian Booth for her guidance. French led the Board in congratulating Deneen on being named a National Merit Scholar semi-finalist. Deneen excused herself to attend a school function.

Capital Plan: Presentation by Dan Ruzic of Chicago Project Management

Consultant Dan Ruzic presented the initial phase of the Capital Plan. Working with the Building and Grounds Committee and Library administrative staff, the Library’s current systems and features were identified and evaluated. Using vendors, industry specialists, and Ruzic’s experience with various recent projects, life expectancies (within the 10-15 year Plan) and replacement costs in today’s dollars were determined. Recognizing the challenges of maintaining and updating a historical building while considering the realities of the Library general operating budget, the Board discussed how to plan, prioritize and execute the Capital Plan, and various funding scenarios were identified for consideration; e.g. referendum, capital campaign. The Board emphasized that facility issues should not take priority over services to patrons. Ruzic will proceed to the next phase and lay out the Plan by year. The Board will then prioritize projects and work on funding solutions. Kozak noted that Capital Plan will be a critical resource for future Boards as well as provide necessary information for future community support of the Library. Milano, on behalf of the Building and Grounds Committee and the Board, thanked Ruzic for his outstanding work on the project.

Friends: Presentation by Ann Weithers, President of the Library Friends, and Beth Clemen, Member of the Friends’ Board

Ann Weithers and Beth Clemen presented a proposal from the Library Friends for decorating improvements to the lower level meeting room (Community Room). It had been noted that room is in need of updating, and the Friends wished to contribute to the creation of an environment that reflects the vibrant character of the Library community. Aspects of the proposal include art, programming display, and signage. This would also be an opportunity to raise public awareness of the Friends

organization and the work they do on behalf of the Library community. Ms. Weithers stated that the proposed project would not affect the Friends' support of programming. The Board noted that necessary painting and masonry work in the Community Room were pending due to budgetary constraints. President Ericson thanked Ms. Weithers and Ms. Clemen for the thoughtful and generous proposal. Ms. Weithers thanked the Board for its consideration and excused herself and Ms. Clemen from the meeting.

After careful consideration of the proposal, Board members concluded that at this point in time it is not feasible to accept the Friends' proposal as there are many decisions that need to be made in conjunction with the data provided by the Capital Plan. The Board values the Friends' commitment to the Library, and very much appreciates the proposal. The Board looks forward to continuing the conversation that the Friends have started with their proposal as capital issues are evaluated in coming year. Ericson will send a letter to Ms. Weithers.

Kozak reported that the fall Book Sale and Bake Sale raised \$2,954. Kozak thanked Board members and Library staff for their support of the event. The Board congratulated the Friends on a successful event and commended them for all their hard work on behalf of the Library. Schumm reported that she is not able to attend the November 12th Friends meeting. Ericson will attend.

Denning excused herself at 8:05 p.m. due to a personal commitment.

Treasurer's Report

Kozak reviewed the September 2014 financial report and vendor list. Income was recorded from property taxes, fees, and non-resident cards. A notable expense was Google Office, the new subscription for e-mail; the transition was completed this week. All other expenses were of the ordinary sort.

Fund balances as of September 30, 2014 are:

Library Operating Fund #920	\$492,680.21
Graham Trust Fund #925	\$266,462.78
Building Maintenance Fund #930	\$41,877.09
Capital Fund #970	\$83,312.50
Timber Trails Fund #950	\$115,618.10
Debt Retirement Fund #940	\$-4,499.96

MOTION: September 30, 2014 Vendor List

French moved to approve the vendor list dated September 30, 2014, totaling \$91,766.42. Ericson seconded.

Roll Call:

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

Librarian's Report: Kozak

- **FY15 Budget.** Working closely with Grace Turi, Village Finance Director, Kozak prepared an overview of the draft budget for FY15 using preliminary figures, which was discussed later on the agenda.
- **Departmental reports** were presented.

Metrics Report

The Metrics Report for the third quarter was reviewed. Database usage, notably the Ancestry genealogy database, was discussed.

Visitors / Public Comment: Dan Ruzic of Chicago Property Management; and Ann Weithers and Beth Clemen of the Friends presented (see above).

Communications: Various press articles, announcements and patron comments were circulated.

Committees:

Finance

MOTION: French moved to approve the minutes of the October 1, 2014 Finance Committee meeting as presented. Schumm seconded. All approved.

FY15 Budget. Kozak presented preliminary documents for the FY15 budget process, including FY15 levy information, salary scenarios with IMRF and FICA data, and Budget Draft #1 with notes. Kozak noted that final figures for items such as health insurance premiums have not been received nor has the Village made a final determination as to what figure will be used for projected EAV growth. Changes to Draft #1 will be incorporated as appropriate and noted in future drafts for the Board's edification. The Library Board will vote on the levies and final budget at the November meeting so that the FY15 budget information can be presented to the Village Board for adoption at its December 15, 2014 meeting. These documents will then be forwarded by the Village to the County for filing.

Quarterly Review of Investments. CDs continue to renew on a 90-day cycle. A meeting of the Finance Committee will be scheduled to discuss investment options.

Building and Grounds: Milano

- Milano reported that the underlying cause of the erosion and related issues on east side of building has been identified as gutter failure. Estimates for repair of the gutter/s are being obtained (from Knickerbocker Roofing and Mortenson Roofing); and for restoration of the retaining wall and surrounding area (from Creations Landscaping, Lupfer Landscaping, and Prairie Path Pavers). A safety barricade has been installed around the affected area.
- Concrete work has been completed and the new curbside book drop installed. Milano again expressed appreciation to the Foundation for the much needed improvement. Kozak noted very positive member feedback.
- The Village installed a new tree in the parkway along Chestnut. Milano noted that the diseased mature tree will be removed by the Village at a later date.

Goals, PR and Marketing

French led a discussion on the marketing goal of determining how to measure success. Schumm suggested utilizing existing key performance indicators for measuring community impact. A meeting of the Marketing Committee will be scheduled for the purpose of developing recommendations for consideration by the Board. Implementation of the initiative is targeted for January 2015.

Foundation

Smith presented the joint brochure, a collaborative effort with the Library Board, the Friends and the Foundation. An interim meeting is scheduled for November 11, 2014 for the purpose of discussing a spring event.

Review of Identity Protection Policy

In keeping with the Policy Review Schedule FY14, Kozak presented for approval the Collection, Use, Disclosure, and Protection of Individual's Social Security Numbers (Identity Protection) Policy (TFML Policy No. 24). No substantive changes were recommended.

MOTION: Schumm moved to approve the Collection, Use, Disclosure, and Protection of Individual's Social Security Numbers (Identity Protection) Policy as presented. Smith seconded.

Roll Call:

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

Old Business

Trustee Terms

Further discussion on Trustee terms and the balance of seasoned and new Trustees resulted in the cancelation of the previously outlined plan for Ericson to serve a reduced term on the Board. Ericson will complete his elected term, ending in 2017. The Board expressed appreciation to Ericson for his flexibility and looks forward to sharing ongoing service on behalf of the Library and the community. It was noted that no information had yet been received regarding Village Caucus Party activities.

Technology

Rick Roche presented a revised proposal from Sound Design for updating projection equipment for the lower level meeting room (Community Room) addressing issues raised at the September meeting regarding installation and security. The Board approved the expenditure of \$6,642.92, which had been included in the FY14 budget. Roche will move forward.

Trustee Representation at Library Programs

In keeping with the initiative to increase the presence of the Board of Trustees with Library membership, Lewandowski provided Trustees with an electronic sign-up for programs October through December. It was noted that the sign-up was successfully being utilized.

New Business

Cooperative Activities with LaGrange and LaGrange Park Public Libraries. This topic was tabled for a future meeting.

November/December Meeting Schedule. In order to accommodate holiday and travel plans, the joint November/December meeting has been confirmed for November 18.

MOTION: At 9:24 p.m. Ericson moved to adjourn the meeting. Smith seconded. All approved.

The Board of Trustees will next convene for a joint November/December regular meeting on Tuesday, November 18, 2014.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary