



**Thomas Ford Memorial Library – Library Board of Trustees Minutes  
September 23, 2014**

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

President Ericson called the meeting to order at 7:04 p.m.

**MOTION: Minutes of August 26, 2014 meeting of the Board of Trustees**

French moved to approve as with one change the minutes of the August 26, 2014 meeting of the Board of Trustees. Smith seconded. All approved.

**Treasurer’s Report: Denning**

Denning reviewed the August 2014 financial report and vendor list. Denning noted that Operating Fund reflected an income correction (non-resident fees to fees/fines) and that expenses reflected three payperiods for the month. A budgeted staff development expense was also transferred from the Graham Trust to the Operating Fund. French enquired regarding the discrepancy in budgeted versus corrected actual property tax-current for the Building Maintenance Fund. Kozak will follow up with Grace Turi, Village Finance Director. Denning reported that the Debt Retirement Fund will balance by the end of the year. Kozak provided minor clarifications on the vendor list: the donation to the Hinsdale Humane Society was in lieu of prizes for the Summer Reading Club; legal expenses for the PTAB were shared with the Village and School Board. All other income and expenses for the month were of the ordinary sort.

Schumm arrived at 7:20 p.m.

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

Library Operating Fund #920	\$547,495.68
Graham Trust Fund #925	\$266,203.20
Building Maintenance Fund #930	\$49,158.90
Capital Fund #970	\$83,183.51
Timber Trails Fund #950	\$115,617.36
Debt Retirement Fund #940	\$-8,026.63

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

Smith moved to approve the vendor list dated August 31, 2014, totaling \$143,658.66. Schumm seconded.

**Roll Call:**

- Ericson Aye
- Denning Aye
- Smith Aye
- Letten Aye
- Schumm Aye

French Aye  
Milano Aye  
All approved.

**Librarian's Report:** Kozak

**FY15 Per Capita Grant.** The per capita grant application is due at the State Library on October 15, 2014. As part of the application process this year, the Board must review the "Collection Management and Resource Sharing" chapter of *Serving Our Public 3.0*. To simplify the process, Kozak prepared a precis of the chapter. Kozak will provide further information upon request. Board members were reminded that annual self-assessments are required.

- **FY15 Budget.** Kozak outlined the schedule for the budget process, provided by Grace Turi, Village Finance Director: proposed levy due: mid-October; budget due: first week in November; public hearing: December 1 at 7:00 p.m.; adoption of FY15 budget by Village Board: December 15. A meeting of the Finance Committee will be scheduled for the first week in October so that deadlines can be met. Kozak is working with Turi on preliminary figures based on tentative information.
- **Office chair update.** In response to the Board's request to determine furniture replacement needs, Lewandowski reported that 23 office chairs are candidates for replacement. Included in the count are staff chairs as well as those used by members at the computers and SWAN catalog stations.
- **New Email Provider.** Kozak distributed instructions regarding the Library's migration to gmail.com.
- **Junior Board.** Schumm led a discussion regarding the "Career Conversations" program series being organized by the Junior Board. Following the cancellation/postponement of the September panel discussion (on the topic of non-profit careers), it was suggested that expanded support by Library staff would be beneficial for executing future events. A discussion on engineering and technology careers is slated for November; the non-profit career discussion will be rescheduled. The Board commended Teen Liaison Deneen and the Junior Board's efforts, and Schumm, Letten and French offered support and potential presenter contact information. Kozak will work with Teen Librarian and Deneen/Junior Board to build on the efforts of the Junior Board.
- **November/December Meeting Schedule.** Kozak suggested moving the combined November/December meeting to accommodate holiday and travel plans. It was agreed to meet on November 18.
- **Departmental reports** were presented.

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

**Communications:** A letter was received from Hinsdale Humane Society thanking the YS Summer Reading Club for their donation of \$156 to the READ therapy dogs program. A patron comment was received requesting weekend baby programs for working parents. Various press articles and announcements were also circulated. Smith complimented the Welcome Baby Book Program.

**Committees:**

**Finance**

The FY15 levy discussion was deferred to the October meeting. A Finance Committee meeting for the purpose of planning for the FY15 budget will be set for the first week of October.

### **Goals, PR and Marketing**

MOTION: Schumm moved to approve minutes of the August 26, 2014 meeting of the Marketing Committee. Denning seconded the motion. All Ayes. It was agreed that further discussion of Marketing goals would be deferred to a future date.

### **Review of Public Comment at Board Meetings Policy**

In keeping with the Policy Review Schedule FY14, Kozak presented for approval the Public Comment at Board Meetings Policy (TFML Policy No. 23).

#### **MOTION: Public Comment at Board Meetings Policy**

Denning moved to approve the Public Comment at Board Meetings Policy as presented. Smith seconded the motion.

#### **Roll call:**

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

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

- Capital Plan. The information-gathering stage, critical to the Capital Plan's accuracy, is nearing completion. Dan Ruzic and the Building and Grounds Committee will present to the Board at the October meeting.
- Erosion/retaining wall collapse on east side of building. Efforts continue to determine the underlying cause. Estimates for restoring the retaining wall are being gathered; Lupfer Landscaping (received), Creations Landscaping (recommended by Smith), Prairie Path Pavers pending. A safety barricade will be installed around the affected area. Milano will keep the Board informed.
- Trimming of trees along the west property line was determined by ComEd to be non-critical and is slated for 2015. Ivy on the building has been trimmed by the maintenance landscaper.
- Concrete work has been scheduled for the new curbside book drop.
- The project to connect the Library to the Fire Department for the fire alarm via the fiber optic line is pending. Kozak will keep the Board apprised of progress.

### **Technology**

A quote, obtained by Rick Roche from Sound Design, to update the projection equipment for the lower level meeting room (Community Room) was reviewed by the Board. Various questions were raised; e.g. wiring/hook up, security; and the Board requested additional information before moving forward. Roche will submit a report for the October meeting.

### **Friends**

The Friends met on September 10 and voted to approve funding in the amount of \$3,255 for various Adult, Teen and Youth programs. Kozak reported that she met with new Friends president, Ann

Weithers and discussed collaboration between the Library Board, the Friends and the Foundation. The joint brochure is nearing completion. A meeting with Library Trustees and officers of the Friends and the Foundation will be scheduled in the new year. French suggested for consideration including a tag “of Western Springs” to “The Thomas Ford Memorial Library” heading in brochures to increase identity awareness of the Library.

### New Business

#### **Strategic Plan Initiatives for 2015-17**

Kozak presented the Draft Strategic Plan for 2015-17 incorporating initiatives developed at the September 13 Planning Session. French requested an addition to Marketing initiatives, i.e. website promotion.

#### **MOTION: Strategic Plan Initiatives for 2015-17**

Denning moved to approve as amended the Strategic Plan Initiatives for 2015-17. Smith seconded. All approved.

#### **Trustee Terms**

Ericson led a discussion on Trustee terms and the approaching change intended to ensure the desired balance of seasoned and new Trustees. The amending (in 2009) of Library bylaws changing Trustee terms from 6 years to 4 years created the complication that the terms of five of seven Trustees would expire at the same time, placing undue burden on the two newest Trustees. To restore balance to the process, it was agreed in spring of 2013 that a Trustee would serve a second 4-year term with the plan to resign after two years. Ericson agreed to serve a reduced term and thus will tender his resignation at the October meeting, effective November 30, 2014. Kozak outlined the process: upon the Board acceptance of Ericson’s resignation, the vacancy will be posted at the Library, on the website and in the local newspaper; candidates will be interviewed by the Selection Committee, and a vote called at the January Board meeting; the interim trustee will be appointed in February and serve until the election of new Trustees by the Village in April 2015. The Board expressed appreciation to Ericson for his years of service to the Library and his leadership role on the Board.

Milano excused himself at 8:15 p.m. for personal reasons.

#### **Trustee Representation at Library Programs**

In keeping with the initiative to increase the presence of the Board of Trustees with Library membership, Lewandowski will provide Trustees with an electronic sign-up for programs October through December.

**MOTION: At 8.40 p.m. Ericson moved to adjourn the meeting. Schumm seconded. All approved.**

**The Board of Trustees will next convene for its regular meeting on Tuesday, October 28, 2014.**

Respectfully submitted,  
Kathleen Lewandowski  
Recording Secretary