



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
November 19, 2014**

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

President Ericson called the meeting to order at 6:00 p.m.

MOTION: Minutes of October 28, 2014 meeting of the Board of Trustees

French moved to approve as presented the minutes of the October 28, 2014 meeting of the Board of Trustees. Denning seconded. All approved.

Treasurer's Report

Denning reviewed the October 2014 financial report and vendor list. Income received includes property taxes, two non-resident cards, copier usage, and fines/fees. Expenses of note were the final 2014 principal and interest payment on the Debt Retirement Fund, and payment for concrete work done in connection with the installation of the new book return. Milano expressed his concern that the pricing of the concrete project was above customary for this type of work. Kozak and Lewandowski reviewed the scope of the project: removal and temporary relocation of the old book returns, removal and disposal of existing concrete, excavation for larger footprint, pour of larger sloped concrete pad, installation of new book return; and confirmed that contractor United General Concrete had satisfactorily handled work for the Library in the past including the installation of the previous book returns. Trustee Milano's objection was noted for the record. Kozak will obtain additional information. All other expenses for the month were of the ordinary sort.

Fund balances as of October 31, 2014 are:

Library Operating Fund #920	\$429,955.39
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	\$-973.29

MOTION: October 31, Vendor List

Smith moved to approve the vendor list dated October 31, 2014, totaling \$93,520.27. French seconded.

Roll Call:

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

Librarian's Report: Kozak

- **Village Caucus.** The meeting of the Library Board was moved up one hour to facilitate attendance by interested parties could attend the Caucus meeting. Candidates will be presented to fill Library Trustee vacancies as Denning's and French's terms expire.
- **In-Service Day**
The Library will be closed on Friday, December 12 for a staff In-Service Day. River Forest Public Library staff will be joining us. Kathryn Deiss will speak on the topic of institutional culture and the ways that it influences staff behavior and user experience. A SWAN staff member will also make a presentation concerning training details and migration timeline to the new software. Departments will also meet to work on 2015 goals. The closing will be posted on the website, front door and in the Patch to inform Library users.
- **FY15 Budget.** Working closely with Grace Turi, Village Finance Director, Kozak prepared an overview of the draft budget for FY15 using preliminary figures, discussed later on the agenda.
- **TFML Newsletter.** Production is on schedule for the January-February newsletter delivery to homes in Western Springs late December/early January. Many programs and activities are planned to get patrons through the post-holiday lull.
- **Capital Plan/Campaign.** Kozak distributed a recent article concerning capital campaigns for libraries. In the coming year, the Board will be considering how to proceed with the data provided by the Capital Plan that was presented at the October Board meeting.
- **Departmental reports** were presented.

Late arrival by Letten and Schumm.

Visitors / Public Comment: No visitors or public comment.

Communications: No communications were recorded.

Committees:

Finance

FY15 Budget. Kozak guided the Board through the FY15 Budget. The FY15 Budget is as was presented at the October meeting with minor updates noted in red. The Board asked that Kozak obtain current information from the Village on the development at Timber Trails as it relates to the future planning. The Board accepted the FY15 Budget as presented. Kozak and Denning will attend the December 1 Village Public Hearing. The FY15 Budget will be presented to the Village Board for adoption at its December 15, 2014 meeting. The documents will then be forwarded by the Village to the County for filing.

MOTION: FY15 Budget

Schumm moved to approve as presented the FY15 Budget. Smith seconded the motion.

Roll call:

Ericson Aye

Smith Aye

Denning Aye

Letten Aye

Schumm Aye

Milano Aye

French Aye
All approved.

FY15 Levies

Levies for FY15 in the amount of \$1,239,390 were reviewed. This represents a 3.1% over FY14.

MOTION: Library Operating Fund #920 (includes \$985,200 plus \$51,000 FICA)

Smith moved that a levy in the amount of \$1,036,200 be approved for the purpose of operating the Thomas Ford Memorial Library and providing FICA coverage in FY15. Milano seconded.

Roll call:

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

MOTION: Building Maintenance Fund

Smith moved that a levy in the amount of \$123,940 be approved for the purpose of maintaining and repairing the Library building and equipment during FY15. Schumm seconded.

Roll call:

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

MOTION: Insurance

Denning moved that a levy in the amount of \$12,500 be approved for the purpose of purchasing errors and omissions, workmen's compensation, unemployment, and liability insurance for the Library in FY15. French seconded.

Roll call:

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

MOTION: IMRF

Milano moved that a levy in the amount of \$66,750 be approved for the purpose of providing IMRF coverage for Library employees during FY15. Smith seconded.

Roll call:

Ericson Aye

Smith Aye

Denning Aye

Letten Aye

Schumm Aye

Milano Aye

French Aye

All approved.

Building and Grounds: Milano

- 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

Schumm will lead the Marketing Committee in determining how to measure Library success. Schumm will also consult with Kozak. The Committee will present recommendations to the Board at the January meeting, with implementation of the initiative targeted for early 2015.

Personnel: Smith

Documents pertaining to the Library Director's annual review were distributed to Trustees. Trustees were requested to submit completed evaluations to Smith by January 6, 2015. Trustees will discuss the evaluation in Executive Session at the January meeting, after which Smith will meet with Kozak.

Friends: Ericson

President Ericson attended the November 12 meeting of the Friends. Funding was approved in the amount of \$1,295 for various Adult, Teen and Youth programs. Recent activities include the Youth Service Christmas program (Llama, Llama book character) and decoration of a Tower Green holiday tree. Membership fees were increased effective January 1, 2015. Ericson led a discussion concerning the Library's Capital Plan and the strategic approach to building maintenance projects facing the Library. Ericson expressed appreciation for the proposal to decorate the Community Room, as well as the invaluable support of the Friends without which many programs at the Library would not be possible. Ericson will serve as backup to the Friends liaison.

Foundation

Kozak reported on the November 11 meeting. Discussion focused on capital expenditures and the development of fundraising plans. Potential building projects include meeting room chairs, and mural in the Youth Services area. Ideas for a fundraising event (tentative date of March 7) will be researched and presented at a December meeting, date to be determined. The Foundation is enthusiastic about fundraising in connection with the Library's Capital Plan. The winter newsletter will raise community awareness of the Foundation and Friends, and the important roles they play at the Library.

Junior Advisory Board: Teen Liaison Deneen reported on the Career Conversation program held on November 10. Five panelists spoke to 25 attendees on the varied career opportunities for engineering students. Trustee Denning was in attendance at the program and congratulated Deneen and the Junior Board on their good work. Kozak had also received feedback from a presenter on the positive experience. The next Career Conversation is scheduled for January 19 and will discuss careers in healthcare. Deneen thanked Teen Librarian Heather Booth for her guidance, and welcomed panelist suggestions from Board members.

New Business

Joint Meeting with Friends and Foundation. Selection of a date for a joint meeting with the Friends and Foundation was deferred to a later meeting.

Board of Trustee 2015 Calendar. The 2015 Calendar was presented. Any concerns should be emailed to Kozak/Lewandowski.

The Board of Trustees will next meet on Tuesday, January 27, 2015.

MOTION: At 7:20 p.m. Smith moved to adjourn to Executive Session. French seconded. All approved.

French excused herself due to a commitment. Lewandowski excused herself.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary

Thomas Ford Memorial Library Board
November 19, 2014
Executive Session for the Purpose of Discussing Personnel Matters

MOTION: At 7:19 Smith moved to convene the Executive Session; French seconded.

Roll call:

Ericson Aye
Milano Aye
Letten Aye
Denning Aye
Smith Aye
Schumm Aye

ALL APPROVED.

Kozak reviewed the proposed full-time and part-time raises for FY15 and explained the rationale behind the variances in percentages for raises. The staff salary budget is +2.5% over FY14, including funding for the purpose of staffing the Library on Sundays during the summer and hours for off-desk training for the migration to SirsiDynix.

MOTION: At 7:35 p.m. Smith moved to adjourn the Executive Session. Ericson seconded.

Roll call:

Ericson Aye
Milano Aye
Letten Aye
Denning Aye
Smith Aye
Schumm Aye

ALL APPROVED.

MOTION: At 7:36 p.m. Smith moved to reconvene the regular Board meeting. Ericson seconded.

Roll call:

Ericson Aye
Milano Aye
Letten Aye
Denning Aye
Smith Aye
Schumm Aye

ALL APPROVED.

MOTION: At 7:37 p.m. Milano moved to approve the FY15 salary proposal as presented in Executive Session for full-time and part-time employees, pending approval by legal counsel. Denning seconded.

Ericson Aye
Milano Aye
Letten Aye
Denning Aye
Smith Aye

Schumm Aye
ALL APPROVED

MOTION: At 7:38 p.m. French moved to adjourn the regular Board meeting. Schumm seconded.
ALL APPROVED.

Respectfully Submitted,

Anne M. Kozak
Recording Secretary