

**Thomas Ford Memorial Library- Library Board of Trustees Minutes
February 24, 2015**

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

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

Minutes of January 27, 2015 meeting

Letten asked to have the minutes amended to reflect that he had suggested that the Library set up a sweep account for electronic payment of SWAN fees and fines.

MOTION: Minutes

French moved to approve the Minutes of the January 27, 2015 Board of Trustees meeting as amended. Letten. ALL APPROVED.

Treasurer's Report: Ericson

January 2015 contained three pay periods. Other major expenditures include the payment of annual premiums for property, liability, and workers' compensation insurance; renewal of several database subscriptions; and the quarterly payment of SWAN membership fees. French asked what "Library Thing" item was on the January vendor list - Kozak replied that it is a Library app for mobile phones. There were no other questions.

Fund balances as of January 31, 2015 are:

Library Operating Fund #920:	\$146,642.55
Graham Trust Fund #925:	\$266,703.12
Building Maintenance Fund #930:	(\$1,672.34)
Capital Fund #970	\$83,312.56
Timber Trails Fund #950	\$115,618.61
Debt Retirement Fund #940	\$3,453.80

MOTION: January 31, 2015 Vendor List

French moved to approve the Vendor List dated January 31, 2015 totaling \$125,232.00. Milano seconded.

Roll Call:

Ericson Aye
French Aye
Letten Aye
Milano Aye

ALL APPROVED.

Librarian's Report: Kozak

- The Spring newsletter will be delivered to Village homes within the next week.
- In lieu of the Zinio subscription for digital magazines the Library has a trial subscription for Flipster. Six former Zinio users have offered to try it out and let the staff know their feelings concerning coverage, ease of use, etc. An update will be provided at the March meeting.
- The 2014 audit is underway. All requested documents concerning Library business during that FY have been provided. The report will be ready in May or June for the Board's review.
- The SWAN migration training continues to be foremost on our training list. Go-live will be on Monday, April 13.

French complimented the Youth Services staff on doing a presentation at The Center for Independence which was started some years ago by Western Springs residents.

Milano provided an update on the development of the Tischler's property. A February 9th meeting at the Village Hall attracted a large number of residents. Presentations were made by both the developer and the architect. Some residents voiced concerns about the MXD zoning designation (mixed use). Milano termed the discussion as very civil and enlightening. The Village was to vote on the project this week.

Visitors and Public Comment: There were no visitors nor were there any public comments.

Committees:

Finance: Ericson

Kozak presented the Quarterly Investment/Fund Balance report for the period ending 12/31/14. Letten questioned the fate of the CDs that expired late in 2014. Ericson's investigation revealed that the combining of Library funds into a CD of a larger denomination than the current ones would not positively affect interest rates; rather it is the length of the term that has an impact. That being the case, the CDs in question were allowed to roll over for another 90 day period until such time as the Finance Committee takes action. Letten provided the name of a local financial consultant to meet with the Finance Committee and discuss options. Kozak will contact him for meeting date possibilities within the next week.

Goals, PR and Marketing:

A draft of the 2015 Board Action Calendar that incorporates the Board goals developed at the September 2014 planning workshop was presented by Kozak. In addition to these, committee goals, items required by Illinois laws, and policies to be reviewed in 2015 are also included. Letten suggested that all Board committees be assigned a month to report progress made on goals. Kozak will add these and present the revision in March.

Fund Balance Policy

In conjunction with the Capital Plan's 10-year financial requirements, presented in January, it was determined that the Fund Balance Policy should be reviewed to ensure that these requirements are formally addressed. Letten suggested that a timeline be added to the Policy wherein the full amount needed is evenly dispersed over the years covered by the Plan and accumulated accordingly. The ultimate

goal would be to have the funds available to cover each year's needs as it came up in the cycle. After some discussion it was decided to have the exact verbiage prepared by the Finance Committee and presented at the March Board meeting.

Building & Grounds: Milano

January was a quiet month at the Library in terms of the building. A water main leak on Wolf Road had the potential to become a problem for the Library but was repaired without incident.

Foundation: Kozak

Kozak reported that the Foundation had met in early February to review and approve the opening of a Vanguard Fund account for the long-term investment of a portion of their endowment funds. Also discussed were various programming options for the coming year.

Personnel:

MOTION: Kozak's 2015 Salary

Milano moved that Kozak be granted a 2.5% raise for 2015 as discussed in Executive Session at the January 27, 2015 Board meeting. French seconded.

Roll Call:

Ericson Aye
French Aye
Letten Aye
Milano Aye

ALL APPROVED.

New Business:

Board/ Director Collaboration

During Kozak's recent performance evaluation the question of lack of progress on some Board projects was raised. Kozak offered Attachment #7 as a way to address those matters that failed to reach a denouement in a timely manner. Foremost is more effective use of Board Committees, followed by delineation of responsibilities for Director, Committee, and Board for the projects under consideration. This will be discussed at the March Board meeting along with:

- Role of the committee Chair
- Committee charges/duties
- Committee goals for 2015
- Committee meeting structure and frequency
- Committees' role in defining Library success/developing vision for future

Structure of Board meetings

Kozak reviewed the format for Board meeting agenda as set forth in the bylaws. There are specific topics and an order to be followed. Board members are interested in having more time for creative discussion. This will be discussed at the March meeting as well. Meanwhile Kozak will redesign the Board Action Calendar (Attachment #5 for February) to reflect committee reports and new business as directed by Letten.

Library Success/Vision

Discussion was tabled until the March meeting.

Other / Parking on Chestnut during Construction at Property on Chestnut and Wolf

Board members voiced concern about the parking spaces being taken up by vehicles of workers at the home under construction on Chestnut and Wolf. While having police more strictly enforce parking restrictions on Chestnut was determined to be detrimental to Library patrons, Milano and others encouraged Kozak to utilize police to increase their regular patrol of the situation. Smith also suggested requesting that the builder post a sign on their construction fence outlining parking limits to their various subcontractors.

Teen Liaison

Elizabeth Deneen reported that the next Career Conversation will take place on March 16th. The topic will be careers in politics and political science. Board members offered to provide contact information for possible speakers and Deneen stated she would let them know if more people were needed for the panel.

MOTION: At 8:01 p.m., Letten moved to adjourn the Board meeting. Milano seconded.
ALL APPROVED.

Respectfully submitted,

Anne M. Kozak
Recording Secretary