



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
January 27, 2015**

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

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

MOTION: Minutes of November 19, 2014 meeting of the Board of Trustees

French moved to approve as amended the minutes of the November 19, 2014 meeting of the Board of Trustees. Denning seconded. All approved.

Treasurer’s Report

Denning reviewed the November and December 2014 financial reports and vendor lists. Income received included property taxes, CD interest for the Graham Trust, non-resident cards, and fines/fees. A donation in support the Kennedy programs was received, as well as an anonymous donation of \$1,500 to the Children’s Department, a portion of which funded the purchase of the activity cube in the Circulation area. Letten and others remarked on the enthusiastic response from the community on this addition. An expense of note was payment for the installation of the upgraded projection system in Community Room, which is in use with positive feedback. All other expenses for the month were of the ordinary sort. Kozak noted that the Treasurer’s Report does not yet reflect all approved fund transfers; i.e. Building Fund from Capital Reserve Fund for the window replacement project, promissory note. The Village Finance Department will complete pending transfers prior to the year-end audit.

Fund balances as of November 30, 2014 are:

Library Operating Fund #920	\$352,192.28
Graham Trust Fund #925	\$266,462.78
Building Maintenance Fund #930	\$24,437.18
Capital Fund #970	\$83,312.56
Timber Trails Fund #950	\$115,618.61
Debt Retirement Fund #940	\$2,553.38

MOTION: November 30, 2014 Vendor List

Smith moved to approve the vendor list dated November 30, 2014, totaling \$85,142.76. French seconded.

Roll Call:

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

Fund balances as of December 31, 2014 are:

Library Operating Fund #920	\$261,148.06
Graham Trust Fund #925	\$266,703.12
Building Maintenance Fund #930	\$3832.96
Capital Fund #970	\$83,312.56
Timber Trails Fund #950	\$115,618.61
Debt Retirement Fund #940	\$3,453.80

MOTION: December 31, 2014 Vendor List

Milano moved to approve the vendor list dated December 31, 2014, totaling \$126,251.23. French seconded.

Roll Call:

Ericson Aye

Denning Aye

Letten Aye

Smith Aye

French Aye

Milano Aye

All approved.

Librarian's Report: Kozak

- **Insurance Premium** quotes came in lower than preliminary estimates used in the draft FY15 budget. Adjustments have been made.
- **Village Caucus.** Candidates were endorsed to fill Library Trustee vacancies as Denning's and French's terms expire in April 2015. Follow up: Trustee candidates are Mary Greska, Precinct 5, and Gary Wenstrup - At Large.
- **Staff Member Retirement.** Susan Fry, valued member of the Circulation staff for sixteen years, retired at the end of 2014. Kozak and the Board expressed appreciation for Susan's many contributions to the Library community and wished Susan a fulfilling and happy retirement. As the Library will soon begin training in preparation for the mid-April migration to the new SWAN vendor, staffing needs will be met on a temporary basis by current staff. Adjustments to the FY15 budget will be addressed later on the agenda.
- **TFML Newsletter.** The winter edition, out in early January, has garnered enthusiastic response for the additional story hour session (Fridays), as well as the entire program line-up. The spring edition of the newsletter is in process.
- **Departmental reports** were presented. Kozak noted that Uma Nori, head of Youth Services, was has been chosen to participate in ILEAD USA, a continuing education program that combines technology skills building with leadership training and provides opportunities for collaborating on innovative projects, to the benefit of our Library community. The Board congratulated Nori on this honor and looks forward to her sharing the process.

Fourth Quarter E*Services Metric Report. After cost-benefit analysis factoring the rate increase and the decrease in users, the Zinio magazine subscription service has not been renewed. Roche has solicited input from member-users and is investigating other options; e.g. Flipster. General discussion ensued regarding e-services usage, options for e-media, and databases.

Visitors / Public Comment: No visitors or public comment.

Communications: The letter from the State Library awarding the 2015 per capita grant in the amount of \$16,218.75; various articles; i.e. Tower Topics announcement of upcoming new ILS software; Doings article featuring the Mini-Pet Clinic program. Teen Liaison Deneen shared that she and other teen volunteers assisted at the program and enjoyed it tremendously.

Committees:

Finance: Ericson

- **Public Hearing / FY15 Budget.** Denning reported on the December 1 Village Public Hearing at which she and Kozak presented the levies and budget for FY15. The FY15 Budget was then adopted by the Village Board at its December 15 meeting, after which the documents will be forwarded by the Village to the County for filing. Denning noted the Village's high degree of respect for Kozak and her leadership and stewardship of the Library for the benefit of the community.
- **Account for Electronic Payment of Fines with the New SWAN Vendor.** With the migration to the new SWAN ILS vendor (Sirsi-Dynex) in mid-April, the method of collection for fees and fines made by credit/debit card will change. Rather than being collected by SWAN with quarterly disbursement as is done by the current vendor (Innovative), the credit/debit payments will be electronically deposited into a Library bank account. Kozak consulted with Village Finance Director Grace Turi and Auditor Brian LeFevre who recommended that a checking account be established at the Community Bank of Western Springs for this purpose. Account balances would be included in regular deposits to the Village via wire-transfer. Letten suggested that the Library set up a sweep account for electronic payment of SWAN fees and fines. Program registration payment by credit/debit card would be enabled at a later date. Kozak will keep the Board apprised.

The Board considered the options of: 1) adding a convenience fee of \$.50 to online transactions to subsidize the cost of using a credit card (non-profit credit card rate is 2.2%); and 2) setting a minimum amount for credit card transactions. Staff recommendations were to decline both options. 3) It was also recommended that the Board Treasurer, the Library Director, and the Administrative Aide, who is in charge of bi-weekly deposits of all monies collected by the Library, be authorized to monitor the account and to direct, in writing, that monies be transferred from the deposit account to a checking account. The Board accepted all recommendations.

FY15 Budget Amendment / Personnel

MOTION: Milano moved that the FY15 budget line item for full-time personnel be reduced due to Fry's retirement from \$470,200 to \$440,550 and that the FY15 budget line item for part-time personnel be increased to \$225,650 to support the hiring of two part-time Circulation employees in place of one full-time employee. Smith seconded the motion.

Building and Grounds: Milano

Milano reported on building projects:

- The erosion issue on the east side of the building has been resolved and repairs completed. In early December, Mortenson Roofing repositioned and replaced straps of sagging gutters. They

conducted a full gutter inspection and also repaired a gutter on the north side of the building. Creations Landscaping completed the restoration of the collapsed retaining wall and surrounding area.

- Mortenson Roofing will be contracted for roof inspections in 2015 not to exceed \$800.
- The revised Capital Plan including Capital Forecast through 2024 was distributed. Budgeted funding routes discussed, i.e. Capital Reserve Fund and Operating Fund surplus, expected pay-out share of joint self-insurance pool, promissory note pay-off in 2019, Timber Trails development. A capital campaign could be justified by Capital Plan data. The Fund Balance Policy will be reviewed at the February meeting.

Goals, PR and Marketing: French

- The Calendar for FY15 Policy Review Schedule will be revised to include review of the Fund Balance Policy on the agenda for the February meeting, per the Board's direction.
- Kozak presented her proposed goals for 2015. She encouraged Board members to provide feedback as to their priorities on how she should devote her time and energy.
- A Committee meeting for the purpose of defining success and discussing performance indicators is pending due to scheduling difficulties.

Foundation: Smith

The Foundation met on the January 7. Tentative plans for a spring member event have been tabled. The Foundation continues to be enthusiastic about fundraising in connection with the Library's Capital Plan. Response to the Annual Appeal has been strong. The campaign to raise community awareness of the Foundation and Friends, and the important roles they play at the Library continues with the winter and spring newsletters.

Friends: Ericson

At the January 14 meeting funding was approved in the amount of \$1,835 for various Adult and Children's programs, including the Fridays at the Ford and ReDiscover series. Library Board members expressed appreciation for the support of these programs by the Friends. As requested, Kozak will include the minutes of Friends meetings in future Library Board meeting packets.

Junior Advisory Board. Teen Liaison Deneen reported on the Career Conversations program held on January 19. A panel of four health care professionals spoke to 25 attendees. The series will continue in March and May with programs on Politics/Political Science and Entertainment. Teen volunteers also assisted with Children's programs: the Holiday Walk/Llama Llama book character visit and the Mini-Pet Clinic. Recruitment efforts are underway to expand teen involvement at the Library. Board members congratulated the Junior Board on their successful activities.

New Business

Art Donation. The Library has been approached by a donor with ties to Western Springs regarding the gifting of an original Norman Rockwell drawing from their family's estate. Ericson and Kozak met with donor representatives to thank them for honoring the Library in this matter and to discuss specifics. Kozak has investigated relevant legal, financial, and security issues and presented the findings to the Board for consideration. With deep appreciation, the Board agreed to accept the generous donation;

Ericson will formally contact the donor. Arrangements will be made for installation of the artwork and community announcement. Kozak will keep the Board apprised.

MOTION: Milano moved to accept the donation of the Norman Rockwell drawing "When I am an Astronaut." Letten seconded the motion.

Roll call:

Letten Aye

Smith Aye

Milano Aye

French Aye

Denning Aye

Ericson Aye

All approved.

Ford Family Reunion. A contingency of the founding Ford Family will gather at the Library on Saturday, February 21. Kozak will attend and facilitate a tour of the Library.

Executive Session Minutes Review / Kozak

Currently, the following minutes are in the Executive Session file so are unavailable to the public:

Personnel Matter:

August 25, 1998

July 28, 1998

June 23, 1998

April 28, 1998

March 26, 1998

February 24, 1998

Second Personnel Matter:

November 27, 2007

Third Personnel Matter:

February 23, 2010

April 26, 2011

Staff Salaries:

December 1, 2009 (Staff salaries; also contains real estate discussion concerning parking)

November 20, 2013 (Staff Salaries for 2014)

November 19, 2014 (Staff Salaries for 2015)

Acquisition of Property:

September 22, 2009

December 1, 2009

Kozak recommended that the following minutes be *retained* in the Executive Session file to be reviewed again in July 2015:

Staff Matters, Job Descriptions, and Salaries:

Personnel Matter (All minutes from 1998 Executive Sessions related to this)
Second Personnel Matter (November 2007)
December 1, 2009 (Staff salaries; also contains real estate discussion concerning parking)
Third Personnel Matter (February 23, 2010, April 26, 2011)

Acquisition of Property

September 22, 2009; December 1, 2009

After review by the Board, it was agreed that the following minutes *be released* to the book of minutes available to the public:

November 20, 2013 (Staff Salaries for 2014)
September 22, 2009
December 1, 2009

MOTION: Retention of Executive Session Minutes

Letten moved to release into the public record minutes for November 20, 2013, September 22, 2009, and December 1, 2009 (as outlined above); and to retain in the Executive Session files all others (as outlined above). Denning seconded. All approved.

Impact of Construction at Property at Wolf Road and Chestnut. Kozak has communicated with the contractor and police concerning traffic and parking on Chestnut. Board members encouraged Kozak to utilize the police regarding enforcement.

Old Business

The Library was closed on December 12 for a Staff In-Service day. Lewandowski reported that staff from the River Forest Public Library also participated. Presentations were made by: Kathryn Deiss on the topic of institutional culture and the ways it influences staff behavior and user experience; and Kate Boyle, SWAN, concerning training details and migration timeline to the new software. Departments also met to work on 2015 goals. As always, collaborating with peers from another library was a highlight. The closing was posted on the website, front door and in the Patch to inform Library users.

MOTION: At 8:30 p.m. Smith moved to adjourn to Executive Session for Matters of Personnel: Evaluation of the Library Director. French seconded. All approved.

The Board of Trustees will next meet on Tuesday, February 24, 2015.

Kozak and Lewandowski excused themselves.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary

Thomas Ford Memorial Library Board
January 27, 2015
Executive Session for Matters of Personnel: Evaluation of Library Director

MOTION: At 8:30 Smith moved to convene the Closed Meeting Executive Session for Matters of Personnel pursuant to Illinois Open Meetings Act ILCS 120 Section 2c(1). French seconded the motion.

Roll call:

Letten Aye

Smith Aye

Milano Aye

French Aye

Denning Aye

Ericson Aye

All approved.

MOTION: At 9:19 p.m. Denning moved to adjourn the Executive Session and reconvene in regular session. French seconded.

Roll call:

Letten Aye

Smith Aye

Milano Aye

French Aye

Denning Aye

Ericson Aye

All approved.

MOTION: At 9:20 p.m. Denning moved to adjourn the regular Board meeting. French seconded. All approved.

Respectfully Submitted,
Amanda Smith
Recording Secretary