



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
March 24, 2015**

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

President Ericson called the meeting to order at 7:02 p.m.

MOTION: Minutes of February 24, 2015 meeting of the Board of Trustees

French moved to approve the minutes of the February 24, 2015 meeting of the Board of Trustees. Smith seconded. All approved.

Treasurer’s Report

Denning reviewed the February 2015 financial report and vendor list. Income and expenses were of the usual sort. Responding to French’s query, Kozak clarified that the \$3,000 on the equipment/furniture line of the Building Fund is for contingency purposes.

Fund balances as of February 28, 2015 are:

Library Operating Fund #920	\$265,389.52
Graham Trust Fund #925	\$266,703.12
Building Maintenance Fund #930	\$12,532.74
Capital Fund #970	\$83,312.56
Timber Trails Fund #950	\$115,618.61
Debt Retirement Fund #940	\$6,629.18

MOTION: February 28, 2015 Vendor List

Smith moved to approve the vendor list dated February 28, 2015 totaling \$90,067.29. French seconded.

Roll Call:

Ericson Aye

Denning Aye

Letten Aye

Smith Aye

French Aye

Milano Aye

All approved.

Librarian’s Report: Kozak

- **Computer Issue.** A Thomas Ford Library cardholder has twice used library card numbers that are not his to access inappropriate sites on Library computers. Staff has the ability to monitor what is being viewed and to immediately shut off computers that are being used in a manner that violates policy. The police have been notified and a protocol set up for staff to follow should this happen again.

- **New Library Board candidates** Mary Greska and Gary Wenstrup will be sent Board packets for the April Board meeting so that they may observe a Library Board meeting prior to being sworn in. The election will be on April 7 and their first official meeting will be on May 27, which will also be Trustee Denning's and Trustee French's last meeting.
- **The Dinner for Retiring Trustees** is scheduled for Friday, May 8. Invitations are being sent by the Village Secretary.
- **The Spring Newsletter** went out at the beginning of March. Major news stories are the Kennedy Opera Program and the launch of the 2015 version of the Big Read, now named ReDiscover. Also of note is a new Tween Section dedicated to programs for grades 4-8, headed by Laura Goldsborough, a Youth Services employee.
- **Staff Functions.** In January, the Foundation hosted a thank you luncheon for staff, and the Friends are doing the same during National Library Week, which also is the week of the migration. These very thoughtful gestures are most appreciated by all the staff.
- **Migration Update.** Libraries are picking up the pace concerning patron migration information. Key points include the need to create new PINs/how-to information, instructions on how to migrate reading histories and wish lists, and the institution of lengthened check-out periods for items to avoid due dates during the migration. A recent article in the Suburban Life by Christine Ricker, Library PR rep, and bookmarks providing patrons with information regarding the migration were circulated.
- **Program Hits:** The weekend Lego program was attended by 257 people! A related event with the popular Lego Train program is being explored. A patron called to congratulate the Library on "the best program ever" - A Lab Aloft: the International Space Station, held on March 23.
- **Departmental reports** were presented.

Visitors / Public Comment: No visitors or public comment.

Communications: A thank you note to the Library Knitting Circle from the Night Ministry, and various items (articles, bookmarks, community flyer) were circulated.

Committees:

Nominating Committee:

Trustees Denning and Milano were selected to prepare a slate of officer candidates to be presented at the April meeting.

Finance: Ericson

MOTION: Minutes of March 3, 2015 meeting of the Library Board Finance Committee

The minutes were amended to add Milano to the list of attendees. Denning moved to approve as amended the minutes of the March 3, 2015 meeting of the Finance Committee. Schumm seconded. All approved.

The March 3 meeting was for the purpose of exploring investment options with Todd Nyberg of Edward Jones; review of Fund Balance Policy relative to Capital Plan Funding; and report on deposit account for SWAN credit card payments.

- **Investment Opportunities.** The Committee and Board reviewed the Edward Jones proposal and considered the benefit versus cost. Questions were raised regarding non-profit interest rates and fee summaries. Kozak will obtain clarification and present for a vote at the April meeting.

- **Fund Balance Policy.** As was requested at the February Board meeting, the Committee revised the Fund Balance Policy wording as it pertains to the 2015-2025 Capital Plan under Section 25.24. The Library auditor approved the proposed addition for content and wording. Letten submitted further changes at the meeting. Acceptance of the policy was then postponed until the Board and auditor had an opportunity to review the new suggestions. Kozak will follow up.
- **Electronic Payment of Fees.** The Board was in agreement with the recommendations of the Committee, Village Finance Director and auditor regarding procedures for handling credit card payment of fines and fees. The Committee will monitor the costs of absorbing the service provider costs.

The Committee agreed to meet every two months to review the Library's financial status and budgetary needs.

Goals, PR and Marketing: French

- Library staff is in the process of refining strategic goals for presentation at a later meeting.
- A Committee meeting for the purpose of defining success and discussing performance indicators is on hold due to scheduling difficulties. French recommends that this become a priority with new Board.

Review of Reference Services Policy

In keeping with the Policy Review Schedule FY15, Kozak presented for review the Library's Reference Services Policy (TFML Policy No. 9). Kozak reported that after reassessment by the Adult Services/Reference and Youth Services departments, it was their recommendation that no change be made to the policy.

MOTION: Reference Services Policy

French moved to approve as recommended the Reference Services Policy. Smith seconded the motion. All Approved.

Building and Grounds: Milano

- The Village Club of Western Springs. Milano and Kozak met with representatives from the Village Club to discuss issues of grounds maintenance; i.e. rubbish disposal, and snow removal between Grand Avenue School and the Library which affects Library patrons, McClure students and other community members. While past correspondence has resulted in targeted improvement, recent incidents called for exploring broader solutions. The Village Club reported that it is limited by budgetary and member-volunteer constraints, and resolution of the issues was not possible. Going forward the Library dumpster will be locked to retain its use for Library needs. The Board instructed Kozak that complaints regarding the un-cleared sidewalk or unsightly rubbish be directed to Marty Scott at the Village office.

Friends: Kozak

The minutes of the January 14 Friends meeting were included in the Board packet as requested by the Library Board at the February meeting. At the March 11 meeting, funding was approved in the amount of \$4,405 for various Adult, Teen, and Children's programs, including Summer Reading Club; a button maker for promotional use by Library staff; and a staff appreciation luncheon. The Spring Book and Bake Sale will be held on April 24-26. It was noted that pricing of some books has been increased to bring it in line with other area libraries. Trustees were encouraged to participate. Responding to a query, Lewandowski reported that Friends membership dues is \$15 (up from \$10). Schumm notified the Board

that due to schedule commitments she regrettably must opt out of serving as Library Board liaison to the Friends. A new liaison will be named after new Trustees join the Board in May.

Junior Advisory Board. Teen Liaison Deneen reported on the Career Conversations program held on March 16 on the subject of Politics and Political Science. The series will continue May with a program on Arts and Entertainment. Board members congratulated Deenen on being named a national merit scholar finalist. Deneen will be unable to attend the April meeting as her Math Team will be representing LTHS at the State competition.

Kozak reported that Teen Librarian Heather Booth met with Mr. Brode of the LTHS Art Department to arrange use of the Library in the Fall as gallery space for student art.

Unfinished/Old Business

Revised Board Action Calendar for FY15

Kozak presented the revised Draft Board Action Calendar for FY15. Following a request by Letten at the February meeting, all Board committees have been assigned a month to report progress made on goals. Kozak also provided copies of Board committee descriptions and Board committee goals for FY15. It was suggested that New Business and Old Business also be noted on the Action Calendar. It was agreed that emphasis be placed on committee work with the goal of making good use of committee, Board and staff time.

Customer Service Training Plan

The Customer Service Committee is in the process of developing the plan for 2015. It will be presented at the April meeting.

Structure of Board Meetings

Letten requested further exploration into the creation of opportunity during Board meetings for more free form discussion. Acknowledging that administrative policies and bylaws dictate the order of business, the topic will be placed on a future agenda for further discussion.

Fletcher Family Gift

Kozak updated the Board on the gifting of an original Norman Rockwell drawing. Library attorney Klein, Thorpe & Jenkins recommended that the gift agreement be entered into between the donor and the Library, rather than the Foundation, to avoid potential complications in ownership, possession, insurance, display and educational programs associated with the donation. Further recommendations were made regarding procedures in the case of future sale, display, etc. The Board agreed with the recommendations, and that correspondence should be attorney to attorney. Kozak will follow up with KTJ and keep the Board apprised.

New Business

Trustee signup for attendance at Spring programs. Trustees were encouraged to sign up online for Spring programs. Contact Lewandowski with questions.

MOTION: At 8:24 p.m. French moved to adjourn. Milano seconded. All approved.

The Board of Trustees will next meet on Tuesday, April 28, 2015.

Respectfully submitted,
Kathleen Lewandowski
Recording Secretary