



**Thomas Ford Memorial Library – Library Board of Trustees Minutes**  
**April 28, 2015**

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

Absent: Schumm, Smith  
Also absent: Deneen

President Ericson called the meeting to order at 7:02 p.m. Ericson introduced and welcomed Trustees-Elect Mary Greska and Gary Wenstrup who will take office at the May meeting.

**MOTION: Minutes of March 24, 2015 meeting of the Board of Trustees**

French moved to approve as amended the minutes of the March 24, 2015 meeting of the Board of Trustees. Denning seconded. All approved.

**Treasurer's Report**

Denning reviewed the March 2015 financial report and vendor list. 2015 property tax revenues are starting to be credited as income to the Library funds and allocated accordingly. All other income and expenses are of the ordinary sort.

**Fund balances as of March 31, 2015 are:**

Library Operating Fund #920	\$541,174.52
Graham Trust Fund #925	\$266,703.12
Building Maintenance Fund #930	\$33,727.15
Capital Fund #970	\$78,455.83
Timber Trails Fund #950	\$115,620.75
Debt Retirement Fund #940	\$9,943.77

**MOTION: March 31, 2015 Vendor List**

French moved to approve the vendor list dated March 31, 2015 totaling \$90,471.75. Milano seconded.

Roll Call:

Ericson Aye

Denning Aye

Milano Aye

Letten Aye

French Aye

All approved.

**Librarian's Report:**

- **Migration Update.** Over the period of April 11-13, 1.5 million patrons and 8 million items migrated to the new SWAN software platform. The process has experienced various issues, which the SWAN staff has been diligently addressing. The primary member inconvenience has been in the handling of holds; most other issues have been on the staff side. Patrons have been aware of and patient with the migration.

- **Statements of Economic Interest.** Kozak confirmed Board submission of Statements of Economic Interest. Letten reported that he had not received the information from the Village. Kozak will forward the necessary document, and confirm Letten email contact is functioning.
- **Staff Retirement, Resignation and Hires.** Eva Evenhouse, Circulation Assistant since 2006, retired; and Jennifer Lee, Youth Services Assistant, resigned to explore opportunities nearer to her home. Open positions in Circulation (2) and Youth Services (1), including one made available by the January resignation of long-time Circulation Assistant Susan Fry, will be filled now that migration to the new SWAN catalog platform has been completed. New hires will be part-time.
- **New Library Trustees** Mary Greska and Gary Wenstrup, elected on April 7, were in attendance to observe a Board meeting prior to being sworn in. They will be sworn in prior to their official meeting on May 26.
- **Retiring Trustees** will be honored at a dinner on May 8. Trustees Denning and French will attend their final Library Board meeting in May.
- **Teen Liaison** Deneen was absent due to the LTHS Math Team State competition.
- **Departmental reports** were presented.

**Visitors / Public Comment:** Trustees-Elect Mary Greska and Gary Wenstrup were in attendance. No public comment was made.

**Communications:** Thank you note from Leo Obloy, winner of the Lego City Ultimate Artic Machine Competition, thank you note from the Chicago Area Lego Users Group, who presented a ReDiscover program.

### **Committees:**

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

- The Village Club issues with grounds maintenance affecting Library patrons and community members have improved following the meeting between Village Club and Library B&G committee members.
- Milano and Kozak conducted the annual building and grounds inspection, and noted the following:
  - Landscaping is recovering well after winter; mulch has been laid; a broken drainage pipe and some flagstones require attention by landscape maintenance contractor.
  - The Library sign's north face displays graphite failure in the lettering and evidence of staining, possibly due to moisture. Milano's attempt to clean was unsuccessful. Kozak to follow up with contractor.
  - Mortenson Roofing conducted the spring roof inspection. A staff member had noted signs of moisture on the west interior wall/ceiling in the Adult Services workroom. Mortenson replaced flashing that had pulled away from the coping. The roof otherwise required only expected maintenance with no other repairs. The affected interior area will be monitored to certify successful reparation, after which the area will be repainted.
  - Estimates are being gathered to replace the recessed mat in the main entrance vestibule, installed during the Library's mid-1990s expansion. This will address the interior doors clearance problem experienced during this past winter/spring .
  - Bids will be collected for refinishing the north-side railings and east-side door.

**Goals, PR and Marketing:** French

A Committee meeting for the purpose of defining process and scope of creating Library vision and defining success, and discussing performance indicators is pending due to scheduling difficulties. French recommends that this become a priority with new Board.

**Technology:** Denning

**Review of Computer Use Policy**

In keeping with the Policy Review Schedule FY15, Kozak presented for review the Library's Computer Use Policy (TFML Policy No. 4). After reassessment by staff, it was recommended that two changes be made as follows: Section 4.11 Eligibility, add "Guest passes are available to visitors without library cards.", and amend Section 4.21 to read "Patrons wishing to use the Internet must accept the Internet User's Agreement by clicking "accept" on the desktop screen when signing in. Doing so indicates that they are familiar with Library regulations ..."

**MOTION: Computer Use Policy**

Denning moved to approve as recommended the Computer Use Policy. French seconded the motion. All Approved.

**Quarterly Metrics Report**

The First Quarter FY2015 Metrics Report was reviewed. Visits to the website have been trending downward; the cause of the trend is being investigated. Use of specialty databases, i.e. Ancestry (genealogy), and Gale and Encyclopedia Britannica (student support), has increased.

**Foundation:** Kozak

At the meeting on April 21 the Foundation agreed to sponsor the Summer Reading Club closing program with the Jesse White Tumblers at Grand Avenue School, as well as other events in the coming year. The Foundation continues its interest in conducting a capital campaign. The use of banners for promotion at Foundation-sponsored events is under consideration; the Foundation will reach out to the Friends to see if they would be interested in a banner for their programs.

**Friends:** Kozak

The Book and Bake Sale has held on April 24-26. Final figures on the Book Sale are pending; the Bake Sale raised \$533. It was remarked that a significant number of Friends memberships were processed. French commended the Friends for opening the sale early on Sunday morning to accommodate an error in hours listed in the newspaper. The Board congratulated the Friends on the completion of another a successful event in support of the Library community.

**Finance:** Ericson

**Fund Balance Policy**

The Committee presented for approval the revised Fund Balance Policy (TFML Policy No. 25), amended as it pertains to the 2015-2025 Capital Plan.

**MOTION: Fund Balance Policy**

Letten moved to approve as presented the Fund Balance Policy. French seconded the motion. All approved.

### **Investment of Library Funds**

The Finance Committee presented for consideration its recommendation to use Edward Jones for the management of Library investments of the Graham Trust and Timber Trails Funds. After thorough discussion, the Board agreed with the recommendation. The Committee will work with Edward Jones to determine investment parameters and internal controls, and meet with Edward Jones on an annual basis.

**MOTION:** To engage Edward Jones to act as investment agent; to abide by Thomas Ford rules and regulations for Funds 925 and 950; and to invest up to a maximum of \$250,000 using expiring CDs in Funds 925 and 950. Each CD will be individually insured.

Roll Call:

Ericson Aye

Denning Aye

Milano Aye

Letten Aye

French No

Approved

### **Fletcher Family Gift**

Kozak presented for approval the Fletcher Family Gift Agreement, amended as recommended by Library attorney Klein, Thorpe & Jenkins. Arrangements for insurance and security are underway. A presentation reception will be held on May 8 at 4:00 in the Youth Services Department. The public is invited; the event has been promoted on the website and Facebook. Board members are encouraged to attend.

**MOTION:** Denning moved to approve the Fletcher Family Gift Agreement; French seconded the motion. All approved.

### **Board Committees**

Ericson led a discussion on the role of committees in the success of the Board. Library Bylaws, Board Committee Descriptions, and Committee Goals for FY15 were reviewed. As committees are formed by the new Board President, best practices will be emphasized for making optimum use of committee, Board and staff time, i.e. inclusion of committee meetings, goals and progress reports on the Board Action Calendar, and timely communication allowing staff opportunity for follow up. Ericson noted that Illinois state law requires that agendas for meetings of public bodies be posted at least 48 hours in advance. Items not listed on the agenda may only be addressed when they appear on a future publicly posted agenda. Letten commended Kozak on the comprehensive preparation for the discussion.

### **Nominating Committee**

Denning and Milano presented a slate of officer candidates: President – Smith, Treasurer – Letten, Secretary – Schumm. Candidates accepted the nomination, and the Board accepted the Committee's recommendations. Officers will be elected at the May meeting. Current officers were thanked for their commitment. Upon review of the Bylaws Article Six as it relates to officer duties, it was agreed that the Treasurer duties description will be modified to reflect that the Treasurer or other Board designee shall work with the Librarian to examine all library bills.

**MOTION:** Milano moved to accept the slate of officer candidates for the FY15-17 as presented by the Nominating Committee; officers will be elected at the May meeting. Denning seconded the motion. All approved.

**Review of Annual Report.** Kozak submitted the Library 2014 Annual Report in compliance with State of Illinois requirements. Kozak reviewed a summary comparing five-year statistics for Board reference.

**2015 Customer Service Training Plan**

Kozak reviewed the 2015 Customer Service Training Plan. The theme is “Make It Happen.” Areas of focus are: finding ways to say “Yes”, Customer Loyalty – How to Earn It, Member Convenience, and Appearance of the Library. Staff development sessions are scheduled in May and August.

**Quarterly Investments**

Discussion was deferred to the upcoming Finance Committee meeting.

**Staff Award**

Sandy Frank, Head of the Circulation Department was nominated by Anne Kozak to be recognized for outstanding performance in the categories of extraordinary effort and outstanding teamwork in her role as Library mentor for the migration to SirsiDynix. Sandy managed extensive staff training and compliance with all hardware and software requirements for the migration with the utmost professionalism. The Board commended Sandy for her outstanding efforts on behalf of the Library.

**MOTION:** At 8:36 p.m. French moved to adjourn. Denning seconded. All approved.

The Board of Trustees will next meet on Tuesday, May 26, 2015.

Respectfully submitted,  
Kathleen Lewandowski  
Recording Secretary