



**Thomas Ford Memorial Library – Library Board of Trustees Minutes  
May 26, 2015**

Present: Denning, French, Letten, Milano, Schumm, Smith, Wenstrup

Absent: Ericson, Greska

Also present: Kozak, Lewandowski, Deneen

The Library Board Nominating Committee presented for election the slate of officers as accepted at the April meeting for FY15-17. Members of the Board thanked the Nominating Committee for its service.

**MOTION: Election of Library Board Officers for FY15-17**

Milano moved to elect the new slate of officers for FY15-17: President, Amanda Smith; Treasurer, George Letten; and Secretary, Laurel Schumm. Smith seconded the motion. All Ayes.

President Smith called the meeting to order at 7:04 p.m. Newly-elected Trustees Mary Greska (absent) and Gary Wenstrup were seated for office. Retiring Trustees Denning and French were presented with flowers and gifts, and commended for their years of service and wished well in all future endeavors. Denning and French expressed gratitude for working with the Board and Library staff and making a contribution to the Library and community. Denning and French departed at 7:10 p.m.

**MOTION: Minutes of April 28, 2015 meeting of the Board of Trustees**

Schumm moved to approve without amendment the minutes of the April 28, 2015 meeting of the Board of Trustees. Letten seconded. All approved.

**Treasurer's Report**

Kozak and Letten reviewed the April 2015 financial report and vendor list. 2015 property tax revenues continue to be credited as income to the Library funds and allocated accordingly. The FY2015 Per Capita Grant in the amount of \$16,218.85 has been received and will be spent by September of 2016. All other income and expenses are of the ordinary sort. It was noted that Debt Retirement Fund payments are made in June and December. The new digital magazine subscription Flipster received overall positive comments, though it was acknowledged that a single provider never will be able to supply all desired titles.

**Fund balances as of April 30, 2015 are:**

Library Operating Fund #920	\$507,230.78
Graham Trust Fund #925	\$266,775.06
Building Maintenance Fund #930	\$28,564.46
Capital Fund #970	\$78,455.83
Timber Trails Fund #950	\$115,620.75
Debt Retirement Fund #940	\$13,258.36

**MOTION: April 30, 2015 Vendor List**

Schumm moved to approve the vendor list dated April 30, 2015 totaling \$86,511.22. Milano seconded.  
Roll Call:

Smith Aye  
Schumm Aye  
Wenstrup Aye  
Letten Aye  
Milano Aye  
All approved.

**Librarian's Report:**

- **Migration Update.** SWAN staff continues to work diligently to address continuing issues in connection with the new software platform, installed in April 2015. Kozak commended Library staff, especially the Circulation Department, for the exemplary job in minimizing any negative impact on patrons. Terminology issues, i.e. "delinquent" versus "overdue"; were noted as a patron complaint.
- **Library Security Incident.** Indecent behavior by a patron was witnessed by a Library staff member and the Western Springs police notified. The police strongly recommend the installation of security cameras at the Library entrance and possibly other locations. A staff review of security and safety procedures is being conducted. Kozak will keep the Board apprised.
- **The Summer Newsletter,** which will be mailed at the end of the month, is packed with news, programs, and summer reading club activities. Several special Sunday afternoon programs have been scheduled in response to member requests.
- **Trustee Contact** information was distributed. Revisions should be directed to Kozak or Lewandowski.
- **Departmental reports** were presented.

**Teen Advisory Board:** Teen Liaison Deneen reported on the Career Conversation Series: Arts and Entertainment program held on May 18. A musician, a graphic designer and an author spoke to a group of fifteen teens. Other TAB activities included "Meet a Lion" for incoming LT freshmen, a blog post on teen services, and preparation for a "Un-Conference" being held in late June. The Teen Liaison application has been posted; Deneen plans to recruit at the June meeting. The Board commended Deneen on her excellent work with the TAB and wished her well as she continues her education in the fall at Cornell University. She was also congratulated on her Math Team finish of 14<sup>th</sup> in State.

**Visitors / Public Comment:** No visitors or public comment.

**Communications:** Thank you notes for YS reader advisory and Teen booktalks, and various suggestion box slips were received.

**Committees:**

**Building and Grounds:** Milano

- The annual fire inspection was successfully completed.
- Installation of the replacement recessed mat in the main entrance vestibule is scheduled for June. This will address the interior doors clearance issue experienced during this past winter/spring .
- Kozak is following up with contractor regarding the Library sign's graphite failure in the lettering and evidence of staining, possibly due to moisture.
- Milano volunteered to serve another term as Committee Chair. President Smith accepted and commended Milano for his dedicated service and expertise on behalf of the Library.
- A Committee planning meeting will be scheduled after the EAV is announced by the Village in June.

**Finance:** Letten

**MOTION: Minutes of May 16, 2015 meeting of the Library Board Finance Committee**

Letten moved to approve the minutes of the May 16, 2015 meeting of the Library Board Finance Committee meeting. Milano seconded. All approved.

Letten led a discussion regarding Library investments. Library policies relevant to investments were presented for review.

- **Investment Policy** (TFML Policy No. 16) was reviewed. It was recommended that additional language for strengthening safekeeping and reporting procedures be included.

**MOTION: Investment Policy**

Letten moved to approve as recommended the Investment Policy. Milano seconded the motion. All Approved.

- **Timber Trails Policy** (TFML Policy No. 21) was presented for reference only. It was noted that development activity at Timber Trails has resumed. Kozak will check with the Village Finance Director Grace Turi regarding current occupancy.

**Investment Recommendations**

At the April 2015 meeting the Board approved an amount of up to \$250,000 for investment with Edward Jones. The Finance Committee presented for consideration its recommendations:

- The Library will soon receive funds from the scheduled dissolution of LIMRiCC's Joint Self-Insurance Pool estimated to be approximately \$32,000. Upon receipt, these funds will be transferred from Library Operating Fund #920 to the Capital Fund #970 and then into the Edward Jones account to be used in conjunction with the Capital Reserve. Kozak noted that there will be a final disbursement by LIMRiCC at a future date of a small amount of funds retained pending final resolution of an outstanding issue.
- Two CDs, approximately \$134,808.36 (scheduled to expire in June 2015 at 1<sup>st</sup> National Bank of LaGrange and Harris Bank) will be cashed in for deposit with Edward Jones.
- The remainder of the monies needed to meet the Library Board's investment goal of \$250,000 will be transferred from Timber Trails Fund #950 to the Edward Jones account.
- Investments will not exceed the Board directive of \$250,000. The funds will be invested as one account.

**MOTION: Upon receipt of funds from the dissolution of the LIMRiCC's Joint Self-Insurance Pool (JSIP) estimated to be approximately \$32,000, transfer funds from Library Operating Fund #920 to Capital Fund #970 and then into the Edward Jones account, to be used in conjunction with the Capital Reserve.** Milano moved to approve the resolution; Smith seconded the motion.

Roll call:

Smith Aye

Schumm Aye

Wenstrup Aye

Letten Aye

Milano Aye

All approved.

**MOTION:** Include funds from the two CDs expiring in June 2015 in the Graham Fund #925 in the amount of approximately \$134,808.36; and the \$32,000 refund from the JSIP to be received late May 2015 for investment with Edward Jones. The remaining balance required to reach \$250,000 will be transferred from Timber Trials Fund #950 in the amount of approximately \$83,000 to the Edward Jones account. Letten moved to approve the resolution; Schumm seconded the motion.

Roll call:

Smith Aye

Schumm Aye

Wenstrup Aye

Letten Aye

Milano Aye

All approved.

- **Accounts and Signatories**

The Committee recommended that to provide flexibility three signatories be authorized: George Letten, Treasurer; Amanda Smith, President; and a member of the Finance Committee to be determined when in June once new committees are formed, will serve in this capacity. A letter of directive to execute the closing of the CD accounts and opening of the Edward Jones account was reviewed. The letters will be sent after committee assignments are made in June. The Board accepted the Committees recommendations.

The Committee will report on progress at the June Board meeting.

**New Business:**

**Review of Non-Resident Card Cost.** The Thomas Ford Library offers library service to residents of surrounding communities without libraries. The Illinois State Library requires that the cost of a non-resident card be figured annually. Predicated on the average household support of the Library by residents, it is recommended that the cost of a non-resident card increase to \$270.00 from the current cost of \$260.00.

**MOTION: Non-Resident Card Cost**

Schumm moved that the cost of a non-resident card purchased at the Thomas Ford Memorial Library increase to \$270.00 for the year beginning June 1, 2015 and ending May 31, 2016. Letten seconded the motion.

Roll Call:

Smith Aye

Schumm Aye

Wenstrup Aye

Letten Aye

Milano Aye

All approved.

**Review of Group Visits Policy**

In keeping with the Policy Review Schedule FY15, Kozak presented for review the Library's Group Visits Policy (TFML Policy No. 17). Staff recommendation is that no change to policy be made at this time.

**MOTION: Group Visits Policy**

Letten moved to approve as recommended the Group Visits Policy (TFML Policy No. 17). Schumm seconded the motion. All Approved.

**Goals, PR and Marketing**

A meeting will be called upon the formation of the new committee. The first order of business will include the improving the Library website and creating vision for the Library's future.

**Personnel**

A meeting will be called upon the formation of the new committee. The first order of business will include appointment of a Board member to meet with Kozak regarding the All Star Program.

**Friends**

Kozak reported on the May 7, 2015 meeting. Officers for the coming year are: Anne Weithers, President; Bonnie Engel, Vice President; Peg DeWan, Secretary; and Rick Garay, Treasurer. Funding was approved in the amount of \$1,125 for various Adult programs including Summer Reading Club, and the "Welcome Baby" book program. The spring book and bake sale raised \$2,899 and \$533, respectively. Appreciation was conveyed for participation by Board members and staff. Board members congratulated the Friends on the success of the sale and expressed appreciation for their constant support. It was suggested that additional promotion might benefit future sales.

**Board Committee Assignments for 2015-17**

Committee Preference Forms were distributed; committee descriptions were included for reference. Each Trustee should list their preferences to chair one committee, serve on two others; and submit the form to Smith by June 6. Smith emphasized the importance of robust committee work which will be more productive and considerate of Board member and staff time.

**Meet the Department Heads: Rick Roche, Head of Adult Services**

Roche gave an informative presentation on the Adult Service Department. Staff members and their contributions/responsibilities were highlighted. Roche also gave an overview of primary services, which include: reference, materials selection, programming, promoting the Library, and technology support. Board members commented on the excellent newsletter, a culmination of outstanding programming by all staff and production by Matt Wenslauskis. The Board enthusiastically thanked Rick for his presentation. Rick encouraged everyone to participate in the summer reading program: *Groundbreaking Reads*.

**Fletcher Family Gift**

Lewandowski reported on the presentation reception for the Norman Rockwell sketch "When I am an Astronaut" held on May 8. Four generations of the Fletcher Family were in attendance, as was the man (Smitty Pignatelli) who was the child-model for the sketch, and members of the community, staff, Foundation, and Friends. Heart-felt speeches and a binder detailing the provenance of the sketch were well received. On behalf of the Library Board of Trustees, President Ericson thanked James Fletcher and Family for the gracious donation to the Library and community. Schumm suggested that emphasis be given to the display and promotion of the art, as well as having the book bound suitable for public viewing.

**MOTION:** At 8:20 p.m. Milano moved to adjourn. Schumm seconded. All approved.

**The Board of Trustees will next meet on Tuesday, June 23, 2015.**

Respectfully submitted,  
Kathleen Lewandowski  
Recording Secretary