



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

Present: Smith, Ericson, Greska, Milano, Wenstrup

Absent: Letten, Schumm

Also present: Kozak, Lewandowski

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

MOTION: Minutes of June 23, 2015 meeting of the Board of Trustees

Ericson moved to approve without amendment the minutes of the June 23, 2015 meeting of the Board of Trustees. Wenstrup seconded. All approved.

Treasurer's Report

Kozak reviewed the June 2015 financial report and vendor list. Tax revenue is expected to begin in the next month or two. The transfer of the partial Joint Self-Insurance Pool refund in the amount of \$36,784.45 from the Library Operating Fund to the Capital Fund, approved at the June Board meeting, is pending. Kozak noted that disbursement of the remaining portion of the refund (approximately 50% of the first portion) is expected in late 2015 or early 2016. The Tax Agency Report/Equalized Assessed Evaluation has been received and will be discussed later on the agenda. Noted expenses are: first payment on promissory note, installation of a security alarm on the Rockwell art, purchase of staff chairs. All other income and expenses were of the ordinary sort.

MOTION: June 30, 2015 Vendor List

Milano moved to approve the vendor list dated June 30, 2015 totaling \$137,790.30. Ericson seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Wenstrup Aye

Greska Aye

Milano Aye

All Approved.

Fund balances as of June 30, 2015 are:

Library Operating Fund #920	\$392,867.79
Graham Trust Fund #925	\$266,794.12
Building Maintenance Fund #930	\$8,065.60
Capital Fund #970	\$78,456.07
Timber Trails Fund #950	\$115,621.52
Debt Retirement Fund #940	-\$17,732.74

Librarian's Report:

- **New Hires.** Mary Noe, a retired teacher from District 101, will join the Library staff part-time in Youth Services at the beginning of August. Candidates for the full-time Youth Services position are being considered.

- **Foundation.** The Foundation Board met on July 21 with Mary Greska in attendance. Discussion focused on the summer reading club finale (August 7); proposed annual appeal (Autumn) changes including a “donate” button on the Library’s website with Board approval, and promotion of donations through United Way’s payroll deduction program. The next meeting is scheduled for September 2.
- **In-Service Day.** On Friday, August 28, staff will meet to work on our vision of how the Thomas Ford Library of the future may look, what functions it may fulfill, and ways that its members may be served. Also on the agenda are SirsiDynix updates/tips, departmental presentations, and a customer service activity. The Customer Service Committee, composed of representatives from each department, will be finalizing plans next week. Board members are invited to attend; an outline of the day will be provided closer to the date.
- **Board Committees.** Finance, Building and Grounds, and Technology met in July and will be discussed later on the agenda. Personnel and Goals/PR will meet in August. Kozak and Goals/PR committee chair Wenstrup had a productive initial meeting in July.
- **Board Action Calendar.** Discussion of a possible capital campaign and review of the Meeting Room policy will be rescheduled for the near future as attention is given to Library investments.
- **Departmental reports** were presented.
- **The Metrics Report** was presented.

Visitors / Public Comment: No visitors or public comment.

Communications: Letter was received from the Western Springs Rotary Club thanking Rick Roche for his presentation at their meeting.

Committees:

Finance

MOTION: Minutes of July 7, 2015 meeting of the Library Board Finance Committee

Ericson moved to approve the minutes of the July 7, 2015 meeting of the Library Board Finance Committee meeting. Wenstrup seconded. All approved.

2014 Audit Financial Report

Kozak presented for discussion an overview of year-end fund balances using 2014 Audit figures. Fund balances are good with a net positive change of \$45,751. Milano led the Board in commending Kozak for the comprehensive summary.

MOTION: Milano moved to accept as presented the 2014 Audited Annual Financial Report for the Year Ended December 31, 2014. Greska seconded the motion. All Ayes.

Tax Agency Report / Revised Budget

The Tax Agency Report from the Cook County Assessor’s Office for the 2014 tax details what revenues the Library will receive in its current fiscal year, FY15, and provides the basis for FY16 levies. The Village EAV, reported in late June, has increased by 6% but still creates a shortfall for the Library’s Building Maintenance Fund (\$123,940 versus \$114,166). The Building and Grounds Committee met on July 7 to discuss the impact on the Fund. The Committee’s recommendations were presented to the Board for discussion. Reallocation of funds in lines Contingency (\$8,450) and Professional Services (\$1,325) will allow the Building Maintenance budget to balance.

MOTION: Amendment to 2015 Building Maintenance Fund

Ericson moved that, based on the Library’s 2015 Tax Agency Report issued by Cook County on June 18, 2015, the Building and Maintenance budget (Fund #930-1802) be amended as follows: 1) that the property

tax revenue line item #930-1303 be reduced from \$123,940 to \$114,166; 2) that line item #930-50100 Professional Fees be reduced from \$3,500 to \$2,175; 3) that line item #930-65999 Contingency be reduced from \$8,450 to \$0 so that income and expenses balance for FY2015. Wenstrup seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Wenstrup Aye

Greska Aye

Milano Aye

All Approved.

Quarterly Review of Investments. Kozak noted that two CD accounts have been closed (First National Bank of LaGrange and Harris Bank) and a third (Heartland Bank) is scheduled to be closed in December. Any further discussion of investments was deferred until Treasurer Letten may be present.

Building and Grounds: Milano

MOTION: Minutes of July 7, 2015 meeting of the Library Board Building and Grounds Committee
Ericson moved to approve the minutes of the July 7, 2015 meeting of the Library Board Building and Grounds Committee meeting. Wenstrup seconded. All approved.

In addition to the recommendations related to the EAV, the Committee also suggested as income in the Library Operating Fund for FY14 exceeded expenditures by \$45,751 that the Board consider allocating a portion of those monies to the Building Maintenance Fund for FY15 projects listed in the Committees goals, including a video surveillance system and emergency door for Technical Services. The Board agreed to transfer \$20,000 to the Building Maintenance Fund. This will be addressed at the August meeting.

Milano reported on ongoing projects:

- Trimming of trees along west side of Library – awaiting Commonwealth Edison schedule
- Painting of exterior railings/door – additional quotes being gathered
- Library sign issues – to be addressed by Dan Ruzic and Marion in the fall
- Tech Services door – meeting with architect being scheduled
- Library fire circuit conversion to radio/wireless – confirming viability

Goals/PR/Marketing

Wenstrup and Kozak had a preliminary meeting on July 7. The Committee will meet and report to the Board at the September planning session.

Technology

MOTION: Minutes of July 7, 2015 meeting of the Library Board Technology Committee
Ericson moved to approve the minutes of the July 7, 2015 meeting of the Library Board Technology Committee meeting. Milano seconded. All approved.

Ericson presented goals for 2015: completion of migration to Sirsi-Dynix, patron education for new SWAN platform, and budgeting for new hardware to maximize features of the new software. The Technology Plan

for 2014-2016 was then reviewed. Mobile check out for patrons generated interest. Software contracts (i.e. Adobe Creative Cloud) and database subscriptions generated much discussion. It was agreed that the Board and staff will work to develop criteria for renewing databases, i.e. Ancestry has high usage; Encyclopedia/Gale has low usage but supports specific school projects, etc. Audiobook platforms and usage was also examined.

Old Business

Review of Investment Policy. Kozak recommends this be tabled until August when Treasurer Letten may be present.

Teen Liaison. Interviews with applicants (2) for the Teen Liaison to the Board will be conducted in August and presented for consideration at the September meeting.

New Business

OMA/FOIA Officer. The Open Meetings Act and the Freedom of Information Act mandates the appointment of one OMA Officer and one or more FOIA Officer(s). Trustee John Ericson volunteered to fill the vacancy for OMA Officer left by the retirement of former Trustee French. Ericson will complete the training within 30 days and renew his training annually. Smith thanked Ericson for his service in this capacity.

Board of Trustees Planning Meeting for FY16. The annual Board strategic planning meeting will be held on September 19, 2015 pending confirmation. Smith directed all to prepare Committee and Staff goals and budget needs prior to the meeting.

Board of Trustees Executive Session Minutes Review

The Board must review Executive Session Minutes biannually to determine which should be kept private or made public. The minutes commonly deal with personnel matters, legal issues and acquisition of property. Kozak distributed minutes to the Board members for review and recommendation. Kozak recommended retention in the Executive Sessions files of minutes relating to three personnel matters relating to staff matters regarding discipline, job descriptions, from 1998, 2007, 2010-11, and 2014 staff salaries. The Board accepted her recommendation that all minutes be retained in the Executive Session file to be reviewed again in January 2016.

MOTION: Retention of Board of Trustee Executive Session Minutes

Ericson moved to retain as private the Executive Session Minutes relating to personnel issues and staff salaries as listed above, to be reviewed again in January 2016. Wenstrup seconded the motion. All Approved.

MOTION: At 8:12 p.m. Smith moved to adjourn. Greska seconded. All approved.

The Board of Trustees will next meet on Tuesday, August 25, 2015.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary