



**Thomas Ford Memorial Library – Library Board of Trustees Minutes  
August 25, 2015**

Present: Smith, Ericson, Greska, Letten (arrival 7:20), Milano, Schumm, Wenstrup  
Also present: Kozak, Lewandowski

President Smith called the meeting to order at 7:00 p.m.

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

Ericson moved to approve without amendment the minutes of the July 28, 2015 meeting of the Board of Trustees. Wenstrup seconded the motion. All approved.

**Treasurer’s Report**

Kozak reviewed the July 2015 financial report and vendor list. Second installment tax revenue has begun to arrive in the Library Operating Fund. She noted the variance in budget versus actual in the full-time and part-time salaries lines due to the retirement of a full-time staff member and replacement with two part-time employees; the motion to reallocate funds accordingly has not yet been executed by the Village Finance Department. The Building Maintenance Fund has been updated to include revised budget amounts for income and expenses as approved at the July Board meeting. In response to a query at the August meeting, Kozak confirmed that the \$2,000 expense in the professional services line was for consulting services in connection with the development of the Capital Plan. All other income and expenses were of the ordinary sort.

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

Library Operating Fund #920	\$448,374.40
Graham Trust Fund #925	\$266,794.12
Building Maintenance Fund #930	\$19,656.78
Capital Fund #970	\$78,456.07
Timber Trails Fund #950	\$115,621.52
Debt Retirement Fund #940	~\$14,418.15

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

Milano moved to approve the vendor list dated July 31, 2015 totaling \$123,939.47. Wenstrup seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Schumm Aye

Wenstrup Aye

All Approved.

**Librarian’s Report:**

- **In-Service Day.** The Library will be closed on Friday, August 28. Library staff will meet for a day of activities centering on changes facing public libraries and on customer service, as well as discussions on SirsiDynix, security at the Library, and departmental presentations. Kozak encouraged Board member

attendance for any part of the day that interests them. At the Board's request, Kozak will plan to include an overview of her presentation as part of the Board's September planning session discussion on vision for Thomas Ford.

- **Library Marketing.** As part of the Library outreach program, Heather Booth, Teen Librarian, attended the McClure student registration on August 18. More than fifty students participated in providing book recommendations and in return received Chipotle vouchers, left over from Summer Reading Club prizes. Twelve new library cards were issued and 20 parents signed Internet use permission slips for use of computers at Thomas Ford. Principal Mr. Chick was enthusiastic and expressed interested in finding other ways to team up with the Library.  
Thomas Ford was the featured library on the PLA FaceBook page in August.
- **The Fall Newsletter** will be out at the end of the month. The issue, which covers September through November, includes an article on the Rockwell drawing donated by the Fletcher Family, a Ford Member Connection column featuring the Mungai family, and a full schedule of programs and activities for all ages. A Meet the Trustees column introduces new Board members Greska and Wenstrup. Smith commented on the positive response when her profile appeared and praised the newsletter as a valued connection to the Library community.
- **WS Business Donations.** Local businesses were again generous in their support of the Summer Reading Clubs through donation of prizes for participants and financial support for programs: Applebees, Baker's Square, Brookfield Zoo, Buona Companies, Casey's Market, Chicago Bears, Chicago Cubs, Chicago White Sox, Children's Theater of Western Springs, Chipolte, Classic Cinemas, Community Bank of Western Springs, Davanti's, Flying High Sports and Rec Center, Legoland and Discovery Center, Lou Malnati's, Morton Arboretum, Museum of Science & Industry, Raging Waves Waterpark, Shedd Aquarium, Snackers Café, and Texas Roadhouse. The list is also included in the Fall newsletter.
- **New Staff.** The Library welcomes Margaux Deutsch (full-time) and Mary Noe (part-time) to the Children's Department. All open Youth Services positions have been filled.
- **Staff Member Notable Achievements.** Teen Librarian Heather Booth has published another book: *Club Programs for Teens: 100 Programs for the Entire Year*. Kozak also announced that Heather has just been chosen as Illinois Library Association's Teen Librarian of the Year for 2015. Heather is a scheduled presenter at the October ILA conference in Peoria and will be honored at the gala/ceremony the following day. The Board expressed congratulations to Heather on both achievements. It was noted that this reflects well on and benefits the Thomas Ford and the community. Kozak was directed to arrange for formal recognition from the Village as well as the Library Board.
- **Departmental reports** were presented.

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

**Communications:** No communications.

### **Committees:**

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

Milano reported on ongoing projects:

- Trees along the Library's west side have been cut back by Commonwealth Edison eliminating issues with scraping the building and drainage
- Library sign issues will be addressed at no charge in the fall by Marion
- Painting of the exterior railings and west-side door - proposals being considered

- Tech Services door – a meeting was held with the architect to discuss ADA compliance issues; options will be researched
- Library fire circuit conversion to radio/wireless – viability confirmed; request for installation initiated
- Security cameras/system – proposals are being gathered for consideration

The Committee will meet on August 31 to review progress on 2015 goals/projects, and discuss and prioritize goals for 2016 in preparation for the Board's September planning session.

**Guest Presentation: Laura Goldsborough and Heather Booth on Tween Services at TFML**

With Board permission, the presentation was moved up the agenda to accommodate presenter schedules. Laura presented an overview of the Library's Tween Services Pilot Project, launched in March 2015. Building on the very successful early childhood/early elementary-grade programs, Tween Services will provide middle-grade members (ages 9-12) activities developed specifically for them. Tween Services will also provide a bridge into Teen Services, a member base that is challenging to engage and retain. Two notable successes were shared: the Teen/Tween booth at the Gathering on the Green, staffed by teen volunteers (and Heather and Laura), attracted 300+ people for buttonmaking and photobooth activities; at a Coding Club start/stop motion animation program which had been expanded to include tweens, older teens took on leadership roles and became instructors to tweens using the same space. Future plans include: establishing TweenSpeak group, book club, STEAM Club, as well as strengthening ties/collaborations with local teachers and school librarians, and establishing a Tween Services working group amongst local RAILS libraries. In response to Smith's query regarding promotion, Laura noted that the newsletter has a Tween Space (adjacent to Teen News); also via website, social media, and local newspapers, noting that word of mouth is the most productive promotion for tweens. Laura and Heather welcomed feedback and suggestions. Laura also thanked her (now)teen son for input and inspiration. Board members applauded Laura and Heather on the development and execution of the pilot program. Milano also commended Kozak for creating an environment that allows the Library's talented staff to flourish.

**Finance: Letten**

**EdwardJones Account and Investment Policy.** Letten presented for discussion recommendations regarding Library investments as relating to 1) DVP and protection coverage (Policy Section IV #3), and 2) approved investment institutions (Policy Section II #4). Greska raised concerns with the recommendation related to investment institutions. After in depth discussion, it was agreed that the Finance Committee will consult with Library attorney prior to modifying the Investment Policy. Kozak will facilitate.

The Investment Policy states that *"Unless other institutions are specifically approved by the Library Board, Library Funds shall be invested only in institutions that have been authorized by the Village of Western Springs. Any written agreements for depository or investment services that have been approved by the Village are deemed to also apply to the Library."* As EdwardJones is not on the Village list of authorized investment institutions, the Library Board determined to formally request that the Village authorize the use of EdwardJones for investments.

**MOTION:** Petition the Village of Western Springs to add EdwardJones to the list of authorized investment institutions. Letten motioned; Milano seconded the motion. All approved.

Funds from closed CD accounts have been deposited pending resolution on investment matters.

**Goals/PR/Marketing:** Wenstrup

**MOTION: Minutes of August 12, 2015 Marketing Committee**

The Committee and members of Library staff had a productive meeting to formulate goals for 2016. The Committee will report to the Board at the September planning session. Topics included: increasing use of the Library resources and services, raising visibility via social media and other means (fun fact: Thomas Ford currently has 300+ Facebook friends); and evaluating results. Wenstrup commented that initiatives like the tween services pilot program and its community outreach is inspiring and representative of the goals of the Committee. Staff members will research specific matters relating to expansion of electronic communications and social media. Smith suggested looking into Apps, including in the regularly distributed school district PTO packets Library program information as well as requests for child/parent emails.

**Old Business**

**The Board of Trustees Strategic Planning Meeting for FY16** was confirmed for September 19, 2015. Smith reminded committee chairs to coordinate member input for goals prior to the meeting.

**New Business**

**Review of Tutoring and Meeting Room Policies**

The Tutoring Policy (TFML Policy No. 26) was presented with minor revisions, recommended by staff, reflecting the way Library space is used. The Meeting Room Policy (TFML Policy No. 11) was also referenced and reviewed.

**MOTION: Tutoring Policy (TFML Policy No. 26) and Meeting Room Policy (TFML Policy No. 11)**

Ericson moved to approve the Tutoring Policy as recommended, and the Meeting Room Policy without amendments. Wenstrup seconded the motion. All Approved.

**Foundation.** The Foundation will launch its annual appeal in late October 2015. They would like to install a donation button on the Library website linked to a PayPal account (e.g. Indian Prairie Public Library website). The Board supported the request with several stipulations: there must be clear differentiation that the user has left the Library website onto a landing page to PayPal; must include disclosure that 100% of funds goes to the Foundation (Foundation operations to absorb credit card fees); acknowledgement letters must be sent; the button on website and PayPal account are to be maintained by the Foundation Board; must have a method for designating donation, i.e. Appeal 2015, Collection Club, Memorial, other. A closing date for 2015 donations before moving into 2016 donations will need to be determined. The Board agreed that the online donation option could be useful for a future capital campaign.

**MOTION:** Wenstrup motioned to approve with stipulations as outlined above the Foundation's request to add a donation button to the Library website. Milano seconded the motion. All approved.

**FY16 Fiscal Planning.** Kozak is collecting staff needs for budget planning. She requested Board considerations be forwarded to her.

**MOTION:** At 8:20 p.m. Smith moved to adjourn. Greska seconded. All approved.  
The Board of Trustees will next meet on Tuesday, September 23, 2015.

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary