



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
February 23, 2016**

Present: Smith, Ericson, Greska, Schumm, Wenstrup

Absent: Letten, Milano

Also present: Kozak, Lewandowski, Januska

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

MOTION: Minutes of January 26, 2016 meeting of the Board of Trustees. Ericson moved to approve as presented the minutes of the January 26, 2016 meeting of the Board of Trustees. Wenstrup seconded the motion. All approved.

Treasurer’s Report

Kozak reviewed the January 2016 financial report and vendor list. Transactions of note: Operating Fund income from the second/final installment of the JSIP refund in the amount of \$21,894.18, annual insurance premiums paid; and \$3,398.75 transferred from Building Maintenance Fund to Debt Retirement Fund. The annual fee for the popular database Ancestry.com was also noted. All other income and expenses were of the ordinary sort.

Fund balances as of January 31, 2016 are:

| | |
|--------------------------------|--------------|
| Library Operating Fund #920 | \$252,175.93 |
| Graham Trust Fund #925 | \$267,687.51 |
| Building Maintenance Fund #930 | \$1,771.07 |
| Capital Fund #970 | \$114,619.43 |
| Timber Trails Fund #950 | \$115,632.38 |
| Debt Retirement Fund #940 | \$3,408.93 |

MOTION: January 31, 2016 Vendor List

Greska moved to approve the vendor list dated January 31, 2016 totaling \$121,460.11. Ericson seconded the motion.

Roll Call:

Ericson Aye

Greska Aye

Wenstrup Aye

Smith Aye

Schumm Aye

All Approved.

Librarian’s Report

- **Village of Indian Head Park non-resident library service.** The Board discussed the recent contract with McCook Public Library for non-resident library service as reported in the local press. The Board was reminded that contact with IHP village officials last summer to explore an arrangement with Thomas Ford generated no interest. It was noted that the cost (\$100) is significantly lower than at Thomas Ford (\$270). Statistics for McCook card use at Thomas Ford will be tracked to determine if Thomas Ford is the library of choice for IHP residents.

- **The spring newsletter** is scheduled for delivery the beginning of March. In addition to the wealth of programming for March through May, it will include a list of donors who responded to the Library Foundation's Annual Appeal.
- **Teen Computer Policy** will be addressed later on the agenda.
- **2015 Audit** will be reported on later on the agenda.
- **Departmental reports** were presented.

Teen Liaison Report. Januska reported that the Career Speed Dating program tentatively scheduled for the Spring has been moved to early June to accommodate the AP exam schedule. Event planning and promotion is underway; a call for participants is included in the Spring newsletter, and the Teen Board will target attendees through Instagram as well with as posters/flyers. Elizabeth invited Trustees to share their professional experiences as well as provide referrals. A joint Teen/Tween book drive is also being discussed. Elizabeth will be going to college in the fall and a new Teen Liaison will be selected.

Visitors / Public Comment: No visitors or public comment.

Communications: Letters from: Parent Community Network thanking Library staff for participating in the recent Parent University; Laidlaw 4th grade teacher/class thanking Children Department for classroom presentation and support; Deborah's Place (women's crisis services) thanking the Knitting Circle for handknit items; general notes of appreciation.

Committees

Finance

In Letten's absence, Finance Committee member Schumm called to schedule a meeting of the Finance Committee to discuss investments/Edward Jones account, process regarding invoice approval, bylaws, and signatories. Kozak recapped that EJ is not able to invest public funds, which includes the Graham Trust. Investment funds are currently being held in the Illinois Funds account. Kozak will email committee members possible meeting dates, and send to all Board members the email from Todd Nyberg/EJ concerning the investment of public funds dated 11/28/15.

Goals and PR: Wenstrup

Wenstrup met with Kozak and staff Marketing Committee members Nori, Ricker, Roche, and Lewandowski on February 10 to discuss 2016 marketing goals and develop a marketing plan. Current TFML communications and examples from other libraries were evaluated. Possible initiatives discussed: circulation handouts, enhanced e-newsletter, expanded social media presence, and patron apps. Committee members will report findings regarding email distribution (opt out option, vendors); staff social media expertise; analytic tools; and desired metrics at a meeting scheduled for February 24.

The FY16 Board Action Calendar was presented and accepted without change. In response to query from Greska, Kozak explained that the Board Action Calendar serves as a road map for the Board; the schedule may change but it serves to outline actions for the year.

Technology

Teen Computer Utilization Policy (TFML Policy No. 20) was reviewed in accordance with the FY16 Policy Review Schedule. It was the recommendation of Library Staff that this policy be incorporated into the **Computer Use Policy** (TFML Policy No. 4). The Computer Use Policy Section 4.5 Computer Utilization: Teen Lounge was amended to eliminate duplications relating to liability and restrictions; and provisions

and restrictions specific to teen users added in Section 4.51. It was noted that parents may restrict their minor children's access to Library computers at any time.

MOTION: Ericson moved to approve the **Computer Use Policy** (TFML Policy No. 4) with amendments as recommended. The Teen Computer Utilization Policy (TFML Policy No. 20) which has been incorporated into the Computer Use Policy will be deleted from Library Policies. Wenstrup seconded the motion. All approved.

Building and Grounds

Kozak reported in Milano's absence.

- **Deterioration of limestone surround at entrance.** Notable deterioration of the limestone casing at the ground level was detected by Committee Chair Milano. The presence of rock salt used for snow/ice maintenance was also noted. Lewandowski and Kozak have communicated with the snow maintenance contractor regarding the directive for exclusive use of calcium chloride for snow/ice control. Construction Resource Group has been requested to provide a quote for repair or replacement. The Board was reminded that CRG cleaned and sealed the area in late 2013 in an effort to protect the stone and deter further erosion.
- **Parking on Chestnut Street.** In response to the loss of a key designated parking spot due to permitted residential construction, and at the behest of Village President Rodighier, Village Community Development Director Scott met with Kozak to discuss potential ways to improve/expand parking that could be shared by the Village and Library. The next step will be to explore the feasibility of options with the Village Engineer. It was acknowledged that this area is among the Village's most active - serving McClure, Village Club, Grand Ave School and the Library, and it is a Village priority to maximize parking for convenience and safety of the greater community.
- **Window replacement.** Two west windows are slated for replacement. Following the rejection of the quote from OldCastle Windows (manufacturer of the replacement windows in Reading Room), contractor P.J. Windows provided specifications for a similar window manufactured by Quaker Windows and Doors with a manufacturing cost for two windows is \$4,400. A sample has been requested to determine the suitability for replacement. PJW has submitted an initial estimate for installation, including prevailing wage, in the amount of \$7,905. Kozak will report to the Board as negotiations proceed. In addition, approximately 20 small thermalpane windows in the entrance foyer require replacement at an estimated \$150 per pane. PJW has removed a window to determine type and cost of glass, and will provide a detailed estimate for the Committee's consideration.

Foundation: Greska

The donation button option on the Library website is expected to go live in the spring. Foundation Chair Leslie Karas requested Board consideration on a matter relating to the Illinois E-Pay account. As IL E-Pay is a service available exclusively to local governments and state agencies, it requires that the donation landing page read "Thomas Ford Memorial Library/motif and Thomas Ford Foundation partner with E-Pay..." All other pages will read "Thomas Ford Foundation" alone. The record will reflect that the Library Board of Trustees is in consensus and understands that the donation button is intended for the sole use of the Library Foundation.

New Business

Space Utilization Study. Board and staff responses to the space utilization questionnaire were presented. A meeting with Tiffany Nash of Product Architecture + Design is set for February 24 to discuss next steps, and deliver Library blueprints. The process is estimated to take twelve weeks. The design plans will include

prioritization for work to be completed in phases. Board members were encouraged to participate in the process. A presentation to the Board will be scheduled.

Personnel Committee

Schumm called for a meeting of the Personnel Committee. A tentative date of April 26 at 6:30, immediately prior to the Regular Board meeting has been set. Schumm will confirm with Milano.

Old Business

Minutes of joint Friends, Foundation, and Library Board Meeting

The minutes were reviewed and accepted with one minor change.

Refinement of Board strategic goals - The Officers will determine a meeting date with the goal of reporting at the regular March Board meeting. Fellow Board members will be invited.

Board of Trustee March Meeting was confirmed for March 15. The meeting was rescheduled to accommodate travel schedules related to Spring Break. It was noted that Schumm and Wenstrup will not be in attendance.

The Board of Trustees will next meet on Tuesday, March 15, 2016.

MOTION: At 7:50 p.m. Ericson moved to adjourn to Executive Session for matters of personnel (compensation of Library director). Greska seconded the motion.

Roll Call:

Ericson Aye

Greska Aye

Wenstrup Aye

Smith Aye

Schumm Aye

All Approved.

Lewandowski and Kozak were excused.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary

Thomas Ford Memorial Library – Library Board of Trustees
Executive Session
February 23, 2016

MOTION: At 7:51 p.m. Greska motioned to enter Executive Session for matters of personnel (salary of Library Director). Wenstrup seconded the motion.

Roll Call:

Ericson Aye

Greska Aye

Wenstrup Aye

Smith Aye

Schumm Aye

All Approved.

MOTION: At 8:05 p.m. Ericson moved to reconvene the regular Board meeting. Greska seconded.

Roll Call:

Ericson Aye

Greska Aye

Wenstrup Aye

Smith Aye

Schumm Aye

All Approved.

MOTION: Schumm moved to approve the FY16 salary proposal as presented in Executive Session for Library Director. Wenstrup seconded.

Roll Call:

Ericson Aye

Greska Aye

Wenstrup Aye

Smith Aye

Schumm Aye

All Approved.

MOTION: At 8:08 p.m. Ericson moved to adjourn the regular Board meeting. Wenstrup seconded.

All Approved.