



**Thomas Ford Memorial Library – Library Board of Trustees Minutes  
January 26, 2016**

Present: Smith, Ericson, Greska, Letten, Milano, Schumm, Wenstrup

Also present: Kozak, Lewandowski, Januska

President Smith called the meeting to order at 7:05 p.m.

Smith apologized to those who had not received notification of the joint meeting of the officers of the Boards of the Library, Friends and Foundation that was held immediately prior to the Regular Meeting.

**MOTION: Minutes of November 30, 2015 (combined November-December) meeting of the Board of Trustees.** Schumm moved to approve as presented the minutes of the November 30, 2015 meeting of the Board of Trustees. Wenstrup seconded the motion. All approved.

**Treasurer's Reports**

Letten reviewed the November 2015 financial report and vendor list. Kozak noted the negative revenue flow due to the transfer of funds in the amount of \$36,484.45 from Library Operating Fund to the Capital Fund as approved by the Board at the June 2015 meeting. She also noted the transfer of funds in the amount of \$3,314.59 from the Building Maintenance Fund to the Debt Retirement Fund. All other income and expenses were of the ordinary sort.

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

Library Operating Fund #920	\$440,715.36
Graham Trust Fund #925	\$267,440.94
Building Maintenance Fund #930	\$18,290.66
Capital Fund #970	\$114,940.52
Timber Trails Fund #950	\$115,621.52
Debt Retirement Fund #940	-\$1,159.79

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

Ericson moved to approve the vendor list dated November 30, 2015 totaling \$103,318.59. Wenstrup seconded the motion.

Roll Call:

Ericson Aye

Schumm Aye

Wenstrup Aye

Greska Aye

Letten Aye

Smith Aye

Milano Aye

All Approved.

Letten reviewed the December 31, 2015 financial report and vendor list. Kozak noted that 13<sup>th</sup> Month expenses are included. She also noted that final transfer of funds from Building Maintenance to Debt Retirement Fund and the payment of 2015 interest. All other income and expenses were of the ordinary sort.

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

Library Operating Fund #920	\$339,426.85
Graham Trust Fund #925	\$267,675.17
Building Maintenance Fund #930	\$7,268.84
Capital Fund #970	\$114,615.10
Timber Trails Fund #950	\$115,621.52
Debt Retirement Fund #940	\$10.18

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

Milano moved to approve the vendor list dated December 31, 2015 totaling \$121,691.93. Greska seconded the motion.

Roll Call:

Ericson Aye

Schumm Aye

Wenstrup Aye

Greska Aye

Letten Aye

Smith Aye

Milano Aye

All Approved.

**Librarian's Report**

- **Kozak's proposed goals for 2016** were presented and will be discussed later on agenda.
- **JSIP Refund.** The final disbursement of the Joint-Self Insurance Pool has been received in the amount of \$21,605.53, significantly more than the estimated \$10,000 expected. Also received is a dividend from the Unemployment Compensation Pool in the amount of \$288.65.
- **27 Pay Periods in 2016.** Every 11-12 years the first pay period of the year lands on January 1, causing an extra pay period for the year. This 27<sup>th</sup> pay period covered by the January 1 checks will be accrued back to 2015 as it covers time worked entirely in that fiscal year. The line items for full- and part-time salaries will reflect an approximate \$7,000 deficit, though this may be mitigated by planned contingencies. The Library's auditor recommends tracking the variance to determine if a line item adjustment is advisable in the second part of 2016. The "leap year" pay period was brought to surface when staff raises were submitted. As the first pay period of 2016 had passed, per the auditor's recommendation full-time staff salaries will be divided equally over the remaining 26 pay periods. Part-time hourly salaries will not be affected. Letten stated that he did not see a need for adjustments.
- **TFML Newsletter.** The Winter edition of the newsletter is out and the Spring issue is in process. Winter offerings have been enthusiastically received by the community.
- **Departmental reports** were presented.
- **The Quarterly Metrics Report on Database Usage** was presented.

**Teen Liaison Report.** Elizabeth reported that the tentative date for the "Career Speed Dating" event is Saturday April 30. Possible participants are being identified and will be being contacted. Teens will distribute posters throughout the community to promote the event. Board members were invited to share their professional experiences and provide referrals. Other Teen Board plans/ideas include working with the newly formed Tween Board, and organizing a book drive in Spring and Fall. The Board encouraged Januska and the Teen Board, and Booth to continue the good work.

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

**Communications:** A child-written thank you letter for the Pete the Cat program, a letter of admiration from a visiting out-of-state patron with local ties; a thank you letter with pictures from a member family that enjoyed using the new 3-D Doodler (part of the new YA tech collection); a note of thanks to the Board from staff member; a letter from Village President which will be reported on later on the agenda.

### Committees

**Finance:** Letten

**December 2015 Public Hearing.** Kozak and Letten attended the December 7 Village Public Hearing. Letten presented the levy request in the amount of \$1,277,800 to the Village Board, which along with the FY16 Budget was adopted. Documents will be forwarded by the Village to the County for filing.

**Edward Jones Account.** Resolution of investment issues remains pending. Account variables have been finalized and necessary paperwork has been submitted to EJ. However, significant discussion raised an issue regarding the investment of public funds. Pending resolution, the monies from the cashed CDs will remain in the Illinois Funds account. Additional monies from a CD maturing on 12/1/15, and the JSIP refund received in June and January will also be held pending resolution. The total target investment approved by the Board is \$250,000.

**Quarterly Review of Investments** as of December 31, 2015 was presented. There was no discussion.

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

Update on building issues:

- **Security camera system:** The system is up and running. Minor directional adjustments will be made. Board members are welcome to stop by the Administrative Office for a demonstration.
- **Window replacements:** A quote for replacement of the two remaining windows was rejected due to exorbitant manufacturing costs provided by Old Castle windows. PJWindows, installer of the Library's other replacement windows, has identified a company that may be able to manufacture similar windows at a fraction of the cost. A decision regarding the replacement of windows will be made after confirming the suitability and cost of any replacement.  
**Thermalpane window replacement:** Approximately 20 small thermalpane windows in the entrance foyer that leak or fog up require replacement, at an estimated \$150 per pane. PJW will provide a detailed estimate after a site visit.

**Space Utilization Study.** Kozak presented a revised proposal for the development of a comprehensive space plan from Product Architecture + Design in the amount of \$8,000, reduced from \$12,000. Reimbursable expenses are in addition. Dimensional renderings would be prepared upon request at an additional cost. Kozak also received a verbal estimate from Library Planning Associates in the amount of \$12,000 for consultant fees and \$13,000 for architect fees. Board members were in agreement to accept the proposal from Product Architecture + Design. Letten and Greska reiterated that this project is absolutely necessary in serving evolving community needs. Milano remarked that addressing Library space was included in 2014 strategic plan. In response to Schumm's query regarding the timeline, the project will begin in two weeks with an estimated completion in 12-16 weeks. The study will include pricing and prioritization for work to be completed in phases. Input from Library Staff will be gathered via questionnaire.

**MOTION:** Smith moved to accept the proposal from Product Architecture + Design in the amount of \$8,000 for the development of comprehensive space plan. Greska seconded the motion.

Roll Call:

Ericson Aye  
Schumm Aye  
Wenstrup Aye  
Greska Aye  
Letten Aye  
Smith Aye  
Milano Aye  
All Approved.

**Marketing and PR**

The **FY16 Policy Review Schedule** was presented. Policies requiring review on a bi-annual basis were indicated with an asterisk. Schumm noted the omission of the recent update of the Patron Behavior Policy. Kozak will incorporate the updated schedule into the FY16 Board Action Calendar.

**MOTION:** Schumm and Ericson moved to accept with the minor correction.

**Social Media Policy** (TFML Policy No. 27) was amended to include the Library Friends and Library Foundation in the description of users of Library social media, as was recommended at the November meeting. Schumm inquired how new/amended policies were communicated to staff. Kozak rejoined that policies are distributed to department heads to be shared with staff and then kept in departmental binders located at public desks. The Personnel Policy requires an employee sign-off that the policy has been read at time of employment, and upon substantive change/s. Schumm suggested that this be a process tied to the annual performance review.

**MOTION:** Milano moved to approve the **Social Media** (TFML Policy No. 27) policy with amendments as presented. Smith seconded the motion.

**Kozak's proposed goals for 2016** were presented: space utilization study will be initiated; a plan for further development of Tween Services will be created as well as means for evaluating success; staff will be appointed to serve on Board's strategic goals committees; customer service training will continue; program for incorporation of public art will be established. Kozak welcomed Board feedback. Letten emphasized that methods of measurement should be included.

**Library Trustee meeting with officers of the Friends and Foundation.** A meeting with officers of the Friends and Foundation for the purpose of discussing joint goals and methods of mutual support was held immediately prior to the Regular meeting. A report will be presented at the February Board meeting.

**Foundation:** Greska

Greska reported on the January 19 meeting. The annual appeal to date has raised approximately \$10,000, given by approximately 100 donors (30 new). The Foundation donation button on the Library's website is expected to go live in early 2016. Ways to leverage the Library's newly created Social Media Policy were discussed. The Foundation encouraged the Board to consider ways the Foundation might support the Library through strategic fundraising or funding for specific needs/items/programs (\$5-6,000 range). Greska thanked Trustee Milano on behalf of the Foundation for his outstanding repair of the Library's damaged book drop, and commended him again for serving the Library and community beyond expectations.

**Friends:** Wenstrup

At the January 13 meeting, funding was approved in the amount \$1,207.50 for various Adult and Youth programs, as well as the purchase of a replacement portable exterior sign used for event promotion. The

Spring Book Sale will be held April 22-24; preparations are underway for the transition in sale leadership. The Friends Board expressed appreciation for specific Library support: design of the new webpage by Rachel Hoover; production of new signs and boards by Matthew Wenslauskis; and the purchase of a standard for use in promotion of Friends-sponsored programming. The Board discussed the upcoming transition; a recognition/appreciation article/event will be scheduled for May.

**Library Director's Annual Review.** Trustee evaluations for the Library Director were submitted in December to Personnel Committee Chair Schumm. The compiled evaluation will be discussed in Executive Session following the Regular Meeting. Schumm will meet with Kozak prior to the February meeting.

### New Business

#### **Board of Trustees Executive Session Minutes Review**

As required by law, 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 release of Executive Session minutes relating to Staff Salaries for 2015 (November 19, 2014), and retention in the Executive Sessions files of minutes relating to personnel matters relating to staff matters regarding discipline, job descriptions, and salaries from 1998, 2007, 2010-11, and 2015. The Board accepted her recommendations. The Executive Session file will be reviewed again in July 2016.

#### **MOTION: Release and Retention of Board of Trustee Executive Session Minutes**

Wenstrup moved to release Executive Session Minutes relating to Staff Salaries for 2015, and to retain as private the Executive Session Minutes relating to personnel issues and staff salaries as listed above, to be reviewed again in July 2016. Greska seconded the motion. All Approved.

#### **Board of Trustee March Meeting Date (conflict with Spring Break)**

Trustees were polled as to availability for rescheduling March meeting. March 15<sup>th</sup> is tentative date. Kozak will confirm date via email.

### Old Business

**Parking on Chestnut Street.** Village President Rodeghier responded to Library President Smith's letter regarding the loss of a key marked parking spot due to permitted residential construction. The Village is exploring possible options for improved parking and/or providing additional parking that could be shared by the Village and Library. An update from Village Director Martin Scott is expected within 30 days.

**In-service Day.** Lewandowski reported. On December 11, Staff visited the newly renovated Downers Grove Public Library for a tour and departmental meetings with DGPL staff. Highlights include automated processing systems, attractive/effective signage, abundant 1-2 person seating along window walls, prominent public art, computer training room, Girls who Code program, natural light, vast spaces and parking. It was inspiring to see how another library serves its community. The closing was posted on the website, front door, and in the Patch to inform our users.

**The Board of Trustees will next meet on Tuesday, February 23, 2016.**

**MOTION:** At 8:18 p.m. Ericson moved to adjourn to Executive Session for matters of personnel (evaluation of Library director). Greska seconded the motion.

Roll Call:  
Ericson Aye  
Schumm Aye  
Wenstrup Aye  
Greska Aye  
Letten Aye  
Smith Aye  
Milano Aye  
All Approved.

Lewandowski and Kozak were excused.

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary

I believe Jon Ericson motioned to move us into executive session and that was seconded by Laurel Schumm. We were in Executive Session for approximately 45 minutes. Laurel motioned to move us out of Executive Session and I seconded the motion.

**MOTION: At 8:22 p.m. Schumm moved to reconvene the regular Board meeting. Ericson seconded.**

Roll Call:

Ericson Aye

Wenstrup Aye

Letten Aye

Greska Aye

Smith Aye

Schumm Aye

Milano Aye

All Approved.

**MOTION: At 8:23 p.m. Milano moved to approve the FY16 salary proposal as presented in Executive Session for full-time and part-time employees. Wenstrup seconded.**

Roll Call:

Ericson Aye

Wenstrup Aye

Letten Aye

Greska Aye

Smith Aye

Schumm Aye

Milano Aye

All Approved.

**MOTION: At 8:25 p.m. Ericson moved to adjourn the regular Board meeting. Schumm seconded.**

All Approved.