



## Thomas Ford Memorial Library – Library Board of Trustees Minutes March 15, 2016

Present: Smith, Ericson, Greska, Letten, Milano

Absent: Schumm, Wenstrup

Also present: Kozak, Lewandowski, Januska

President Smith called the meeting to order at 7:01 p.m.

**Teen Liaison Report:** Elizabeth thanked the Board for their consideration in moving her report to the top of the agenda to accommodate her academic commitments. The Teen Board is excited about upcoming projects. The Career Speed Dating program will be held on Saturday morning, June 11 or 18. A call for professional participation is included in the Library's Spring newsletter. A charitable bake sale/book drive will be held at the launch of Summer Reading Club with monies raised used to purchase books for hospitalized children. Other projects being explored: contributing to Project Empathy, an international effort to reach classrooms without internet; collaborations between Teens and Tweens, including a Tween bookclub run by Teens; and working with Next Chapter – teens with developmental disabilities at LTHS. The Board commended Elizabeth on the Teen Board's ideas and enthusiasm. Elizabeth encouraged Board members to participate/make referrals for the Careers program.

**MOTION: Minutes of February 23, 2016 meeting of the Board of Trustees.** Ericson moved to approve as presented the minutes of the February 23, 2016 meeting of the Board of Trustees. Greska seconded the motion. All approved.

### **Treasurer's Report**

Letten reviewed the February 2016 financial report and vendor list. Income from property taxes is starting to be received. The Building Maintenance Fund is on budget. Expenses noted: Hoopla, a new digital media service; and Heritage Technology final payment for security camera system installation. In response to Milano's query, Kozak and Lewandowski reported that the Library is highly satisfied with service provided by S&D Prime Maintenance (twice monthly) and that it has been cost effective for general maintenance and handyman needs. All other income and expenses were of the ordinary sort.

### **Fund balances as of February 29, 2016 are:**

Library Operating Fund #920	\$352,988.18
Graham Trust Fund #925	\$267,691.47
Building Maintenance Fund #930	\$12,587.51
Capital Fund #970	\$114,620.82
Timber Trails Fund #950	\$115,635.86
Debt Retirement Fund #940	\$6,807.68

### **MOTION: February 29, 2016 Vendor List**

Letten moved to approve the vendor list dated February 29, 2016 totaling \$100,737.04. Ericson seconded the motion.

Roll Call:

Ericson Aye

Greska Aye  
Letten Aye  
Milano Aye  
Smith Aye  
All Approved.

### **Librarian's Report**

- **Space Utilization Study.** On March 16 Tiffany Nash and Dan Pohrte of Product Architecture + Design will present three concepts for improved use of Library interior space. The concepts are amalgamations of ideas based on Library staff and Board remarks/suggestions/priorities identified through questionnaires and meetings, and will serve as launching points to refine ideas/potential designs to meet the expectations and needs of the community.
- **Public Library Association.** Rachel Hoover, Adult Services Librarian, and Laura Goldsborough, Tween Librarian, will be attending the Public Library Association Conference in Denver in April. These staff members were selected to represent their departments as much of the programming being offered deals directly with their areas of responsibility, i.e. website design, electronic resources, use of social media to connect; and tweens and children. Both will report to the Board and staff following the conference. Milano and Greska expressed strong endorsement of such opportunities for Library staff.
- **Staff Marketing Committee** has been exploring ideas and beginning to correlate them to the budget and staff time. This will be addressed later on the agenda.
- **Spring Newsletter** was delivered earlier this month. Features include the Kennedy Opera Program in May, a full schedule of programs, and a list of donors to the Annual Appeal. It was noted that a correction to the list of Library Trustees was made.
- **Donation button/Il ePay** has been delayed.
- **Departmental reports** were presented.

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

**Communications:** Notes of appreciation from patrons regarding Storytime, as well as a note expressing frustration that parking issues prohibit Storytime participation.

### **Committees**

#### **Finance: Letten**

The minutes of the March 2 Finance Committee were presented and discussed. On the matter of investment of funds with EdwardJones, the Committee recommended that as EJ is unable to manage or invest public funds the EJ account be closed. Investment funds will remain in the Illinois Fund, which has an interest rate comparable to a short-term CD. A letter signed by Letten will be sent to Todd Nyberg informing EdwardJones of the Board's action. It was noted that the majority of legal fees incurred during this process pertained to Investment Policy issues.

**MOTION:** Ericson moved to rescind all prior motions and to close EdwardJones account. Letten seconded the motion. All Approved.

### **Goals and PR**

Kozak reviewed Staff Marketing Committee activities as outlined in the report prepared by Wenstrup. Projects underway include: creation of circulation handouts; redesign and launch of eNewsletter; compilation of usage statistics/trending information; and development of a social media plan. Of note is the confirmation of the legality of use of the SWAN database email list. A definitive proposed outreach and

marketing campaign will be presented at the April meeting. Letten raised a question regarding social media liability protection. Kozak will investigate.

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

- **Window replacement.** The replacement of windows remains on hold as the Committee investigates options. Contractor P.J. Windows has provided two estimates, using different window manufacturers, which have not met budget expectations. Kozak will contact Dan Ruzic of Chicago Project Management for additional contractor referrals.
- **Limestone surround at entrance.** A quote for repair/replacement of the damaged limestone casing (ground level portion) has been received from Construction Resource Group. A second quote is being obtained. As the damage is consistent with deterioration caused by exposure to rock salt, and that the presence of rock salt was noted despite the directive for exclusive use of calcium chloride for snow/ice control and charges for the same, the Board directed Kozak to defer processing invoices in connection with snow/ice management until such time that a course of action has been determined.
- **Sidewalk.** The sidewalk approaching the Library entrance has become somewhat sunken and may become a potential hazard. Kozak will look into coordinating cement work with Village Public Works.
- **Parking on Chestnut Street.** The feasibility of potential parking options as identified by Village Director Scott and Kozak is being explored by the Village Engineer. Expanded parking would be shared by the Village and Library.
- **The Village Club.** The utility area between the Village Club and Library has again become a community eyesore; i.e. uncontained trash and overflowing dumpsters, piled wooden pallets, etc. Kozak will bring the matter to the attention of Village Director Scott. Lewandowski reported that Library housekeeping has been reminded to be vigilant with locking the Library's dumpster.
- General repair to a drain cover will be conducted.

#### **Friends**

Kozak reported on the March 9 meeting. Requests for program/project funding were approved in the amount of \$3,295. The Spring Book and Bake Sale will be held on April 22-24. It is the final sale being led by Jim McGuire and his team. Karen Janowski and Carol Yee will serve as new Book Sale Co-Chairs. Trustees wishing to volunteer at the sale should contact Ann Weithers. Baked goods contributions and sale attendance are encouraged and appreciated. The Board expressed its appreciation for the Friends' generous support, with a special acknowledgement of the McGuires' tireless efforts.

#### **Unfinished Business**

**FY16 strategic planning/goals.** A strategic planning session was held on March 12 for Board Officers and Trustees to clarify the process, scope and involvement for FY16 strategic planning and goals. Smith, Letten, Milano and Schumm were in attendance. Smith presented the Meeting Notes. It is the directive of the Board that Staff make recommendations of goals and objectives as outlined in the 2016 Strategic Goals. Board responsibility will be to create a plan for spending and allocate appropriate financial resources; offer support and guidance to Staff, and ensure executive leadership. Smith encouraged Board members to review the Strategic Goals and request additional information if necessary.

#### **New Business**

**2015 Annual Report.** Kozak presented and reviewed the 2015 Annual Report Statistics, including summaries/comparisons for one year and five years.

**Department Head Presentation.** Rick Roche, Adult Service Librarian, gave a presentation on Hoopla, a new digital service that allows Library cardholders to instantly borrow digital movies, music, eBooks and more, 24/7. Rick demonstrated the ease of access and use on various devices. Hoopla differs from other TFML digital services (i.e. Overdrive) in that access to its entire catalog is provided via a pay per use system, rather than requiring the purchase of specific catalog content. A deposit account has been established and will be monitored for usage/spending data. Trustees thanked Rick for the informative demonstration and enthusiastically encouraged his efforts to keep Thomas Ford relevant in the digital age.

**Trustee Attendance at Spring Programs.** The on-line signup for programs through May has been emailed to Trustees. Questions should be directed to Lewandowski.

**The Board of Trustees will next meet on Tuesday, April 26, 2016.**

**MOTION:** At 8:14 p.m. Smith moved to adjourn. Greska seconded the motion. All Approved.

Respectfully submitted,

Kathleen Lewandowski