



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

Present: Ericson, Greska, Letten, Milano, Wenstrup
Absent: Schumm, Smith
Also present: Kozak, Lewandowski, Januska

Treasurer Letten called the meeting to order at 7:00 p.m.

MOTION: Minutes of March 15, 2016 meeting of the Board of Trustees. Ericson moved to approve as presented the minutes of the March 15, 2016 meeting of the Board of Trustees. Greska seconded the motion. All approved.

Treasurer’s Report

Letten reviewed the March 2016 financial report and vendor list. Income from property taxes continues to be received. Revenue has been received in the Graham Trust Fund from a maturing CD. All other income and expenses were of the ordinary sort. There were no questions.

Fund balances as of March 31, 2016 are:

Library Operating Fund #920	\$661,338.29
Graham Trust Fund #925	\$267,935.21
Building Maintenance Fund #930	\$49,262.11
Capital Fund #970	\$114,666.92
Timber Trails Fund #950	\$115,643.82
Debt Retirement Fund #940	\$10,206.43

MOTION: March 31, 2016 Vendor List

Letten moved to approve the vendor list dated March 31, 2016 totaling \$95,079.20. Ericson seconded the motion.

Roll Call:

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

Librarian’s Report

- **Per Capita Grant.** The Library received notice from the Illinois State Library that it has been awarded a per capita grant for FY16 in the amount of \$10,001.78. This amount is reduced from previous years by 38% due to State budget reductions. It is Library practice to spend the previous year’s grant money in any given fiscal year; the FY15 grant in the amount of \$16,218.75 is currently being spent. The FY17 budget will reflect the reduced amount. Kozak will apprise the Board when the grant check is received.
- **Resignation of Library Attorney.** Kathy Henn, Thomas Ford attorney for 10+ years, has resigned from Klein Thorpe & Jenkins to be general counsel at an educational non-profit organization. Kozak will

meet with Dennis Walsh, who handles many of the firm's library and municipal accounts, to discuss Library's needs.

- **Statements of Economic Interest** are due to the Office of the Cook County Clerk David Orr by May 1, 2016. Kozak confirmed that Trustees have submitted statements. Wenstrup had not received the information from the Village. Kozak will follow up immediately. Issues with email contact will be investigated and corrected.
- **Participation in Village Events.** The Foundation is sponsoring magician Frankie Ace as part of the entertainment at the WS Historical Society's 2nd annual MayFest (May 1). Promotional materials will include mention of the Foundation as a sponsor and prominent signage the day of the event. Library staff will have a table (note eye-catching TFML logo tablecloth) at the Gathering on the Green (June 10) with activities for children, tweens, and teens.
- **Heather Booth** had an article posted on the *School Library Journal* blog entitled "Take 5: Ways to combat summer fatigue" concerning summer programming for teens.
- **Departmental reports** were presented.

Teen Liaison Report: Januska

The Teen Board had a productive monthly meeting. A charity bake sale will be held in conjunction with the June 6 launch of Summer Reading Clubs. Funds raised will be used to provide new books to Lurie Children's Hospital. Special thanks to Anderson's Bookshop in LaGrange for their help. The Career Speed Dating program will be held on June 18. The goal is to have 10-15 diverse professionals participate. Other ideas discussed: book club for students with developmental disabilities, and snacks for exam cram. The Board commended the planned activities and offered support.

Visitors / Public Comment: No visitors or public comment.

Communications: Various cards and notes of appreciation from patrons to staff, including a monetary donation to the Library given in thanks for assistance provided by Reference Librarian Nancy Long in obtaining a copy of a front page of a newspaper from the 1920's for a friend who is a veteran.

Committees

Building and Grounds: Milano

- **Limestone surround at entrance.** A second quote for repair/replacement of the damaged limestone casing (ground level portion) has been received from Marion Restoration in the amount of \$2,570. The quote has been accepted and the repair work will be scheduled. 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, 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 at Library Entrance.** Kozak was referred by Casey Bernachi of Village Public Works to contractor Schroeder & Schroeder regarding the repair of the sidewalk approaching the Library entrance which has become sunken and a potential hazard. Kozak will coordinate work at the Library with that being done for the Village in late June/early July. Milano will be notified when the estimator site visit is scheduled so that he may be present.
- **Door Refinishing.** Quotes will be obtained from Stephen Collins (Hinsdale Library referral) and BestWay Refinishing.
- **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. It was noted that no Village Funds have been allocated. Letten suggested that as parking is the major and only patron complaint, the Board should consider contributing funds.

- **Building and Contents Appraisal.** The Library's insurance agent recommends that a building and contents appraisal be conducted. The last appraisal (\$10.5 million) was conducted over six years ago. The estimated cost of an appraisal is \$1,500.
- **The Village Club.** A notice of violation has been issued by the Village. The utility area between the Village Club and Library has been markedly neater.
- **Window replacement** will remain on hold as the Committee continues to investigate options. Dan Ruzic of Chicago Project Management has provided two additional contractor referrals. Kozak will contact.
- **Miscellaneous:** The annual generator inspection/service was completed. The annual roof inspection is scheduled for next month. The security camera system is running well. Milano commended Lupfer Landscaping on its spring groundskeeping.

Finance: Letten

A meeting of the Finance Committee will be scheduled.

Goals and PR: Wenstrup

Wenstrup reviewed Staff Marketing Committee activities (Att. 4): circulation handouts initiative launched on April 4; redesign of e-newsletter is targeted to launch on May 1; usage metrics are being compiled and will be used to identify trends. A social media plan is being developed to engage/interact with the community, target launch May 1. Facebook will be the initial focus, with Rachel Hoover, Adult Services Librarian, providing the voice and managing posts submitted by staff. A second meeting with social media consultant Karen McBride will be scheduled. Greska inquired as to how additional staff responsibilities and hours will be handled. Kozak responded that some work can be managed while at the Reference Desk, i.e. Matthew Wenslauskis and the newsletter. It was cautioned that Reference Desk Librarians might appear less approachable if engrossed in projects. Job descriptions will be reviewed and revised as necessary.

Foundation: Greska

Activity focused bookmarks, banners and slides with the help of Library staff. The trouble with initiating online giving continues. The process for meeting an Illinois ePay certification requirement may cause the Foundation to revisit using PayPal, even though it would not provide the customizability of ILePay. A decision will be made shortly. Foundation Board members have been calling 2015 Appeal donors thanking them for their support. Greska reports that Library members universally speak with love of the Thomas Ford. At the April 19 meeting, the Foundation approved the purchase of the Library's movie license. There is interest in sponsoring an outdoor movie. An updated Oak Leaf Society plaque will be installed.

Friends

The spring Book and Bake Sale raised \$3,600 (\$540 bake sale), \$250 over the fall sale. The sale marked the transition of sale leadership, and the combined efforts of all made the sale successful. Early access to the sale was much appreciated by the local SEASPAR group. Kozak conveyed a complaint concerning the presence of bookdealers monopolizing books donated for the enjoyment of other community members. Kozak noted that booksellers generate significant income for book sales. The Friends will address. Suggestions for consideration: posting a sign/disclaimer at the Friends' donation drop box; designated hours. The Board congratulated the Friends and expressed appreciation for their efforts and support. Recognition of the outgoing book sale chairs will be included on the May agenda.

Space Utilization Study

Kozak presented a summary of the project to date and shared a set of early concepts prepared by consultants Tiffany Nash and Dan Pohrte of Product Architecture+Design. Library staff has been providing feedback which is then considered in refining the designs. In addition to addressing overarching issues, i.e. lighting, tech support (outlets, charging stations), signage, and storage, significant trends have emerged through the staff review process: the Library should be more open; reinvent the Reading Room as a general use public space; prime Library real estate should be for patron use; more small study space is necessary; parents/caregivers need a space to congregate and stroller parking is needed. Milano attended the initial concept presentation and stated that the design team was impressive and that the staff engagement with the project was remarkable. Milano noted funding challenges for the project. Kozak stated that the project and budget would be phased. Leslie Karas has expressed the Foundation's strong interest in leading a capital campaign. A presentation by the design consultants will be scheduled for June. The Building & Grounds Committee will meet with the design team prior the June Board meeting.

New Business

Public Library Association Conference Reports

Rachel Hoover, Adult Services Librarian, and Laura Goldsborough, Tween Librarian, submitted reports on the PLA Conference they attended in April. Both expressed appreciation for being provided with such opportunities. Ericson commended Rachel and Laura on the very good reports.

Personnel: Library Director Succession

Kozak formally submitted to the Board her notice of retirement effective September 30, 2016. Board members congratulated Kozak on beginning the next chapter of her life, and expressed appreciation and admiration for the good work she has done at the Thomas Ford Library for the benefit of the community of Western Springs. Kozak thanked the Board for their kind words and good wishes. The announcement will be shared with Library staff tomorrow.

Acknowledging that the hiring of the Library Director is a primary duty of the Library Board of Trustees, and one that has not been necessary to fulfill in 30 years, Letten requested that Kozak provide an overview of the succession process. Kozak discussed two recruitment strategies: the Board opts to conduct the search themselves; the Board retains a search firm that specializes in libraries. Based on conversations with local systems libraries, recent Library Director searches have taken 3-4 months. In response to Letten's query as to flexibility in end date, Kozak stated that she is confident that 5 months will provide ample time to complete both a successful search and allow her to meet her own project goals. Kozak assured the Board that she is committed to supporting the Library through the transition and agreed to go through the budget process. Candidate screening/selection/interviews can be handled by any combination of recruiter, Personnel Committee, full Board, and key Library staff. Letten supports an interview process inclusive of more than just Board members, i.e., staff, Foundation/Friends leadership. In response to Greska's query, candidates must have an MLS degree from an ALA accredited school, five years of experience, at least three of which is in a supervisory capacity.

The Board agreed that the Personnel Committee will meet (first week in May - date pending) to develop a plan of action to recommend to the Board; a special meeting of the Board may be scheduled. The Library Director search will have tremendous impact for the Library and must be handled as such. Letten will reach out the Personnel Committee Chair Schumm.

Quarterly Investments (Finance Committee)

Letten reviewed the Asset Summary prepared by Village Finance. A revised summary including public fund investment and updated maturity dates will be requested. A Finance Committee meeting will be scheduled.

Milano moved to adjourn at 8:20 p.m. Greska seconded the motion.

The next regular meeting of the Board of Trustees will be held on Tuesday, May 24, 2016.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary