



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
May 24, 2016**

Present: Smith (arrived at 7:05 p.m.), Ericson, Greska, Letten, Milano, Wenstrup

Absent: Schumm Also present: Kozak, Lewandowski

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

Recognition Ceremony for McGuire and Perkowski. Letten welcomed Linda McGuire and Donna Perkowski. On behalf of the Board of Trustees, Letten recognized Linda and Donna for outstanding service on behalf of the Library. Their efforts, along with those of Jim McGuire and the many dedicated Friends of the Library, in organizing the biannual book sales make possible many Library programs. Wenstrup expressed appreciation for their enthusiasm for the Thomas Ford and their sense of fun. Local merchant giftcards and flowers were presented as tokens of Board’s appreciation. Linda and Donna thanked the Board and shared the recognition with the other members of the Friends.

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

Treasurer’s Report

Letten reviewed the April 2016 financial report and vendor list. Income from property taxes has slowed but continues. The budget is balanced in all categories. Greska remarked on the allocation of book purchases to the per capita grant. The purchase of replacement chairs for the study room was noted. All other income and expenses were of the ordinary sort.

Fund balances as of April 30, 2016 are:

Library Operating Fund #920	\$561,506.00
Graham Trust Fund #925	\$267,935.21
Building Maintenance Fund #930	\$50,571.76
Capital Fund #970	\$115,210.31
Timber Trails Fund #950	\$115,683.54
Debt Retirement Fund #940	\$13,605.18

MOTION: April 30, 2016 Vendor List

Milano moved to approve the vendor list dated April 30, 2016 totaling \$101,273.46. Greska seconded the motion.

Roll Call:

Letten Aye

Smith Aye

Ericson Aye

Milano Aye

Wenstrup Aye

Greska Aye

All Approved.

Librarian's Report

- **The summer newsletter** will be out at the end of May. Once again it is chock-full of programs, news and summer reading club activities. The Friends have funded many of the upcoming programs, some of which would be beyond the scope of our regular budget.
- **Space utilization study** will be discussed later in the agenda.
- **The FY15 Audit** is nearing completion and should be presented at the June meeting.
- **Departmental reports** were presented.
- **The Teen Liaison Report** will be presented at the June meeting.

Visitors / Public Comment: No visitors or public comment.

Communications: Various cards and notes of appreciation from patrons to staff.

Committees

Finance: Letten

The Finance Committee met immediately preceding the regular Board meeting. Letten presented to the Board for discussion several insurance matters.

- Clarification was provided by Library Attorney Kathy Henn on **the Committee's role in the area of insurance coverage for the Library**, a question raised at the March Committee meeting. Henn stated "While it is not unusual for a Library Board to assign responsibility for adequate and appropriate insurance coverage to the Finance Committee, it still is a 'whole Board' responsibility. Typically, the Committee members review policies, Library needs, emerging risks, etc. in more detail than other Board members so that an accurate analysis of coverage is gained and any modifications or additions to existing policies may be brought before the Board for consideration and action." The Committee recommends that Library by-laws regarding insurance coverage be amended to be consistent with Library policy.

MOTION: Ericson moved that the sentence "The Committee on Finance shall be responsible to the Board for the program of insurance" (By-Laws Article 8, Paragraph) be struck to make the by-laws consistent with the Responsibilities of Library Board and Library Director Policy (TFML Policy No.1) which states (Section 1.13) that the entire Board is responsible for comprehensive risk management. Greska seconded the motion. All approved.

- **Cyber security and data breach coverage.** Following up the discussion at the March Finance Committee meeting, Kozak reported on her consultation with Library attorney, Kathy Henn, and quotes for increasing limits on the Library's current insurance policy. Cyber coverage protects the Library should a third party bring a claim against it for a breach involving that party's personal information. Data breach coverage protects the Library for various expenses associated with a data breach. Kozak reminded the Board that the Library does not collect or store any personally identifiable information, other than names, addresses, and phone numbers, in the SWAN database or on any other Library computer. Kozak was asked to clarify Library liability in the case of a breach involving a patron's computer while using Library wifi.
- **Building and contents appraisal.** Upon the recommendation of the Library's insurance agent that a building and contents appraisal be conducted, two quotes have been obtained, both for \$3,200 for the appraisal, with varying costs for optional updates. The last appraisal (\$10.5 million) was conducted in 2007. It is Finance Committee's recommendation that an appraisal is not required at this time as current insurance coverage is adequate. The Board accepted the Committee's recommendation; Greska

requested that a schedule be determined for future appraisals. Kozak will poll other libraries to see how often building and contents appraisals are conducted.

A meeting of the Finance Committee will be scheduled prior to the June Board meeting to review the FY15 audit. Letten reminded Committees of upcoming budget planning and to provide Kozak with feedback as appropriate. Letten revisited the committee strategic goal to reach out to various local communities without libraries to make connections. Two communities have reached agreements with other libraries; Kozak will reach out to Highlands.

Building and Grounds: Milano

- **Limestone surround at entrance.** Marion Restoration completed replacement of the damaged limestone today. Milano commended them on an excellent job. Action against the snow/ice removal service is pending per Board direction, and will be addressed in June.
- **Sidewalk at Library Entrance.** The replacement of five sections of cement walkway approaching the Library's entrance will be scheduled in coordination with work being done for the Village in late June/early July. Contractor Schroeder & Schroeder will conduct a site visit two weeks prior to the commencement of Village work. Milano will be notified when the estimator site visit is scheduled so that he may be present. An alternate entrance for patrons/staff will be provided during the work.
- **Annual Roof Inspection** was conducted by Mortenson Roofing. The roof is in good condition. Two tiles will be replaced.
- **Door Refinishing / Windows Replacement.** Quotes to refinish the east and north exterior doors are being obtained from Stephen Collins (referred by Hinsdale Library) and BestWay Refinishing. Funds previously designated for the window replacement project which has been placed on hold pending identification of affordable options, may be considered for reallocation.
- **Parking on Chestnut Street.** There has been no word from the Village regarding potential expanded parking options. Milano restated that no Village funds have been allocated for parking. It was also noted that the Village is in the process of considering a bond issue for streets.

Review of Non-Resident Card Cost

The Thomas Ford Library offers library service to residents of surrounding communities without libraries. The Illinois State Library requires that the cost of a non-resident card be figured annually. Predicated on the average household support of the Library by residents, it is recommended that the cost of a non-resident card increase to \$275.00 from the current cost of \$260.00.

MOTION: Non-Resident Card Cost

Ericson moved that the cost of a non-resident card purchased at the Thomas Ford Memorial Library increase to \$275.00 for the year beginning June 1, 2016 and ending May 31, 2017. Wenstrup seconded the motion.

Roll Call:

Letten Aye

Smith Aye

Ericson Aye

Milano Aye

Wenstrup Aye

Greska Aye

All Approved.

Review of Sexual Harassment Policy

In keeping with the Policy Review Schedule FY16, Kozak presented for review the Library's Sexual Harassment Policy (TFML Policy No. 3). Kozak clarified that this policy pertains to staff/workplace; the Patron Code of Conduct covers patron issues. The Board accepted Kozak's recommendation for a minor amendment.

MOTION: Sexual Harassment Policy

Ericson moved to approve as amended the Sexual Harassment Policy. Milano seconded the motion. All Approved.

Goals and PR: Wenstrup

Wenstrup reported on marketing initiatives: Facebook, eNews, and Circ handouts, and usage metrics.

- Rachel Hoover, Adult Service Librarian, is directing the Library's Facebook effort. A goal of doubling followers has been set. Board members were encouraged to become followers and "like" the Library on Facebook. Targeted use of the FB push feature will expand exposure of Library posts.
- The redesigned eNewsletter is slated to launch in June. A signup campaign is underway. After further investigation it was determined that the option out plan previously discussed would present problems with some Library members as the expectation is that email use is reserved for courtesy notices and such. Email opt ins will be obtained online (website, Facebook) and in person (public desks/staff interactions, community outreach/French Market, programs, etc.). Current eNews subscribers automatically transfer to the new format.
- Circulation desk bookmarks, produced inhouse by Matthew Wenslauskis, Adult Service Librarian, are being distributed, i.e. SRC announcement. The distribution schedule is being monitored and will be adjusted as necessary.
- A social media campaign idea compilation by Library staff was presented; included: a listing of post content/photo ideas, methods to increase traffic, ways to collect email addresses, ideas for building a calendar and inventory for slow news times.
- A revised Circulation Report was presented with a current-to-prior-year comparison of monthly statistics on circulation, e-usage, reference, number of programs/attendance, and gate. A Library Usage Trends report was also presented, capturing People Use, Materials Use, E-Resources Use, Website Use, Use of Staff Time for a 5-year period (when possible), and including a Director's Analysis. The Board reviewed and discussed trends, including: criteria/process for purging library cards, usage of other libraries by TFML members, materials sent to other libraries. Kozak indicated that these analytics will be useful to determine how our patrons use the Library, what to add to our collection, etc., and reminded the Board that no personal information is included in the analytics collected. Greska commended Wenstrup and Kozak on preparing such a useful snapshot of pertinent information.

Wenstrup has attended three staff meetings to date, including one with a social media consultant. He looks forward to reporting more progress at the next Board meeting.

Friends: Wenstrup

At the May meeting, funding was approved in the amount of \$4,210.25 for numerous Adult, Teen, Tween, and Youth summer programs/prizes, including Friday at the Ford, and Gathering at the Green. The Board expressed appreciation for the generous support of the Friends without which the Library community would not be able to enjoy such plentiful and quality programming. In response to a query regarding the successful Spring booksale and bookseller participation, Wenstrup updated that ideas are under consideration to address member concern; he also noted that 80% of booksale revenue comes from booksellers. Wenstrup shared that the Friends will be gathering to toast the outgoing booksale chairs on Wednesday, May 25 at Davanti's. Trustees are welcome. Wenstrup and Kozak will attend.

Space Utilization Study

Kozak reported on the project to date. On May 4, the architects from Product Architecture+Design presented revisions of the original concepts presented earlier to the staff, generating further feedback and revision. Final layouts for both levels of the Library are nearing completion. The Building and Grounds Committee will meet with the design team prior the June Board meeting to preview the designs, phasing recommendations and budget. A formal presentation by the design consultants will be scheduled for June 28 Board meeting. Funding options will also be discussed at the June Board meeting. Kozak reminded the Board of the Foundation's expressed strong interest in leading a capital campaign.

New Business

Personnel: Library Director Succession

Personnel Committee Minutes of the May 2, 2016 meeting and the May 20, 2016 meeting were submitted. Wenstrup reported on Personnel Committee activities. At the May 2 meeting, search process, position/budget considerations, concerns and next steps were discussed, and the Committee determined that the best search approach was a combination of the experience of a search consultant working with the knowledge and experience of Kozak; recommendation slated for presentation at the May 24 Board meeting pending the vetting of search consultants by Schumm. On May 20 the Committee met to discuss progress. Because of concerns regarding an expedient process, Wenstrup had reached out to Kozak (not present at the 20th meeting), and she indicated her willingness to conduct the search at the request of the Board. Wenstrup presented to the Board the Committee's recommendation that Kozak conduct the search, refine the selection of semi-finalists for the Personnel Committee with a finalist to be presented to the Board of Trustees. The Board discussed the Committee's recommendation, and expressed full agreement that a Kozak-directed search would identify the best candidates for consideration. Letten restated that the hiring of the Library Director is the Board of Trustees' uppermost responsibility, and an expanded process is essential. It was agreed to have a Selection Committee comprised of four Trustees: Personnel Committee members along with continuing-term trustees, Greska, Milano, Schumm, Wenstrup. Semi-finalists (3-4) identified by Kozak will be interviewed by the Selection Committee, with the whole Board interviewing the finalists (2-3). The Board will determine compensation and make the final offer.

Wenstrup reviewed the job advertisement/position description, which will be posted on May 25 on various websites: RAILS, ILA, Dominican University, as well as the Thomas Ford – along with the announcement to the public of Kozak's retirement. A timeline/interview schedule was set; a special Board meeting may be necessary. Letten and Wenstrup will work with Kozak to develop a protocol for ranking skill sets and attributes.

Concerns were expressed regarding the diverting of the Director from other tasks, including key projects to be completed before leaving the Library were discussed. Kozak will give consideration to what tasks might be delegated or deferred. That staff hours (Lewandowski) will exceed budget was also noted.

Ericson moved to adjourn at 8:40 p.m. Greska seconded the motion.

The next regular meeting of the Board of Trustees will be held on Tuesday, June 28, 2016.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary