



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

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

President Smith called the meeting to order at 6:01 p.m. Note: the earlier start was established to accommodate an Executive Session in connection with the search for a Library Director, and was posted on the agenda/public notice.

MOTION: Minutes of June 28, 2016 meeting of the Board of Trustees. Schumm moved to approve as presented the minutes of the June 28, 2016 meeting of the Board of Trustees. Ericson seconded the motion. All approved.

Treasurer’s Report

Letten reviewed the June 2016 financial report and vendor list. Property tax income has slowed until the next installment. The budget is balanced in all categories. Kozak noted: \$4,071.28, the partial payment for the Space Utilization Study, has been reclassified to the Operating Fund professional services line from the Building Fund professional services line due to the lower than expected tax revenue in the Building Fund; a principal and interest payment of \$39,145.00 was made to the Debt Retirement Fund; the second and final 2016 payment, approximately \$1,600 for interest only, will be made in December; the promissory note is due to be paid off in 2019. Kozak also reported that 2016 per capita grant funding in the amount of \$10,001.78 has been received, a 37% reduction from prior grants; as is Library practice, the 2016 grant funds will be spent in 2017. The 2015 grant is currently being spent. Milano requested that Lewandowski investigate if charge for battery replacement (Alternative Energy) was included in prior service. All other income and expenses were of the ordinary sort.

Fund balances as of June 30, 2016 are:

Library Operating Fund #920	\$407,501.31
Graham Trust Fund #925	\$267,796.28
Building Maintenance Fund #930	\$26,683.43
Capital Fund #970	\$115,219.75
Timber Trails Fund #950	\$115,707.19
Debt Retirement Fund #940	\$20,402.68

MOTION: June 30, 2016 Vendor List

Ericson moved to approve the vendor list dated June 30, 2016 totaling \$142,444.21. Milano seconded the motion.

- Roll Call:
Smith Aye
Ericson Aye
Greska Aye
Letten Aye
Milano Aye
Schumm Aye

Wenstrup Aye
All Approved.

Librarian's Report

- **An In-Service Day** will be held on Friday, August 26. The Staff will visit the library at the Morton Arboretum for a tour as well as visit to the rare books room. The Arboretum is a member of SWAN and is eager to loan its materials to library patrons so they especially enjoy having visits from other SWAN library staffs as it is a way of getting the word out and encouraging collaboration.
- **Teen Liaison Report:** Elizabeth Januska reported that six members of the Teen Board met with Andersen Books and purchased 35 baby and teen books for Lurie Children's Hospital with \$240 from the bake sale fundraiser held at the summer reading launch. Special thanks to Andersen's LaGrange for the assistance with book selection and the generous discount! The teens will deliver the books to Lurie Hospital. Two teens have expressed interest in joining the Teen Board. The Board expressed appreciation to Elizabeth and the Teen Board for the good work done, and wished Elizabeth much success as she departs for university.
- **Departmental reports** were presented. Kozak highlighted local press for Library programs, and Library participation in the WS Safety Village program.
- **The Quarterly eServices Metrics Report** was presented.

Visitors / Public Comment: No visitors or public comment.

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

Committees

Finance: Letten

FY2015 Audit preliminary draft documents have not yet been received. Kozak is monitoring the status with Village Finance Director Grace Turi. A meeting of the Finance Committee will be scheduled when the audit becomes available.

Building and Grounds: Milano

Replacement of walkway sections at the Library's entrance will be conducted in coordination with work being done for the Village in the coming weeks. Milano will be kept apprised of schedule so that he may be present. An alternate entrance for patrons/staff will be provided during the work. Two diseased trees on Library parkways have been removed by the Village. Village plans for replacement planting will be investigated. The refinishing of exterior doors is on hold pending receipt of additional quotes.

A joint Building and Grounds/Finance Committee meeting will be scheduled to discuss FY16 budget shortfall, the Space Utilization Project, the proposed Foundation-funded Study Room, and FY17 budget planning.

Foundation: Greska

The Foundation Board met on July 19.

- The online giving button project has been cancelled due to continuing complications with Illinois ePay.
- Following examination of the functions of the Library Foundation as a 501c3, it was agreed that no substantive change will be made to the Foundation as it plays a valued role for the Thomas Ford community as a vehicle for donations and longer-term investments.
- The Foundation generously proposed to sponsor the creation of a Study Room on the main level near the elevator with a pledge of up to \$6,500. It has been the Foundation's wish to make a capital

investment in the Library; this project was selected from the list of Small Projects prepared by Product Architecture+Design at the request of the Library Board. The Board expressed enthusiasm for the project and appreciation for the Foundation's support. The Foundation would like to include mention of the new Study Room in the Annual Appeal mailing in the fall. Concerns were discussed that the project not be construed as tacit approval of the larger interior space utilization project currently under consideration. All agreed that language for the Annual Appeal mailing would be carefully vetted; Greska will communicate with the Foundation. This will be discussed at a joint Building and Grounds/Finance Committee meeting to be scheduled prior to the August Board meeting.

New Business

Board of Trustees Executive Session Minutes Review

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 retention in the Executive Sessions files of minutes relating to four personnel matters relating to staff matters regarding discipline, job descriptions, from 1998, 2007, 2010-11, 2015, and regarding staff salaries for 2016. The Board accepted her recommendation that all minutes be retained in the Executive Session file to be reviewed again in January 2017.

MOTION: Retention of Board of Trustee Executive Session Minutes

Ericson moved to retain as private the Executive Session Minutes relating to personnel issues and staff salaries as listed above, to reviewed again in January 2017. Wenstrup seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Letten Aye

Milano Aye

Schumm Aye

Wenstrup Aye

All Approved.

Old Business

Space Utilization Study

Due to the Library Director search and interview process, discussion of the Space Utilization Study and possible capital campaign will be slated for the August meeting with a joint Building and Grounds/Finance Committee meeting prior. Kozak presented the list of Small Projects with pricing that was prepared by Product Architecture+Design at the request of the Library Board (at the June meeting) for suggestions of quick solutions that would improve functionality of the Library with minimum expense.

Kozak and Januska left the meeting.

Library Director Search

The Personnel Committee, Trustee Greska and members of Library staff (Beth Daly and Matthew Wenslauski, Kat Lewandowski) met on July 19 and 20 for the purpose of interviewing candidates for the

Library Director position and determining finalists to be presented to the whole Board at the regular meeting on July 26.

Executive Session for the Purpose of Discussing Personnel Matters

At 6:25 p.m. Ericson moved to convene the Executive Session, Greska seconded the motion.

Roll Call:

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

Kozak returned to the meeting.

At 7:40 p.m. Greska moved to adjourn the Executive Session, Schumm seconded the motion.

Roll Call:

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

At 7:42 p.m. Smith moved to reconvene the Open Meeting, Milano seconded the motion.

Roll Call:

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

MOTION: President Smith moved to offer the position of Library Director to the selected candidate at the salary determined in Executive Session. Schumm seconded the motion.

Roll Call:

Smith Aye
Ericson Aye
Greska Aye
Letten Aye
Milano Aye
Schumm Aye

Wenstrup Aye
All Approved.

Schumm will extend the offer of employment to the selected candidate with a target date of employment the week of September 12, 2016; a formal acceptance letter will be required. Schumm will communicate to the Board the candidate's decision. Schumm will send letters to the other candidates as appropriate. Kozak will coordinate consequent next steps.

Kozak left meeting.

Kozak Retirement

The Board discussed items related to Kozak's upcoming retirement, including a community open house, and trustee reception. The Library Friends Board and Library Foundation will cohost events with the Library Board. Greska and Smith will lead the Board effort; Lewandowski will serve as Library point.

MOTION: Letten moved that the contingency line item of the Library Operating Fund be authorized for use for retirement related activities and events. Schumm seconded the motion. Specifics of spending will be discussed at the August meeting.

Roll Call:

Smith Aye
Ericson Aye
Greska Aye
Letten Aye
Milano Aye
Schumm Aye
Wenstrup Aye

Greska left the meeting at 7:45 to attend the Library Foundation meeting.

Schumm moved to adjourn at 8:50 p.m. Letten seconded the motion.

The next regular meeting of the Board of Trustees will be held on Tuesday, August 23, 2016.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary