



**Thomas Ford Memorial Library – Library Board of Trustees Minutes  
August 23, 2016**

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

President Smith called the meeting to order at 7:03 p.m.

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

**Treasurer’s Report**

Letten reviewed the July 2016 financial report and vendor list. The budget is balanced in all categories. The quarterly SWAN payment was noted. All other income and expenses were of the ordinary sort.

**Fund balances as of July 31, 2016 are:**

Library Operating Fund #920	\$472,841.90
Graham Trust Fund #925	\$267,811.73
Building Maintenance Fund #930	\$38,746.55
Capital Fund #970	\$115,224.74
Timber Trails Fund #950	\$115,721.18
Debt Retirement Fund #940	\$ -15,343.75

**MOTION: July 31, 2016 Vendor List**

Milano moved to approve the vendor list dated July 31, 2016 totaling \$136,039.36. Ericson seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Letten Aye

Milano Aye

Wenstrup Aye

All Approved.

**Librarian’s Report**

- **New Library Director** Ted Bodewes and Kozak met to welcome him into the Thomas Ford Library community. Preliminary orientation information is being shared in preparation for a start date of September 12. Bodewes will work with Kozak through September 30, and will assume official duties on October 1. He will also assist North Riverside Public Library with its transition, attending its Board meeting on September 13. Kozak reported that Bodewes is enthusiastic to start this next chapter with the Library.

- **FY15 Audit.** Preliminary documents were received on August 18; the Management Discussion of Audit (MDA) narrative has been prepared by Kozak and submitted to the auditor. Further discussion included in Finance Committee 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.
- **Power outages** on August 11 and 13 forced Library early closings. Full report under Building and Grounds Committee.
- **The Fall newsletter**, full of Library activities and programs September through December, is at the printers and scheduled for delivery on August 29.
- **Departmental reports** were presented. Circ is up!

**Visitors / Public Comment / Staff Comment:** Heather Booth, Teen Librarian, shared that patron Eva Hernandez, upon reading the Western Springs Journal article about the mini-golf program held at the Library in July, made a generous donation in support of such future programs for Thomas Ford tweens. The Board expressed appreciation for Ms. Hernandez's thoughtful generosity, and thanked Booth and Tween Librarian Laura Goldsborough for developing engaging programs. There were no visitors or public comment.

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

### Committees

#### **Finance:** Letten

Fund balances are healthy, showing an increase of approximately \$100,000.

**FY2017 budget** cycle starts after Labor Day. Kozak will meet with Village Finance Director Grace Turi next week, the Finance Committee will meet in September; the draft budget will be presented to the Board in October, and finalized in November. Letten reminded committees that funding requirements must be submitted prior to the September Finance Committee meeting.

#### **Quarterly Review of Investments**

Letten reviewed the asset summary. It was noted that Illinois Fund investments are not included in the report. Kozak will follow up. Letten will act on an upcoming CD maturity date.

**FY2015 Audit** preliminary documents have been received and a copy forwarded to Letten for review; the Management Discussion of Audit (MDA) has been submitted to the auditor. Letten reviewed with the Board the audit overview prepared by Kozak. Library auditor Brian LeFevre of Sikich will meet with the Finance Committee and the whole Board in September to discuss the audit.

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

- Replacement of walkway sections at the Library's entrance has been completed. Patrons and staff entered the Library using the north door (into the Reference area) during the work (1¾ days). Village Public Works was very helpful coordinating the project with contractor Schroeder and Schroeder and the Library to minimize disruption of services. Milano will sign a letter of appreciation to Joe Arrigo recognizing his service on behalf of the Library.

- ComEd equipment failure and subsequent ComEd activities caused power outages on August 11 and 13 forcing Library early closings, and necessitating service calls for fire alarm, elevator and sump pumps. No equipment sustained damage. The continuous sounding of the fire alarm was determined to be due to ComEd reduced voltage problems, and corrected when ComEd resumed full service. The elevator self-corrected, and was inspected. The sump pump alarm issue, cause unconfirmed, was resolved during service; floats were replaced.
- The multi-pane windows at the Library entrance, which showed leakage during recent heavy rains from the south, were re-caulked during regular maintenance by S&D Prime Maintenance. Lewandowski will monitor.
- The exterior lights at the Wolf Road sign are not fully functioning. The in-ground lights will be replaced with above-ground fixtures. Lewandowski will obtain quotes and schedule the work.
- The committee requests input for projects to be considered for fiscal 2017.

#### **Marketing: Wenstrup**

Wenstrup reported on the progress of the Library social media campaigns. Social media usage has increased steadily since the June 1 launch. E-newsletter subscriptions exceed targeted goals. Notable are the high open rates; kudos to Adult Librarian Matthew Wenslauskis for the design/content of the e-newsletters. Enhanced, coordinated Facebook posting is garnering positive results; high impact posts are being viewed and liked at increasing rates. Plans for a series of staff features, including a post about the success of the adult summer reading program, are underway. Efforts to increase new follower numbers will continue.

#### **FY17 Committee Goals/Needs**

Finance, Personnel, Technology, Building and Grounds, and Marketing committee meetings for the purpose of goal setting for 2017 will be scheduled prior to the September Board meeting. 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. Kozak will email 2016 goals for committee member convenience.

#### **New Business**

##### **Policy Review**

In keeping with the Policy Review Schedule FY16, Kozak presented for review the following policies:

**Materials Selection Policy** (TFML Policy No. 5). Review of this policy every two years is required by law.

The process for Board review of complaints was discussed. Greska suggested consideration of adding “did you read/watch/attend book/video/presentation you found objectionable.” Kozak and staff will amend the policy/Request for Review form and present for approval at the September meeting.

**Circulation Policy** (TFML Policy No. 6). The Board accepted staff recommended updates regarding materials for circulation, deleting obsolete technology and adding new collections, i.e. Lit Kits and Tech Tools.

##### **MOTION: Circulation Policy**

Milano moved to approve the Circulation Policy as presented. Greska seconded the motion. All Approved.

##### **Fall Board Planning Meeting**

The annual fall trustee planning session will be scheduled in October allowing new Library Director Ted Bodewes time to acclimate.

### **Teen Liaisons to the Board**

The Board accepted the recommendation of Teen Library Booth to have two Teen Liaisons for the coming year and going forward. The new Teen Liaison team, comprised of a high school senior (who will lead the Junior Board) and a junior, will provide a smoother transition as seniors graduate, will allow sharing of responsibilities during high stress times, and will expand the reach of potential program participants. The Teen Liaisons will be introduced at the September meeting.

### **Tween Services**

The Board considered a proposal to increase staff hours for Tween Services for FY17. During its first year, Tween Services achievements include: an average of 3 programs per month with 300+ participants, regular STEAM Club meetings, formation of an 8-10 member advisory board, and expanded targeted community outreach. Tween Services has also benefited with Summer Reading Club participation doubled, and increased tween (and parent) interest in Teen Board and Teen programs. Tween habits lead to Teen involvement. The Board agreed that increasing dedicated Tween Services staff hours to 10 hours per week be considered in FY2017 budget planning. The Board congratulated Tween Librarian Laura Goldsborough on her work and the outstanding outcomes of the Tween Services program. The Board expressed appreciation for the work done by Goldsborough and Booth in developing the Tween Services program.

### **Old Business**

#### **Space Utilization / Study Room Project / Library Foundation**

Further discussion regarding the Space Utilization Project and possible capital campaign was deferred to the September committee and whole Board meetings. At the July Board meeting, it was agreed to accept the Foundation proposal to make a capital investment of up to \$6,500 for the creation of a study room. This project was selected from the list of Small Projects that would improve functionality of the Library with minimum expense prepared by Product Architecture+Design at the request of the Library Board. The Board stated that language in the Foundation's Annual Appeal mailing regarding the project should be vetted to avoid the implication of approval of the larger interior space utilization project currently under consideration. At the referral of PA+D, a proposal for the project submitted by Leopardo Construction significantly exceeded the original project estimate. Kozak will pursue clarification with PA+D; i.e. the scope of the project, technology expansion, furnishings, contingencies, etc. Additional proposals will be obtained. The Board expressed concerns regarding process, expectations, communication, and future implications. The matter will be reviewed at committee and whole Board meetings in September. Kozak and Greska will communicate with the Foundation.

#### **Library Director Search**

Following Board approval at the July 26 meeting, Personnel Committee chair Schumm extended the offer of employment as Library Director to Ted Bodewes. Bodewes accepted the offer as presented, with an employment date of September 12, and official duties effective October 1. Letters to other candidates were sent by Schumm. Kozak will coordinate transition activities.

Kozak departed at 8:04.

#### **Kozak Retirement**

The Board discussed items related to Kozak's upcoming retirement, including a community open house, and trustee reception. Lewandowski will discuss with Village Finance Director Turi the process for allocation of funds and report to the Board.

Greska moved to adjourn at 8:55 p.m. Milano seconded the motion.

**The next regular meeting of the Board of Trustees will be held on Tuesday, September 27, 2016.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary