



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
September 27, 2016**

Present: Smith, Ericson, Greska, Letten, Milano, Schumm, Wenstrup
Also present: Kozak, Bodewes, Gorman, Schmidt, Lewandowski

President Smith called the meeting to order at 7:00 p.m.

Presentation of Audit Summary for FY15 by Brian LeFevre, Auditor, Sikich LLP

LeFevre reviewed the audit summary, noting that the Library financial reporting and management narrative rated the highest opinion possible. Changes in federal standards regarding pensions were discussed. In response to the Letten/Finance Committee query regarding the online publishing of the audited annual financial statement, LeFevre stated that the majority of Sikich clients post a .pdf version online. Kozak confirmed that it is the practice of the Village of Western Springs to post online.

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

Treasurer’s Report

Letten reviewed the August 2016 financial report and vendor list. Revenue from property tax is being received. All funds are balanced in accordance to the Fund Balance Policy established in 2015. Expenses noted: final payment for professional fees regarding the Space Utilization Study, transfer of funds from Building Maintenance Fund to Debt Retirement Fund. All other income and expenses were of the ordinary sort.

Fund balances as of August 31, 2016 are:

Library Operating Fund #920	\$707,025.77
Graham Trust Fund #925	\$267,828.96
Building Maintenance Fund #930	\$68,293.58
Capital Fund #970	\$115,230.79
Timber Trails Fund #950	\$115,736.34
Debt Retirement Fund #940	\$ -11,945.00

MOTION: August 31, 2016 Vendor List

Ericson moved to approve the vendor list dated August 31, 2016 totaling \$101,848.63. Greska seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Letten Aye

Milano Aye

Schumm Aye

Wenstrup Aye
All Approved.

Librarian's Report

- **New Library Director.** Ted Bodewes, joined the Library on September 12 and will work with Kozak through September 30, after which he will assume official duties as Library Director. Time together has been productive and will help ease the transition. Bodewes has attended meetings of the Library Friends and the Library Foundation, reviewed the Space Utilization Study with Product Design+Architecture, and conferred with full-time staff members.
- **Management Association.** The Library has become a member of the Management Association, an HR firm (headquartered in Downers Grove) with a strong non-profit arm that works with many area libraries on personnel matters. Kozak and Bodewes felt it prudent to take advantage of this expertise in preparing the FY17 salary budget as the new Federal Fair Labor Standards Act, effective December 1, will require all employers to review exempt/non-exempt positions, with strict legislation addressing matters of overtime. In addition, Bodewes has requested from the Management Association a proposal for reviewing the Library's salary schedule, an evaluation that would be done along with an in-house review/revision of job descriptions, and eventually a reworking of the Library's performance evaluation system.
- **A Farewell.** Kozak acknowledged the ending of an important and satisfying part of her life. She thanked the Board for their support, and expressed continued commitment to the Library and willingness to support it in the future. The Trustees shared appreciation, admiration and good wishes. And welcomed a future association.
- **Departmental reports** were presented.

Visitors: There were no visitors or public comment.

Communications: Various cards and notes of appreciation from patrons to staff were received. Also received was a note of thanks to the Board from Kozak.

Committees:

Finance: Letten

FY2015 Audit Financial Report

MOTION: Schumm moved to accept the Audited Annual Financial Report for the Year Ended December 31, 2015. Greska seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Letten Aye

Milano Aye

Schumm Aye

Wenstrup Aye

All Approved.

MOTION: Ericson moved to accept the Finance Committee recommendation to post on the Library's website the Library's audited annual financial statement for the year ending December 31, 2015, and going forward. Greska seconded the motion. All Approved.

FY17 Budget. The timeline for the creation and passing of the FY17 budget was reviewed by Kozak as follows: presentation of the levy request at the October 10 Village Board meeting; review of preliminary FY17 budget documents at the Library Board October meeting; approval of the levies/final budget at the November Library Board meeting, presentation of the FY17 budget to the Village Board for adoption at its December 5, 2016 meeting; forwarding of documents by the Village to the County for filing.

Committee meetings for the purpose of FY17 budget planning will be scheduled prior to the October Board meeting, tentatively the week of October 17. Building and Grounds has already met. The pre-draft budget will be sent to all prior to committee meetings; Letten will provide committee directives. Kozak will provide job descriptions to Personnel Committee chair.

Letten will pursue matter of maturing CD as well as updating signatories.

Goals and PR

Prohibited Gifts Policy Review

MOTION: Milano moved to approve the Prohibited Gifts (Policy No. 13) as presented. Greska seconded the motion. All Approved.

Building and Grounds: Milano

At the September 26 committee meeting, the committee, ever mindful of the EAV reduction by \$8,000, considered and prioritized projects (based on available funding). First priority: plant two parkway trees removed due to disease (Village 50/50); extend pavers along Library entrance. Second priority: replace/upgrade of telephone system (20 years old); refinish exterior doors on north and east side of Library; install Village directional signs for Library; inspect/repair limestone coping; replace single pane windows on west side of Library; replace of windows on lower level. The Capital Reserve Fund is well funded through FY18.

MOTION: Ericson moved to accept the Committee recommended priorities for funding as outlined above. Letten seconded. All Approved.

Bodewes will explore phone system options. Capital projects for potential memorial funding will be explored as well.

Projects update: a break in the lawn sprinkler system was repaired; outdoor lights illuminating sign at Wolf and Chestnut: quotes were received; the installation of above ground lights is scheduled.

Foundation: Greska

The annual appeal mailing is scheduled for mid-October. The appeal will include a reference to the Library's new collaborative study space being funded by the Foundation. The Library Board expressed appreciation for the Foundation's generous support and approved commencement of the project. Since it appears the actual cost will be more than the amount already committed by the Foundation, Greska will discuss raising the Foundation's commitment with the Foundation Board. The Library Board agreed to make available funds not to exceed \$5,000 to cover any shortfall."

Friends: Wenstrup

At the September 14 meeting the Friends approved funding in the amount of \$3,220 for various Adult, Teen and Children's programming. Board members were encouraged to support the Friends at the

upcoming fall book and bake sale September 30 through October 2. The Board expressed appreciation for the Friends' generous support and hard work.

New Business

Report on the September Caucus meeting – Milano

The WS United Caucus Party has begun the process to select and nominate candidates to serve in volunteer roles on seek qualified individuals to be placed election ballots for the Library, Park, and Village Boards. The precinct leaders identify individuals within their precinct who have the skills needed by each Board. Precinct meetings will be held on November 16, and the All Village Caucus vote on November 30 (both at McClure Middle School). Milano expressed frustration with Caucus Executive Committee communications. Greska and Schumm did not receive notification of meetings. Milano will work to ensure full inclusion on future emails. Letten announced to the Board his intention to serve a second term as Trustee. This will help to balance Board between seasoned and new trustees. Bodewes will investigate options to rebalance Board terms.

Joint meeting of the Building and Grounds and Finance Committees

At the September 26 joint meeting, the committees reviewed the Library's Capital Plan and Capital Reserves Fund. A sufficient fund balance was confirmed.

Space Utilization Project – Financing options for Space Utilization Project were discussed: capital campaign; fundraiser similar to the Reading Railroad effort in 2007-8; grants; loan; referendum. It was noted that the current promissory note for the roof replacement will be paid off in 2019.

All were in agreement that the next step for the Space Utilization Project is to explore funding. The Building and Grounds and Finance Committees recommended that an Exploratory Committee be formed to identify and assess funding options to secure ways to enact the space utilization study. A seven-member committee will be comprised of two Library Trustees –Building and Grounds Chair and Finance Chair, the Library Director, a Foundation officer, a Friends officer, and two community members. The Committee will report to the Library Board, which will have full authority. Greska and Letten will develop a charter description/directive to be used to recruit committee members; community representation will be targeted for individuals with specific experience/skill set, i.e. project management /architecture/building, etc. Trustees will identify members of the community to be considered at the October meeting.

State Construction Grant – Bodewes reported that the State of Illinois is accepting applications for the Public Library Live and Learn Construction grant program. An application requesting funding for the Space Utilization Project currently under consideration by the Board is being prepared, with the focus being the development of a dedicated space for community teens. This is a matching grant with a maximum award of \$125,000; Bodewes recommends requesting funding for \$100,000. The Board encouraged Bodewes in pursuing the grant, and will include it in the discussion regarding Space Utilization project funding. The application deadline is January 2017.

Old Business

Fall Board Planning Meeting

Consideration of a planning session was deferred to the October Board meeting.

Materials Selection Policy

MOTION: Milano moved to approve the amended Materials Selection Policy/Request for Reconsideration Form (TFML Policy No. 5) as presented. Wenstrup seconded the motion. All Approved.

Staff In-Service Day. Lewandowski reported on the August 26 tour of the Sterling Morton Library/Morton Arboretum. Highlights included Director Rita Hastert's presentation on historical volumes and botanical art/special collections, the climate controlled rare books room, and the libraries intimate reading garden. An active member of SWAN, the Sterling library is excited to engage the community and collaborate with other libraries. The Sterling Morton Library is also a great resource for historical landscape design.

Library Program Calendar for Trustee Attendance will be posted online.

Kozak departed at 8:15 p.m.

Kozak Retirement

The Board discussed items related to Kozak's retirement, including a community open house and trustee reception held on September 25. Smith expressed appreciation to all who contributed to the success of the events. A formal budget action will be slated at the October meeting.

Smith moved to adjourn at 9:20 p.m. Greska seconded the motion.

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

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary