



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
October 25, 2016**

Present: Smith, Ericson, Greska, Letten, Milano, Schumm, Wenstrup

Also present: Bodewes, Gorman, Lewandowski

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

MOTION: Minutes of September 27, 2016 meeting of the Board of Trustees. Ericson moved to approve as amended the minutes of the September 27, 2016 meeting of the Board of Trustees. Wenstrup seconded the motion. All approved

Treasurer's Report

Letten reviewed the September 2016 financial report and vendor list. Revenue from property tax is being received. All funds are balanced. All other income and expenses were of the ordinary sort.

Fund balances as of September 30, 2016 are:

| | |
|--------------------------------|--------------|
| Library Operating Fund #920 | \$632,047.53 |
| Graham Trust Fund #925 | \$267,846.19 |
| Building Maintenance Fund #930 | \$97,840.61 |
| Capital Fund #970 | \$115,236.84 |
| Timber Trails Fund #950 | \$115,751.50 |
| Debt Retirement Fund #940 | \$ -8,546.25 |

MOTION: September 30, 2016 Vendor List

Milano moved to approve the vendor list dated September 30, 2016 totaling \$96,281.47. 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

- FY17 Budget – At the October 10 meeting, the Village Board of Trustees passed a resolution to approve the Building and Maintenance Levy (.02) for FY17. The budget discussion will be reported later on the agenda.
- The fall newsletter, packed with programs and activities for all ages and featuring articles on Kozak's retirement and a Ford member connection, has been enthusiastically received by the community.
- The following will be reported on later on the agenda: Study Room Update, Planning Session, and November/December Board Meeting.

- Departmental reports were presented.
- Third Quarter E*Services Metrics Report was presented.
- Teen Liaison Report – Haley Gorman reported that the first meeting of the new Teen Board focused on member recruitment, especially high school underclassmen. Outreach currently includes promotion through LTHS Student Council, community service Project Assist, and the tennis team. The Teen Board Instagram account has 100+ followers. It was suggested to promote Teen Board activities and programs to parents through the Library Facebook page. The Board thanked Haley and offered their support to the Teen Board.

Visitors: There were no visitors or public comment.

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

Committees:

Finance: Letten

The minutes of the September 26 committee meeting for the purpose of discussing the FY15 audit, FY17 goals/budget planning was accepted by the Board. Note: discussion of the meeting was held during the regular September Board meeting on September 27.

- **FY17 Budget.** Preliminary documents for the FY17 budget were reviewed. It was noted that firm figures, such as health insurance premiums, will be incorporated when received and noted in the final version of the FY17 budget to be presented at the November Board meeting. The Library Board will then vote on the levies/final budget so that the FY17 budget can be presented to the Village Board for adoption at its December 5, 2016 meeting. These documents will then be forwarded to the County for filing. Notable: a comparison of data in 22 similar area public libraries showed that TFML's balance of expenditures matches the ideal recommendation of the American Library Association.
- **Library Investments.** Letten reported that the certificate of deposit account at First National Bank of LaGrange which matured in September will be closed without penalty, and funds deposited in the Illinois Fund account. Letten provided instructions to officers for updating signatories as required for closing the account. A CD scheduled to mature March 2017 will also be closed. It was agreed that steps be taken so Library Board officers are authorized with minutes to be signatories and conduct investment activity on behalf of the Library. Letten will investigate a promotional interest rate at Community Bank of Western Springs as reported by Milano.

Building and Grounds: Milano

The minutes of the September 26 committee meeting for the purpose of discussing FY17 goals/budget planning were accepted by the Board. The minutes of the September 26 joint meeting of the Building and Grounds, and Finance Committees for the purpose of reviewing the Library's Capital Plan and Capital Reserves Fund were accepted by the Board. Note: discussion of both meetings was held during the regular September Board meeting on September 27.

Projects update: outdoor lights illuminating sign at Wolf and Chestnut have been installed and look great. Milano commended contractor Duplex Electric on the excellent service; necessary repairs to the HVAC system is being scheduled.

Capital improvement/enhancement ideas were discussed for use of memoriam and honorarium gifts. Immediate attention will be given to use of existing memoriam funds. The matter of how such gifts fit with the interior renovation project currently under consideration will be reviewed as that process moves forward.

Personnel: Schumm

Bodewes reported on the October 19 committee meeting for the purpose of reviewing the draft FY17 Library budget lines as they pertain to personnel. The expenditure for salary was increased by 2.5% in keeping with the Village of Western Springs. Included in the discussion was how the Fair Labor Standards Act, which goes into effect December 1, 2016, will impact the Library's full time staffing budget. The performance appraisal/merit increase process will be reviewed for FY18. After thorough discussion, the Board accepted the recommendations of the Personnel Committee.

Technology: Ericson

The Committee met on October 19 for the purpose of reviewing purpose of reviewing the draft FY17 Library budget lines as they pertain to technology. Needs outlined by department heads were in line with expectations. The issue of digital property security will be explored. The Board accepted the recommendations of the Technology Committee.

Friends: Wenstrup

Proceeds from the fall book/bake sale held on September 30 through October 2 were \$2,700. Strategies for addressing the impact of weather on sale turnout will be discussed at the next meeting. The Friends thanked Letten, Milano, Wenstrup, and Bodewes for help with the sale. The Board expressed appreciation for the Friends' generous support and hard work on the Library's behalf.

Foundation: Greska

At the October 4 meeting the Library Foundation voted to approve the cost, not to exceed \$13,500, of the Study Room redesign. The Library Board expressed appreciation for the Foundation's generous support. Smith will send a letter of appreciation to the Foundation. The annual appeal mailing, which was posted mid-October, included a reference to the Library's new collaborative study space being funded by the Foundation.

Old Business

Study Room Update

Bodewes expressed appreciation to the Foundation for its funding of the new Study Room. He reported that furnishings have been ordered, and completion of the project is expected by the end of January 2017.

Amendment to the 2016 Operating Budget / Kozak Retirement

MOTION: Ericson moved that the expenditure line item 8101-920-65999 Contingency be reduced from \$20,900 to \$15,900; and that the expenditure line item 8101-920-45500 Employee Recognition be increased from \$0 to \$5,000 so that the expected income and expenses balance for FY2016. Schumm seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Letten Aye

Milano Aye

Schumm Aye

Wenstrup Aye

All Approved.

Annual Board Planning Session

The planning session will be scheduled for spring 2017 for the purpose of preparing for the transition to incoming trustees.

Caucus Activity Report

Milano reported. The WS United Caucus Party Executive Committee met on October 26 to nominate candidates to be placed on Caucus election ballots for Village Board positions (president and clerk). Precinct meetings will be held on November 16 to nominate/select qualified individuals to be placed on election ballots for Library Trustees and Park Commissioners. The All Village Caucus vote will be held on November 30. Both upcoming meetings will be held at McClure Middle School.

New Business

Space Utilization Project

A Special Board Committee will be established to explore ways and means for financing a major renovation of the Library's interior, comprised of a member of the Committee on Finance, a member of the Committee on Building and Grounds, the Library Director, a representative of the Library Friends, a representative of the Library Foundation, and two members of the community, as appointed by the Library Board president, and shall report directly to the Library Board of Trustees. The committee will meet at least twice before presenting recommendations to the Board of Trustees at the May 2017 meeting. Greska will serve as committee chairperson, will develop a clear directive for the committee, and coordinate recruitment of community representation with specific experience/skill set, i.e. project management, architecture, building, fundraising, etc. A report will be given at the November meeting.

Gifts and Memorials Policy Review

MOTION: Ericson moved to approve the Gifts and Memorials Policy (TFML Policy No. 10) as presented. Schumm seconded the motion. All Approved.

Board of Trustees Email Communication

Bodewes led a discussion on communications best practices. A report will be presented at the November meeting.

Schedule of November/December meeting

To accommodate holiday and travel schedules, the combined November/December Board meeting will be held on Tuesday, November 29, 2016.

Smith 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, November 29, 2016.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary