



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
January 24, 2017**

Present: Smith, Ericson, Greska, Milano, Schumm (arrival 7:20), Wenstrup
Also present: Bodewes, Gorman, Lewandowski

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

MOTION: Minutes of November 29, 2016 meeting (combined November and December meeting) of the Board of Trustees. Wenstrup moved to approve as presented the minutes of the November 29, 2016 meeting of the Board of Trustees. Ericson seconded the motion. All approved.

Treasurer's Report

Greska reviewed November 2016 and December 2016 financial reports and vendor lists. Thirteenth month expenses are outstanding and will be reported in January and reflected in fund balances. Also of note was payment of the audit expense. All other income and expense was of the ordinary sort.

Fund balances as of November 30, 2016 are:

Library Operating Fund #920	\$451,823.78
Graham Trust Fund #925	\$267,887.07
Building Maintenance Fund #930	\$77,238.89
Capital Fund #970	\$115,251.20
Timber Trails Fund #950	\$115,787.46
Debt Retirement Fund #940	\$ -1,748.75

MOTION: November 30, 2016 Vendor List

Greska moved to approve the vendor list dated November 30, 2016 totaling \$101,463.04. Ericson seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Milano Aye

Wenstrup Aye

All Approved.

Fund balances as of December 31, 2016 are:

Library Operating Fund #920	\$345,001.37
Graham Trust Fund #925	\$267,887.07
Building Maintenance Fund #930	\$64,908.16
Capital Fund #970	\$115,251.20
Timber Trails Fund #950	\$115,787.46
Debt Retirement Fund #940	\$19.79

MOTION: December 31, 2016 Vendor List

Ericson moved to approve the vendor list dated December 30, 2016 totaling \$134,370.99. Wenstrup seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Milano Aye

Wenstrup Aye

All Approved.

Librarian's Report

- The tax rate objection suit filed in tax years 2009 and 2010 has been withdrawn. Library attorneys Klein, Thorpe & Jenkins represented the library in the favorable resolution of this matter.
- The search for Head of Adult Services advances. The position is posted on the RAILS website, ILA website, and at Dominican University through January 27. Interviews are being conducted with the goal of selection by February 10 and start date of mid-March to provide transition.
- Staff performance reviews for 2016 have been completed. Departmental goals for 2017 were derived from Library-wide goals discussed at the December staff in service. The 2017 Customer Service theme for the entire library is "Create a warm and welcoming environment for every member." The appraisal process will be redesigned for 2018.
- The new media-capable Study Room is open for use and receiving positive reviews from the library community.
- Statements of Economic Interest must be completed by Trustees by May 1, 2017. Trustees will receive the statement via email in February/March.
- Departmental reports were presented. Circulation, social media engagement, and program attendance are all up!
- The Fourth Quarter 2016 Metrics Report on database use was presented. Hoopla continues to be very popular.
- Planning is underway to honor Rick Roche, retiring Head of Adult Services, for his 24 years of service. The Board will be kept informed.
- Bodewes will be traveling out of the country in February. Library staff will communicate with President Smith in case of emergency during his absence.

Teen Liaison Report: Haley Gorman

Teen Board membership has grown to 12, with a goal of 15. On January 28 the first teen-led Kids' Passport Fun program will allow kids to explore Argentina's culture with fun facts, language, food, and crafts. The Teen Board is also excited about an opportunity to work with Project Empathy, a student-led ongoing exchange of ideas and digital content between classrooms in Africa that have internet access and those that do not. The Hot Cocoa to Go! sale during the Village Christmas Walk raised funds to purchase books for Lurie Children's Hospital. The Teen Board is promoting Library services (Hoopla!) through LTHS faculty and Student Council presentations. Haley expressed appreciation for Teen Librarian Heather Booth's guidance. The Library Board congratulated Haley and the Teen Board on their activities. Haley excused herself from the meeting.

Visitors: There were no visitors or public comment.

Communications: various letters and art from children expressing appreciation and admiration to Youth Services staff; Chicago Lighthouse correspondence thanking the Library for support.

Committees:

Finance: Greska

FY17 Budget and Levies/December 2016 Public Hearing. Bodewes, Greska and Milano attended the December 5 Village Public Hearing. The levy request in the amount of \$1,315,768.00 and the FY17 Budget were adopted by the Village Board. Documents will be forwarded by the Village to the County for filing.

Quarterly Review of Investments was reviewed. Smith and Schumm will sign for maturing CD.

Space Utilization Project Update. Greska reported on activities of the working group (Greska, Milano, Wenstrup, Bodewes, Foundation President Karas) charged with exploring ways and means for financing a major renovation of the Library's interior. Two meetings were held in January: Greska, Wenstrup and Bodewes met with community member Joe Skvara to discuss fundraising; and Greska, Milano, Bodewes, Karas, and Lewandowski met with Village Finance Director Turi, and community member Dan Ruzic of Chicago Property Management to discuss overall possibilities. Greska will keep the Board updated. Funding options will be presented to the Library Board of Trustees at the May 2017 meeting.

Building and Grounds: Milano

The Study Room project has been completed. Milano commended contractor Hand Bros. Construction on the fine work. Replacement of an in-floor outlet and wiring in the Reference Area was conducted by Duplex Electric. HVAC quarterly service was conducted. Ketchmark Landscaping is handling snow removal.

Marketing and PR

The FY17 Policy Review Schedule was presented. Bodewes noted that policy review was prioritized to reflect the transition to new trustees in May.

MOTION: Ericson moved to accept the FY17 Policy Review Schedule. Schumm seconded. All Approved.

FY17 Marketing Goals (Draft) was presented. The employee training and customer service theme for 2017 will be "Create a warm and welcoming environment for every member". Dates will be added to the Goals.

Foundation: Greska

Greska reported on the January 17 meeting. The annual appeal is receiving strong community support with donations received to date in the amount of \$12,500. The Foundation discussed board membership. With the resignation in 2016 and a number of terms expiring in 2017, renewal and recruitment were considered. The Library Board supported Greska's request to continue as Foundation Liaison. Smith stated that Anne Kozak had shared that she was interested to engage in the capital campaign; all agreed that Kozak would be an excellent addition to the Foundation Board. Greska will communicate to the Foundation.

Friends: Wenstrup

At the January 4 meeting, funding in the amount of \$1,945 was approved in support of various Adult, Teen and Children's programming. Ideas were discussed for increasing book sale success, including distributing coupons, offering student service hours. Wenstrup will pass on Smith's suggestion to engage the Teen Board. A membership drive will be conducted in the spring which will include a mail-in form in the Library newsletter. The Board thanked the Friends for their generous support.

New Business

Local Government Travel and Expense Control Act Resolution

As required by law, Resolution No. 17-01-01 was passed to comply with the Government Travel Expense Control Act effective January 1, 2017. Bodewes noted that a per diem is included, and that new law will be reviewed with library employees.

MOTION: Milano moved to pass the Government Travel and Expense Control Act Resolution. Greska seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Milano Aye

Schumm Aye

Wenstrup Aye

All Approved.

Board of Trustees Executive Session Minutes Review

As required by law, 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. Bodewes distributed minutes to the Board members. He recommended retention in the Executive Sessions files of all of the minutes, which are relating to personnel matters relating to staff matters regarding discipline, job descriptions, and salaries from 1998, 2007, 2010-11, and 2015-2016. The Executive Session file will be reviewed again in July 2017. The Board accepted his recommendation.

MOTION: Retention of Board of Trustee Executive Session Minutes

Schumm moved to retain as private the Executive Session Minutes as listed above, to be reviewed again in July 2017. Wenstrup seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Milano Aye

Schumm Aye

Wenstrup Aye

All Approved.

Board of Trustee 2017 Calendar/March Meeting Date

The date of the March 2017 regular meeting will be changed to March 21, 2017 to accommodate Spring Break schedules.

Community Connection/WS Historical Society

Schumm presented for Board consideration a request from the Western Springs Historical Society that the Library be a designated rest stop on the 2017 House Walk scheduled for May 21. The Board granted the request. The Library has also served as a ticket sale location for house walks.

Old Business

Staff In-Service

Lewandowski reported on the Staff In-Service held on Friday, December 9, 2016. Bodewes gave a presentation on “Goals and Vision for the Future” which led to engaged and productive discussion which continued into departmental meetings. The Library closure was posted in advance on the Library door and sidewalk sign, on the website and social media, and in the newsletter. The December 2017 In Service will be held jointly with River Forest Library on December 1. Jamie LaRue from ALA will speak on the topic of Intellectual Freedom.

Smith moved to adjourn at 8:10 p.m. Greska seconded the motion.

The next regular meeting of the Board of Trustees will be held on Tuesday, February 28, 2017.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary