



Thomas Ford Memorial Library – Library Board of Trustees Minutes
June 27, 2017

Present: Deneen, Fahrenbach, Pedersen, Wenstrup Absent: Foster, Greska, Thometz
Also present: Bodewes, Lewandowski

Wenstrup called the meeting to order at 7:01 p.m.

MOTION: Minutes of May 23, 2017 meeting of the Board of Trustees. Wenstrup moved to approve, with a spelling correction, the minutes of the May 23, 2017 meeting of the Board of Trustees. Fahrenbach seconded the motion. All approved.

Treasurer's Report

Wenstrup and Bodewes reviewed the May 2017 financial report and vendor list. All funds are balanced. Bodewes noted that this Treasurer's Report reports audited fund balances. All income and expense was of the ordinary sort.

Fund balances as of May 31, 2017 are:

Library Operating Fund #920	\$565,311.72
Graham Trust Fund #925	\$268,393.88
Building Maintenance Fund #930	\$ 38,464.39
Capital Fund #970	\$115,507.44
Timber Trails Fund #950	\$115,866.83
Debt Retirement Fund #940	\$13,615.00

MOTION: May 31, 2017 Vendor List

Fahrenbach moved to approve the vendor list dated May 31, 2017 totaling \$83,100.62. Pedersen seconded the motion.

Roll Call:

Deneen Aye

Fahrenbach Aye

Pedersen Aye

Wenstrup Aye

All Approved.

Staff Presentation: Heather Booth, Head of Teen Services

Heather gave an overview of the Library's teen and tween department: staff and teen members, concepts/vision, services and programming. The Board was impressed and excited about the role of and opportunities for teens in the Library community. Head of Adult Services Matthew Wenslauskis will present in July.

Librarian's Report

- EAV for 2017 and the impact on budget will be addressed later on agenda.

- **FY2016 Audit** preliminary draft documents have been received and will be reviewed at the August Board meeting. There was nothing unexpected in the audit this year and all funds are positive. The auditor will present to the Trustees in the fall.
- **Summer Reading/Activity Programs** has launched! Participants to date: Childrens: Build a Better World - 752, Teens: Build a Better World -119 (up from 51 in 2016), Adults: Sweet Home Chicago - 138. The yard sign handout upon signup is generating lots of excitement with participants.
- **Staff Updates.** Library Staff welcomes Brittany Coleman as Tween Services Assistant. Brittany will report to Heather Booth. Adult Services Librarian Jessica Dyer attended a workshop on Diversity in the Library at the Skokie Public Library; Jessica shared with colleagues her report on diversity of programming and materials.
- **Departmental Reports** were presented. Trustees were encouraged to check out the outstanding summer programming. Congratulations were offered on the success of Pub Trivia Night (at Salerno's Pizzeria) which had 12 teams participating!, and on 13 Reasons Why We Should Talk, a community conversation led by mental health professionals from Pillars.

Teen Liaison Report

Renata Schmidt was unable to attend due to work commitments; Bodewes relayed the update on Teen Board activities. The Passport Fun series continued with a June program on France with 10 participants; Kenya will be featured in July. Hosted by the Teen Board for K-3 children, participants hear the language, sample food, learn fun facts and explore the culture of other countries. Work on the Project Empathy digital library, which will in due course connect with students in Malawi, Africa who do not have Internet access, is on pause until the school year resumes. Recruitment efforts to grow the Teen Board are underway.

Visitors: There were no other visitors.

Communications: A love note/art to books and the Library from a young patron; letter of appreciation with pictures regarding trivia program; various news articles featuring programs.

Committees:

Finance

2016 Tax Agency Report from Cook County

The Tax Agency Report from the Cook County Assessor's Office is the final determination for tax disbursement/revenues the Library will receive in its current fiscal year FY17. The EAV increased by 5%; the budget is based on an 8% increase to capture all possible growth. This creates a shortfall of \$8,722 on the Building Maintenance Fund budget, the levy for which is .02% of the EAV as determined by law. This will be monitored and adjustments made if necessary at end of year. Other funds were up due to the Loss and Cost percentage added to the levy by the Village.

Building and Grounds: Bodewes / Lewandowski

- Replacement of the Library's telephone system is slated for 2017. Quotes are being considered.
- Installation of a network server is being sourced.
- The Youth Services Department has been restored since the May flooding. Replacement of water-damaged shelving endcaps will commence in the coming weeks.
- Window frame repair on two west-side windows was completed. Contractor Hand Bros. Construction was commended on their work.
- Tree trimming along the Chestnut walkway has been completed. Additional pruning will be scheduled for the fall.

Old Business

Board Committee Assignments for 2017-2019

Committee assignments were distributed. Committees are: Building and Grounds – Foster (chair), Deneen, Greska, Thometz; Finance – Fahrenbach (chair), Greska, Pedersen, Wenstrup; PR/Marketing – Wenstrup (chair), Deneen, Thometz; Personnel – Pedersen (chair), Fahrenbach, Foster. Committee functions will be discussed in July. Bodewes reminded trustees that committees are oversight and advisory based, and are most active during the fall budget season; committee chairs work closely with the Library Director to determine meeting agendas.

Trustee Emails

It was confirmed that Trustee library email accounts are functioning and will be used for official communications going forward. Trustees were reminded to limit their email replies to Administration only.

New Business

Resolution for .02% Building Maintenance Levy

Every year the Library must request the Village to levy a tax for the maintenance of this public building. The Library, through the Village, has levied this tax for many years.

MOTION: Building Maintenance Levy

Wenstrup moved that a Building Maintenance tax in the amount of .02% of the value of all taxable property in the Village be levied for the purpose of maintenance, repairs, and alterations of the Library building and equipment for the fiscal year beginning January 1, 2018. Pedersen seconded the motion.

Roll Call:

Deneen Aye

Fahrenbach Aye

Pedersen Aye

Wenstrup Aye

All Approved.

Prevailing Wage Compliance

By law, every year the Library is required to resolve to adopt the Prevailing Wage Rates for Laborers, Workers and Mechanics as required by the Prevailing Wage Act. A legal notice must be published and the Resolution returned to the Illinois Department of Labor and Secretary of State of Illinois as to the Library's determination by July 15. All bid contracts for public works are subject to this Act.

MOTION: Resolution Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics employed by the Thomas Ford Memorial Library.

Wenstrup moved to resolve that the Thomas Ford Memorial Library determine to adopt the Prevailing Rate of Wages as required by the Prevailing Wage Act, 820 ILCS 130/0.01 *et. seq.*, as amended. Fahrenbach seconded.

Roll Call:

Deneen Aye

Fahrenbach Aye

Pedersen Aye

Wenstrup Aye

All Approved.

Wenstrup moved to adjourn at 7:57 p.m. Fahrenbach seconded the motion. All Approved.

The Trustee Orientation will be held on July 12, 2017 to provide new Trustees with an overview of the legal responsibilities, scope of duties and Library operations.

The next regular meeting of the Board of Trustees will be held on Tuesday, July 25, 2017.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary