



Thomas Ford Memorial Library – Library Board of Trustees Minutes
April 24, 2018

Present: Fahrenbach, Foster, Greska, Wenstrup
Also present: Bodewes, Lewandowski, Jabjiniak

Absent: Deneen, Hanson, Thometz

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

Roll Call:

Fahrenbach Aye

Foster Aye

Greska Aye

Wenstrup Aye

All Approved.

MOTION: Minutes of the March 21, 2018 meeting of the Board of Trustees. Wenstrup moved to approve as presented the minutes of the March 21, 2018 meeting of the Board of Trustees. Fahrenbach seconded the motion. All approved.

MOTION: Minutes of the March 28, 2018 Personnel Committee meeting. Greska moved to accept as presented the minutes from the March 28, 2018 Personnel Committee meeting. Wenstrup seconded the motion. All approved.

Treasurer’s Report

Bodewes reviewed the March 2018 financial report and vendor list. All income and expenditures were of the ordinary sort. A discussion was held on the potential impact of the Village vote to follow the county ordinance raising the minimum wage and increasing benefits for some employees. Bodewes will keep the Board apprised.

Fund balances and Vendor List for March 2018 are:

Library Operating Fund #920	\$788,929.25
Graham Trust Fund #925	\$269,715.37
Building Maintenance Fund #930	\$68,795.03
Capital Fund #970	\$104,138.66
Timber Trails Fund #950	\$116,354.04
Debt Retirement Fund #940	\$10,260.74
Vendor List	\$115,036.58

MOTION: March 2018 Treasurer’s Report and Vendor List

Greska moved to approve the March 2018 Treasurer’s Report and Vendor List. Foster seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Greska Aye

Wenstrup Aye

All Approved.

Librarian's Report

- **Per Capita Grant.** We have received notice from the Illinois State Library that the Library has been awarded a per capita grant for FY18 in the amount of \$16,218.75. This is higher than last year's award (approximately \$10,000) and is a return to the levels that we have not seen since FY15. The letter included a caution that checks may be significantly delayed again. The FY17 Per Capita Grant has not yet arrived but we have been assured it will arrive in May.
- **Programming.** Our popular Summer Reading Program has been rebranded as the **Summer Library Challenge**. This year's Youth and Teen theme will be "Reading Rocks!"; the Adult theme will be "Escape the Ordinary." All departments are finalizing their activities and events and we are looking forward to a very busy summer. Our signature event "**An Evening at the Opera**" will be held on May 6 at First Congregational. This is the 22nd year for this event; trustees were encouraged to attend.
- **Practicum Student.** The Library will partner with the College of DuPage to host a practicum student this fall. Practicum students are enrolled in the Library Technical Degree program and are preparing to graduate. The Library offers a real world opportunity to learn on the job and help prepare the students for their new career.
- **Back to Books Grant.** The Library has received a grant award from the State of Illinois in the amount of \$1,260.00 which will be used in support of the community reading program. Congratulations to Matthew Wenslauskis and the Adult Services team on being selected for this grant.
- **Bond and Renovation updates** are found later on the agenda.

Teen Liaison Report. Kylie Jabjiniak reported that the Library is now an official member of The Human Library Program; the teens are building a foundation for the program through discussions with LTHS's social justice club, advisors, and at summer volunteer sessions with the goal of a fall/winter program launch. The Spanish conversation group continues to be very popular averaging 5-10 participants at each meeting. A French conversation group is scheduled to start in the fall. The foreign languages series is for all ages.

Visitors/Public Comment: There were no visitors or public comment.

Communications: Anne Kozak note of congratulations and thanks to trustees; Booth articles from School Library Journal and ILA Reporter.

Committees:

Building and Grounds

Foster reported. Building maintenance was of the usual sort. Parkway trees, ordered through Village Public Works, will be installed in May as weather permits.

Personnel

Fahrenbach reported. Committee chair Fahrenbach and Bodewes met to discuss 2017 performance evaluations, as well as goals for 2018. A new evaluation tool will be developed by October in preparation for the 2018 year-end Director review; the Committee invited Board input on evaluation best practices.

Foundation

Bodewes reported on the April 17 meeting. John Ericson was welcomed to the Foundation Board as director; John is a public librarian and former Thomas Ford trustee. Election of Foundation officers: Leslie Karas, co-chair; Anne Kozak, co-chair, Andy Gore, co-treasurer; Bonnie Engel, co-treasurer; Kristy Scriba, secretary.

Further discussion regarding targeted appeal is tabled until 2019. The Foundation is looking forward to supporting the Library during and after the renovation.

Friends

Wenstrup reported on the Book and Bake Sale on April 20-22. The sale proceeds were \$3,100 including \$400 bake sale and \$170 memberships. New faces noticed at the sale are credited to increased promotions, i.e. social media, children's coupon, donation jars; and more volunteers improved the workload. Wenstrup thanked Trustees and Library staff for their volunteering. The Board expressed appreciation to the Friends for their hard work and generous support of Library programming.

Old Business

Committee Selection

Greska announced the addition of new Trustee Hanson to the Finance and Personnel Committees.

Report on Bond Issuance

Greska and Bodewes attended the April 23 Village Finance Committee meeting regarding matters relating to the issuance of \$2,000,000 general obligation bonds; Greska and Bodewes will attend the May 7 Village Board meeting. The Debt Service Schedule and Bond Sale Timetable were distributed. A dedicated fund will be created for renovation money and expenditures.

Renovation and Timeline

The renovation project schedule was reviewed: project kick off – April 11, 2018, schematic design/design development – Summer 2018, construction documents – Fall 2018, bid – November 2018, construction – Winter 2019, project completion – Summer 2019. A bi-weekly project meeting schedule with Library management and the Product Architecture + Design team has been established. A renovation progress tracker will be added to the Library website to keep the community updated. A construction management services firm will be selected in May. Trustees were encouraged to visit the PA+D website to learn more about the architects.

New Business

Review of Patron Behavior Policy

In keeping with the Policy Review Schedule FY18, Bodewes presented for review the Library's Patron Behavior Policy (TFML Policy No. 7). The policy has been significantly updated to reflect the current use of the Library; the draft policy with proposed modifications was distributed to Board members and Library legal counsel for review in advance of the April meeting. The policy was accepted as revised, and will be approved at the May meeting pending input of legal counsel.

Renovation Project: Product Architecture + Design Contract

The PA+D contract for professional services was reviewed. The Architects fees are based on a fixed fee of \$148,000. Review of the (AIA standard agreement) contract by Library legal counsel is underway.

MOTION: Wenstrup moved to approve, pending legal review, the Product Architecture + Design contract for professional services in the amount of \$148,000; Greska seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Greska Aye

Wenstrup Aye
All Approved.

Construction Management Services Request for Qualifications

The Construction Manager will work in cooperation with Product Architecture + Design to realize the renovation project goals of the Library in an expeditious and economical manner. The CM will be involved in the pre-construction and bidding process, and will be on site during construction. CM fees are included in project budget. A Request for Qualification (RFQ) will be issued through local and industry press, interviews conducted and the selected firm presented at the May Board meeting.

MOTION: Fahrenbach moved to authorize issuance of a RFQ for Construction Manager; Wenstrup seconded the motion. All approved.

At 8:10 p.m., Greska moved to convene a closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body; Fahrenbach seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Greska Aye

Wenstrup Aye

All Approved.

Bodewes left the meeting.

At 8:43, Greska moved to close the closed session and return to open session; Fahrenbach seconded. All approved.

It was agreed that Greska will convey to Bodewes the Board's recognition of and appreciation for the exceptional work done over the past year for the benefit of the community.

Greska moved to adjourn at 8:45 p.m; Foster seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, May 22, 2018.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary