



Thomas Ford Memorial Library – Library Board of Trustees Minutes
May 22, 2018

Present: Deneen, Fahrenbach, Foster, Greska, Hanson, Thometz (arrived 7:03 p.m.), Wenstrup
Also present: Bodewes, Lewandowski, Schmidt

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

Roll Call:

Deneen Aye

Fahrenbach Aye

Foster Aye

Greska Aye

Hanson Aye

Wenstrup Aye

MOTION: Minutes of the April 24, 2018 meeting of the Board of Trustees. Greska moved to approve as presented the minutes of the April 24, 2018 meeting of the Board of Trustees. Fahrenbach seconded the motion. All approved.

Treasurer's Report

Wenstrup and Bodewes reviewed the April 2018 financial report and vendor list. It was noted that FY17 State of Illinois per capita grant funds in the amount of \$10,074.31 have been received. All other income and expenditures were of the ordinary sort. Bodewes is working with Village Finance Director Turi to amend the budget to include a renovation fund; the amended budget will be presented at the June meeting.

Fund balances and Vendor List for April 2018 are:

Library Operating Fund #920	\$706,555.20
Graham Trust Fund #925	\$269,863.67
Building Maintenance Fund #930	\$68,451.50
Capital Fund #970	\$104,216.91
Timber Trails Fund #950	\$116,441.64
Debt Retirement Fund #940	\$13,659.49
Vendor List	\$109,791.91

MOTION: April 2018 Treasurer's Report and Vendor List

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

Roll Call:

Deneen Aye

Fahrenbach Aye

Foster Aye

Greska Aye

Hanson Aye

Thometz Aye

Wenstrup Aye
All Approved.

Librarian's Report

- **The Summer Newsletter** has been delivered to the printer and will be in homes by the end of May. It is full of programs, news, and summer reading club activities. The Friends have funded many of the upcoming programs, some of which would be beyond the scope of our regular budget. The newsletter also includes a thank you to donors to the Foundation's 2017 appeal. The Board expressed appreciation for the Library's outstanding support organizations.
- **Trustee Emails.** An updated Board Contact list was distributed. Trustees were reminded to use Library email addresses for all official communications.
- **Staff Development and Job Posting.** Uma Nori, Head of Youth Services, attended the 2018 PLA conference; a report is included. A job posting for circulation clerk has been placed to fill an opening when Aaron Wheeler moves on to a new job at the end of the month. Best wishes to Aaron.
- **Non-Resident Card Cost** is addressed later on agenda.
- **Bond and Renovation updates** (including construction management services) are found later on the agenda.

Teen Liaison Report. Renata Schmidt reported. In June, the documentary film *Chasing Coral* will be shown; an ocean/coral reef expert is being identified (Shedd Aquarium pending) to lead a discussion. Shout out to LTHS student Teddy Schmidt for initiating this program and to the Teen Board for making it happen. The Foreign Languages Series, which serves all ages, is expanding in the fall with the introduction of a French conversation group. The very popular Spanish conversation group will continue. The Teen Board will transition into the new year under Kylie Jabjiniak's continuing leadership. The Human Library Program is in development with brainstorming and advertising through LT advisors and Social Justice Club, and at summer volunteer sessions with the goal of a fall/winter program launch. Peaceful Schools Initiatives with LT teacher support, is also being explored. The Board thanked Renata for her excellent service and wished her well as she attends the University of North Carolina at Chapel Hill.

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

Communications: None.

Committees:

Building and Grounds

Foster reported on Spring projects. Summer landscaping has been completed and is garnering positive community feedback; Lupfer Landscaping was commended for their outstanding service. Parkway trees, ordered through Village Public Works, will be installed in late May as weather permits. Annual fire alarm system testing was completed. All other building maintenance was of the usual sort.

Friends

Wenstrup reported on the May 9 meeting. Officers were re-elected for another term: Ann Weithers, President; Bonnie Engel, Vice President; Rick Garay, Treasurer. Programming funding was approved in the amount of \$3,890. Final numbers for: Spring book sale \$2,536, Spring bake sale \$421, and new memberships \$1,115. The Board expressed appreciation for the generous support of the Friends which makes possible so many Library programs.

Foundation

Greska announced that Cheryl Hanson will serve as Board liaison to the Foundation. The Board thanked Greska for her excellent service in this role.

Old Business

Bond Issuance

Greska and Bodewes attended the Village Board meeting on May 7 to formally request the issuance of bonds. General obligation bonds were issued in the amount of \$2,041,034. Funds will be received on June 12-14 and will be retained by the Village. Bodewes will work with Village Finance Director Grace Turi to levy appropriate taxes over the next ten years. The FY18 Budget will be amended for the transfer of funds and payment of expenditures.

Renovation Update

Design development meetings with Library management and the Product Architecture + Design team are being held bi-weekly; the newly selected construction manager will attend future meetings. A renovation progress tracker has been added to the Library website to keep the community updated.

New Business

Selection of Construction Management Service

Nine qualified bids were received in response to the Request for Qualifications (RFQ) issued for Construction Management Services. Two interviews were conducted by Bodewes, Lewandowski and the architect team, and references contacted. The Board accepted Bodewes' recommendation to retain the services of Shales McNutt Construction (SMC). Working 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 have onsite oversight during construction. CM fees are included in project budget. The SMC project manager will attend renovation team meetings; next meeting scheduled for June 6. The SMC contract will be submitted for review by Library legal counsel. **MOTION:** Greska moved to approve retention of Shales McNutt Construction for construction management services in connection with the Library's renovation. Wenstrup seconded the motion. All approved.

Review of Patron Behavior Policy

Board approval of the reviewed and updated policy was deferred per legal counsel advisement. A non-Thomas Ford-related lawsuit concerning patron behavior is currently being reviewed within the legal community and may indicate amendment to the Library's policy.

Review of Circulation Policy

In keeping with the Policy Review Schedule FY18, Bodewes presented for review the Library's Circulation Policy (TFML Policy No. 6). A clarification on checkout periods was noted.

MOTION: Foster moved to approve the Circulation Policy with revision; Fahrenbach seconded the motion.

Roll Call:

Deneen Aye

Fahrenbach Aye

Foster Aye

Greska Aye

Hanson Aye

Thometz Aye
Wenstrup Aye
All Approved.

Review of Non-Resident Card Cost

The Thomas Ford Library offers library service to residents of surrounding communities without libraries. The Illinois State Library requires that the cost of a non-resident card be figured annually. Predicated on the average household support of the Library by residents, it is recommended that the cost of a non-resident card increase to \$295.00 from the current cost of \$285.00.

MOTION: Greska moved that the cost of a non-resident card purchased at the Thomas Ford Memorial Library increase to \$295.00 for the year beginning June 1, 2018 and ending May 31, 2019. Hanson seconded the motion.

Roll Call:

Deneen Aye
Fahrenbach Aye
Foster Aye
Greska Aye
Hanson Aye
Thometz Aye
Wenstrup Aye
All Approved.

County Minimum Wage and Sick Time Ordinance

Bodewes reviewed the County Minimum Wage and Sick Time Ordinance, which the Village of Western Springs adopted, and any impact on the Library. The Library as a governmental entity is exempt from this ordinance. No action is necessary.

Greska moved to adjourn at 8:00 p.m.; Wenstrup seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, June 26, 2018.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary