

Thomas Ford Memorial Library
April 27, 2010

Present: Fahrenbach, Ericson, Mitchell, Blackman, Milano

Absent: Harris, Landman

Also present: Kozak, Kathleen Henn, Library Attorney

President Fahrenbach called the meeting to order at 7 p.m.

MOTION: Minutes

Ericson moved to approve the minutes of the March 30, 2010 Board Meeting. Mitchell seconded. All approved.

Treasurer's Report:

Final fund balances for 2009 and monthly 2010 fund balances will be included in the May Board Packet. Small amounts of interest have been added to the Capitol and Graham Trust Funds. Property tax, about \$55,000 so far this month has begun to arrive. There were no unusual expenses in the third month.

MOTION: Vendors List

Mitchell moved to approve the Vendor List dated March 31, 2010 totaling \$67,418.78. Ericson seconded. All approved.

Kathleen Henn:

A presentation was given by Kathleen Henn, Attorney, Klein, Thorpe and Jenkins followed by a Q & A. Henn discussed new legislation regarding The Open Meetings and Freedom of Information Acts. Henn cautioned Trustees particularly on the overuse of email and when changes may be made to the agenda. On the advice of Ms. Henn, Trustees will hold a special meeting on Wednesday, May 5th at 6 p.m. to discuss their response to the property tax appeal by a local business owner. Trustees thanked Ms. Henn for her continuing help and guidance.

Librarian's Report:

- Reference Librarian, Annie Authier is leaving April 30th to return to her home state of Michigan.
- The Quarterly Review of Investments is postponed until the May Meeting.
- Fund balances should be available by the week of 4/26.
- Kozak's PLA report is attached to her monthly report. "Defining the Best Customer Service" rated 5 stars and "BEST PROGRAM I ATTENDED!"

Committees:

Finance: Kozak

Promissory Note Balance: roof and HVAC project

Minus funds encumbered to Tuscany, Air Con and the Architects the estimated balance to the Promissory Note is \$30,695.31.

Building and Grounds: Milano

Milano and Kozak met April 15th with a representative of Air Con for the HVAC inspection. On April 23rd, Kozak received 75 photographs from Air Con delineating improper ductwork installation by Classic Air. Monies are still owed to Tuscany, the contractor and Architects, Gilfillan Callahan Nelson.

MOTION: payment to Tuscany

Milano moved to withhold payment to Tuscany (\$108,759.67) until all needed repairs reported by Air Con (on 4/23/2010) be done to the satisfaction of the Thomas Ford Memorial Library. All warranty requirements must be met. Blackman seconded. All approved.

MOTION: payment to Gilfillan Callahan Nelson

Milano moved to withhold payment to Gilfillan Callahan Nelson (\$4,213.90) pending completion of all repairs to HVAC equipment to meet bid specifications. Completed repairs must be approved by Air Con, Steve Nelson of Gilfillan Callahan Nelson and the Board of Trustees of the Thomas Ford Memorial Library. Library must pass a new test and balance inspection; test to be performed at no cost to the Library as stated by Steve Nelson at the March 30, 2010 Board Meeting. Ericson seconded. All approved.

Library Repairs and Maintenance Projects: Milano

The Building and Grounds Committee will meet May 10th at 6 p.m. to discuss landscape and building improvements/repairs.

Meeting Room:

Capacity of this room is officially listed at 85. Kozak will see that a sign stating this number is posted and the count enforced at future programs.

Personnel: Blackman

Kozak hopes to have a draft update on Customer Service Guidelines for the June Board Meeting.

Goals and PR: Ericson

Revised Confidentiality of Library Records Policy #19

MOTION: Confidentiality Policy

Mitchell moved to approve the revised Confidentiality of Library Records Policy to include clause 19.6 titled: Officer's Request for Confidential Library Information Without a Court Order and the accompanying form to be used should a law enforcement officer request such information. (Library Records Confidentiality Act, 75ILCS 70/1) Milano seconded. All approved.

Revised Materials Selection Policy #5

MOTION: Materials Selection Policy

Blackman moved to approve the revised Materials Selection Policy to contain references to the Freedom to View statement and the form to request a review by the Board of an item, program, display or Library Director/Board decision concerning any of the former. Mitchell seconded. All approved.

Technology: Fahrenbach

Quarterly Metrics Report:

First quarter metrics list the number of website visitors at 7,110, and the number of visits at 20,865. EBSCO, a subscription service to databases and many full-text articles, scored highest for patron online database use at 3,035 searches.

Foundation: Kozak

The Foundation met on April 19th to elect officers: Liz Burns - President, Anne Kozak - Secretary and Andy Gore - Treasurer. Members will meet again on May 18th to discuss past and future activities, notably, how to promote The Oak Leaf Society.

New Business:

MLS joint purchase of databases

MOTION: Database purchase with MLS

Blackman moved to join other member libraries at MLS to purchase online databases at a cost of approximately \$7,600/year starting July 1, 2010. Mitchell seconded. All approved.

Unemployment Insurance:

MOTION: Insurance

Ericson moved to purchase unemployment insurance to cover claims on the Library for one year at a cost of \$1,100. Milano seconded.

Roll Call:

Fahrenbach aye

Ericson aye

Blackman aye

Mitchell aye

Milano aye

All approved.

Board Email communications:

Email from the Law Offices of Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd re: guidelines and observations/recommendations on the use of email communications within the strictures of the Open Meetings and Freedom of Information Acts was discussed during the presentation by Katherine Henn.

Old Business:

Proposed new sign: Kozak

Liza Burns, President of the Foundation and Kozak continue to meet with stone masons to plan the design of the new sign for the Library. Final costs may total as much as \$10,000; Trustees will consider offering as much financial support to the project as the budget allows.

Library Logo Project: Kozak

Kozak, Roche, Fahrenbach and Nori all visited the Harrington School of Design and returned with a folio of new designs for stationery, library cards etc. for the Library. Kozak hopes to roll out the new designs in the fall.

The next Board Meeting is scheduled for May 25th.

MOTION:

Blackman moved to adjourn at 8:55 p.m. Mitchell seconded. All approved.