

Thomas Ford Memorial Library
October 26, 2010

Present: Fahrenbach, Landman, Blackman, Milano, Mitchell, Harris
Also present: Kozak, LeMesurier
Absent: Ericson

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

MOTION: Minutes

Mitchell moved to approve the minutes of the September 28, 2010 meeting. Harris seconded. All approved.

Treasurer's Report: Landman

Landman stated that finances for October 2010 are in line with our projections. Fund balance as of September 30, 2010 are:

Library Operating Fund #920:	(\$34, 225.19)
Graham Trust Fund #925:	\$264,949.24
Building Maintenance Fund #930	\$77,033.22
Capital Fund #970	\$135,266.49
Timber Trails Fund #950	\$114,475.23
Debt Retirement Fund #940	(\$38,000.00)

The transfer for the Promissory Note from Fund #930 to #940 will be included in the October report.

Clarification on expenses charged to the Graham Trust account for LACONI – Library Administration Conferences of Illinois and Near West Youth Services – these are staff development workshops and are funded out of Graham Trust.

Blackman inquired about Cosmopolitan Cleaning – reliability or challenges? Kozak said the past 2 years have been satisfactory and they are accommodating for late meetings, they also clean the Village Hall. Their fees were flat for 2008 and 2009 and netted a \$200/mo savings over the previous contractor.

Taking on a part-time custodian needs to be discussed in the future – is this something the Board wants to take on again?

MOTION: Vendor List

Milano moved to approve the Vendor List dated September 10, 2010 totaling \$73,977.79. Mitchell seconded.

Roll Call:

Fahrenbach aye
Landman aye
Blackman aye
Milano aye
Mitchell aye
Harris aye

All approved.

Librarian's Report: Kozak

- Great News! The State Library has released funds in excess of \$500,000 to MLS for interlibrary delivery and other services.
- Emphasized that the proposed budget is just a draft
- Mailing for Oak Leaf Society yielded \$4,000 so far, 9 individuals/businesses have qualified for membership (\$2500 cumulative lifetime giving for \$10,000 or more as a bequest).
- Pointed out the Graham Plaque is hanging to the left of the front doors.
- The Library has received a bequest of a book collection. The process is now with the Probate Attorney – who is responsible for providing an estimate of the value of this part of the estate. Blackman reiterated that the Gifts & Memorials Policy directs Kozak to review gifts made and then make a recommendation to the Board to accept or decline the gifts in order to avoid receiving gifts that are unacceptable or inappropriate.
- Circulation is significantly up due to the economic recession.

Marketing Report: Bruzas

- Production of the new “Harrington School “format newsletter has begun, the projected schedule was provided and is on target for the January 2011 edition.
- Western Springs Village 125th Anniversary planning is underway and Bruzas is on the planning committee to coordinate events and joint programs.
- Library has had several articles and press releases for Fall Programs in newspapers in the past month.

Visitors: None

Communications: None

Committees:

Finance: Landman

Finance Committee met on October 12 and presented draft of the proposed FY2011 budget along with a draft of the budget for the Capital Plan for review and comments at the next meeting.

Confirmed that the Promissory Note amount \$44,380 be transferred from the Building Maintenance Fund (#930-8102) to the Debt Service Fund (#940 2302) for the purpose of paying the December 2010 installments.

MOTION: Fahrenbach moved to accept the Finance Committee minutes dated October 12, 2010; Mitchell seconded.

Roll Call:

Fahrenbach aye
Landman aye
Blackman aye
Milano aye
Mitchell aye
Harris aye

All approved.

Landman explained the Levy process with the multipliers of Equalized Assessed Values (EAV). A realistic budget will be based upon \$1,085,000 but will levy for ~\$1,098,000 to capture new growth and maximize levy. Kozak and Landman confirmed that this will be the last year to realize the construction and new growth numbers since they lag a few years. Discussion followed made regarding the economic recession negatively impacting EAV numbers in next year's budget – it was noted that Burr Ridge lost \$40k in tax revenue from one small industrial park. Kozak to find out if levy is based on triennial or quadrennial cycle.

Discussion of a 1.5% personnel salary increase and continuing paid personal days as a benefit was deferred to a closed session with the Personnel Committee – but this percentage is included in the draft FY2011 budget.

Depending upon the recommendation and approval of staff salary increases, this will increase IMRF (pension) proportionately – currently the IMRF staff contribution rate is 8%. Kozak confirmed that the Village opted to spread the requirement to “re-up” to minimum levels over three (3) years so there is only one more year to contribute at this rate.

Property Insurance expenses are flat – no increases expected, but will be dictated by insurance company.

SWAN/MLS – Even though MLS has released over \$500k into the system for deliveries, Kozak has projected \$13,660 in the line item for the SWAN budget although it is anticipated that all of this cushion will not be spent. This \$13,660 is a stop gap through December 2011 in case costs for interlibrary loan deliveries are not covered by MLS.

Materials Budget – it was recommended for the budget to remain flat and allow the savings generated from the cessation of certain periodical and electronic databases (i.e. S&P) to be overflow for Adult Services and other departments to purchase new materials. Per Capita Grants money had not come in but rumor has it that the grant money is now trickling in, this will allow for the departments to share ~\$13k for new materials. Kozak will adjust proposed FY2011 materials line item to be flat rather than decreased over last year to accommodate the flexibility for acquisition of new materials.

Research Pro – Kozak said the MLS negotiated the rate of \$14k for electronic databases, but for FY2011 the Library’s portion will be \$7k.

Healthcare is projected in the budget with an increase from 10% to 15% - Kozak will confirm the final numbers when they are available from the Village.

Building and Grounds: Milano

Milano reviewed the status of various building and grounds projects.

- The window well iron grates for the west side of the Library are firmly installed
- The tree branches on the west side have been trimmed, Kozak wants further trimming due to proximity to the building – she will arrange this with the landscaping company

Milano detailed current problems building issues with recent letters from StudioGC (GCN), Tuscany and the legal opinion from Kathleen Henn of Klein, Thorpe & Jenkins:

- Milano handed out the letter dated June 15, 2010 from GCN confirms that final payment should be released to Tuscany and that all work and the units are in proper working order. Milano pointed out if the skirts were old and cracked, why weren’t they address before releasing this payment? The leak began on September 17,2010.
- GCN sent a letter to Tuscany on October 1,2010 asking them to make the repairs due to the leak and to pay particular attention to the rubber skirts. They clearly acknowledge to Tuscany (1) “we have found other deficiencies in the work performed” and (2) “We noticed the poor condition of the RTU’s rubber skirts”
- Tuscany responded October 7, 2010, essentially saying they did their best with the skirts and that the repairs will be done on a time & materials basis.
- Letter from CS2 Design dated October 4, 2010 to GCN acknowledging the leak is due to a plugged drain system which caused overflow.
- Legal Opinion letter dated October 14, 2010 from Kathleen Henn confirmed that the Library has no recourse against the original manufacturer, architect or installer of the HVAC system due to statute of

limitations. However, since the current Architect (GCN) missed obvious problems during recent construction, there is a case for litigation but Henn warned that this course of action is very expensive.

- Fahrenbach asserts that there is clear proof of the Architect's liability especially in negligence, design flaws and defects. Specifically, plastic pipes were constructed in such a way that they are lengthy (over 20') and glued together thus making blowing them out from the Units impossible. Kozak stated that the HVAC company said normally a coupler add-on can bypass this issue for cleaning out the pipes but due to the existing design this is impossible. Furthermore the HVAC company was surprised that the drain clogged in less than 6 months – clearly the design of these Units was not in accordance with industry standards.

Landman pointed out the additional weight to the Library's claims against the Architect by notifying them in writing of their negligence in supervision and other disapprovals during the construction process.

Milano pointed out that Tuscany must have some liability for their negligence in continuing work if the rubber skirts were in such poor shape – it was incumbent upon them to cease work and call the in the Architect to address the existing poor condition of the skirts and design flaws.

Steve Nelson of GCN is available November 10th for a meeting – Kozak will coordinate to make sure the Library counsel, Kathleen Henn is available for a 6:30pm meeting on November 10th. The Building and Grounds Committee will meet on November 2nd at 6:30pm to discuss the approach and outline the issues for this meeting with the Architect.

MOTION: Milano moved that the Board meet with the Architect and the Library attorney on November 10, at 6:30pm, and that Building and Grounds have a prior meeting to discuss the approach for this meeting. Fahrenbach seconded. All approved.

Goals and PR:

MOTION: Fahrenbach moved to accept the Goals and PR minutes from the planning meeting of 10/2/10; Landman seconded.

Roll Call:

Fahrenbach aye
Landman aye
Blackman aye
Milano aye
Mitchell aye
Harris aye

All approved.

Technology – There will be a one time fee of \$2,154 for splitting the T1 SWAN service off the lines, and then switching the public computers to the fiber optic cable cost will be \$300 per month for the fiber optic line to increase broadband over the Library's public computers.

Media On-Demand – an exciting opportunity to expand electronic media aka digital borrowing. Subscribing to this service opens up access to an existing electronic database of over 1,500 e-books, over 500 audio books and music. My Medial Mall is no longer accepting subscriptions and Media On-Demand is the vendor of choice. Several local libraries are participating and report positive feedback. Adding new items to the Library's catalog will incur nominal fees. The patron can borrow an e-book at home via a download and it will “expire” in 2 weeks. The annual licensing fee will be \$3,000 per year, with nominal (~\$2) fees to add items to the Library's catalog. The Board agrees to pursue this opportunity.

Personnel: Blackman

MOTION: Landman moved to accept the hiring of Bethany LeMesurier as of October 20, 2010 for 15 hours per week. Landman seconded.

Roll Call:

Fahrenbach aye
Landman aye
Blackman aye
Milano aye
Mitchell aye
Harris aye

All approved.

Blackman will review the Director's evaluation form and make recommended changes for the November Board meeting. The Personnel Committee will receive recommendations from Kozak on the staff pay increases, benefits and personal days and review the changes at the November Board Meeting. It was discussed that the phone system needs to recognize Kozak as the Library Director and the front desk needs to be more aware of communicating Kozak's schedule to portray a positive public image. It was also discussed that if Kozak will be on vacation or otherwise out of the office for one week or more, an email communication should be sent to the Board.

Friends: Harris

Harris was unable to connect with Linda Maguire for the final numbers and outcome of the Fall book sale, but over \$3,000 was received and they had more than enough volunteers. It was clarified that all book donations are given a once-over by the Staff to see if the item would be of benefit to the Library.

Old Business: One last interview will take place with a high school student before selecting the Teen Liaison to the Board.

District-funded tutors in Library

Kozak received shared emails clarifying the Homebound Tutoring Program which is State-mandated tutoring. This is part of the homebound program for students who have missed class due to illness or other reasons (i.e. pending expulsion per Milano) and who must make up missed work. These tutors are paid by the respective schools through State funding. The Policy issue and concern is using the Library as a place of business for privately paid tutoring. The Board agrees that the Homebound Tutoring Program is acceptable because there is always a fixed time limit (the student returns to school) and the tutor is paid by the school district – they are not in business for themselves using the library. Kozak will review the Policy regarding tutoring and make recommendations to limit the allowance of tutoring to Western Springs residents and/or patrons with a Thomas Ford library card via the state-mandated tutoring program only.

MOTION:

Fahrenbach moved to adjourn at 8:50 p.m. Landman seconded. All approved.

Respectfully submitted,

Anne M. Kozak
Recording secretary