

**Thomas Ford Memorial Library
January 25, 2011**

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

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

MOTION: Minutes

Ericson moved to approve the Minutes of the November 25, 2010 meeting. Mitchell seconded. All approved.

Treasurer's Report: Landman

Landman focused on the December 2010 report as these numbers more accurately reflect the current financial status of the funds than the November 2010 report. Some of the property tax revenue due December 22 has been posted. It is anticipated that the majority of the property tax revenue will post by February and the auditors will credit it as revenue for 2010. Any property tax revenue received after February will be posted in the line item "Prior Year".

Fund balances as of December 31, 2010 are:

Library Operating Fund #920:	\$60,396.99
Graham Trust Fund #925:	\$265,676.47
Building Maintenance Fund #930	\$48,896.52
Capital Fund #970	\$135,625.36
Timber Trails Fund #950	\$114,490.23
Debt Retirement Fund #940	\$6,380.00

Kozak noted that \$12,756.60 in Per Capita Grant funds was received on December 22. The auditors will post these funds as 2010 revenue but the expenditures from these funds will post as 2011 expenses - thus there will be a distinction in the reports throughout the financial reports in 2011 because of this discrepancy. GAAP will not allow for the receipt of Grant money to post in 2011 even though it was received very late in the Fiscal Year.

Landman pointed out that the ending positive variance will be reduced once the 13th month expenses are processed, however the final result will still be on the positive side.

Landman noted that the final Promissory Note payment for 2010 was made from Debt Retirement Fund #940.

Blackman questioned the repeated expenses with Anderson Elevator and Kozak confirmed that it is a monthly service and expense dictated by State mandates to be in compliance with fire and safety laws.

MOTION: November 30, 2010 Vendor List

Blackman moved to approve the Vendor List dated November 30, 2010 totaling \$82,522.02. Milano seconded.

Roll Call:

Fahrenbach aye
Landman aye
Blackman aye
Milano aye
Ericson aye
Mitchell aye

All approved.

MOTION: December 31, 2010 Vendor List

Milano moved to approve the Vendor List dated December 31, 2010 totaling \$91,606.63. Mitchell seconded.

Roll Call:

Fahrenbach aye
Landman aye
Blackman aye
Milano aye
Ericson aye
Mitchell aye

All approved.

Librarian's Report: Kozak

- Libraries are now required to have a policy addressing opportunity for Public Comment at meetings. A draft of the Policy addressing this new legal requirement was presented later in the meeting for approval.
- Ductwork repairs were completed in the Youth Services area - the quote of \$2,390.27 was reduced to \$1,139.37 since we requested the work to be performed on a time and materials basis.
- The newly re-designed TFML Newsletter has received compliments, especially noting it is easier to read. The library's new website has also been launched.
- MLS received another installment of State funding so operations and delivery are funded through June 2011. Kozak will keep the Board posted on the details of the merger and future deliveries.
- Library Statistics indicate that we are up 8+% over last year. Mitchell asked why the Young Adult numbers are down and Kozak clarified that the CDs have all been transferred to Adult so all CD circulation is accounted as one category. Teen magazine circulation has increased dramatically since they are now in a more prominent area.
- Total circulation is 250,141 or 20.01 items per capita; the national average is ~ 7 items per capita - Western Springs is a library-using town! The Board wants to promote these amazing

numbers and publish these statistics in the Newsletter since residents are threefold over the national average and up from 17 items per capita last year.

- Blackman noted the disparity between Adult Fiction and Non-Fiction is quite small (~ 3,000) so more Non-Fiction titles could be ordered.
- The Metrics report confirms that the S&P database is not accessed frequently so foregoing that expense was justified.
- Media On Demand has been purchased and training and electronic borrowing will commence in February. Kindles will NOT be able to electronically borrow from the database. Classes will be held in February through April to educate patrons on how to download the software and how to borrow audio and e-books from home. Ericson pointed out that there are two major learning curves with the patrons: (1) downloading the software to the computer, which then allows you to access and borrow/download the item(s) and transfer them to your e-reader and mp3 devices; and (2) e-books and audio books although digital, function as a hardcopy book with only certain copies available. Some patrons will wonder why they have to put a hold on a digital book not understanding that the consortium only has a certain number of copies available for circulation, just like the hardcopy books. The loan periods are limited to a set 7 or 14 day window. If a patron is at his/her limit and wants to “return early” in order to check out another item they must wait for this standardized borrowing period for electronic items, there are no early returns with e-borrowing.

Marketing Report:

- An advertisement for Exam Cram was published in LT’s award-winning newspaper and Alaina confirmed seeing it. The Exam Cram was a huge success with almost 70 students packing the library for three nights for snacks and study.
- The Board wants Alaina to be interviewed for the Newsletter.

Visitors and Public Comment: None

Communications:

- Thank you cards to Uma for a Storytime and School program were circulated.
- Wisconsin author Michael Perry is coming to the Library for an evening on February 11.

Committees:

Finance: Landman

The Levy hearings were successful and all passed.

Investment Summary – Revenues have not made it to the Operating Accounts yet so Kozak will check with Grace Turi for an updated Investment Summary. Landman clarified that Fund #925 “Special Revenue-Graham Trust” is for liquid for staff development, while the other items associated with this account are CDs.

MLS systems merger should occur as of July 1, 2011, discussions are still on-going and Kozak will keep the Board apprised as she learns new developments.

Goals and PR: Calendar for Policy reviews for 2011 was presented and accepted, many policies must be reviewed by state laws.

Kozak handed out a letter containing legal opinion and revised language from Attorney Henn to be inserted into the current Meeting Room Policy. Henn affirmed that the Library has no liability to make special accommodations for any person in a tutoring situation as stipulated in the Meeting Room Policy. The Board discussed and further edited the third sentence in Section 11.11.

MOTION: Milano moved to accept the revised Section 11.11 of the Meeting Room Policy with the revised third sentence to read as follows: *This prohibition also applies to tutoring, except that Library space may be used for tutoring for students who are Western Springs residents or Library cardholders and who qualify for homebound instruction due to a (1) disability or (2) suspension.* Ericson seconded. All approved.

Kozak's 2011 goals were discussed and Milano gave Kozak a video containing a similar format for promoting the Library through a visual medium. Kozak will work with area libraries to include a link on our website for FOIA requests – it was noted that this is not a legal requirement, but it is recommended and shows a cooperative face to the public. Milano will assist Kozak with the facility project goals.

MOTION: Blackman moved to accept Kozak's Goals for FY2011 as outlined in Attachment #7. Landman seconded. All approved.

Personnel: Kozak said she contacted Attorney Henn for suggestions to the Personnel Policy regarding sick leave for part-time persons. Currently the policy states sick time accrues at a half day which is difficult to measure when a part-time person does not always have a regular schedule. Henn recommended using a quantitative hourly amount based on hours to be consistent with the accrual of vacation time. Kozak will email a draft of the revised part-time sick leave provision to the Personnel Committee for review.

Building and Grounds: Milano

Roof Project: Milano confirmed receipt of an originally signed letter by Steve Nelson of StudioGC ("Nelson") dated November 17 which summarizes the commitments he made at the November 10 meeting. It is still not definite that Nelson has been successful in negotiating with Adler Roofing to replace and/or fix the skirts at no cost to TFML. True to Nelson's commitments, he came on December 4th and is scheduled to come January 27th for inspection.

Ductwork Repairs: Pursuant to Blackman's request at the last Board Meeting, Milano asked Nelson to review Amber Mechanical's quote in the amount of \$2,390.27 to correct deficiencies in the lower level Youth Services' department. Nelson said it seemed high and suggested it should be done on a time and materials basis. The work was completed on December 20th and at a significant savings as the total bill was only \$1,139.37 – a savings of \$1,250.90! Kozak confirmed that airflow in Youth Services has been improved since the work was completed. Milano then presented Amber's three (3) quotes for Balancing the ductwork systems. Milano recommended, and the Board agrees, that we should wait and see how the system performs in the warmer months before spending any more

money, “if it ain’t broke, don’t fix it”. There are more pressing needs now that the ductwork is repaired, we need to go through seasonal changes and see how the repairs hold up.

On January 13th the Building and Grounds Committee met with Joe Huberty, Architect from Engberg-Anderson. The Committee has met with three (3) different firms in order to decide which one will best meet the needs of the Library. The Committee is most impressed with Engberg-Anderson and their portfolio was distributed to the Board. The Committee recommends engagement of Engberg-Anderson for the next projects of tuckpointing and sign posts. Blackman inquired if Huberty looked at the building’s tuckpointing and Milano confirmed that Huberty arrived 1.5 hours early to inspect the building and evidently there are major gaps in the outside structure. In addition to tuckpointing quotes, Milano also recommended obtaining bids for the building of the Library’s new sign columns since this work is closely related.

MOTION: Milano moved to retain Engberg-Anderson as the Architectural firm to obtain bids on the Library’s behalf for (1) tuckpointing, and (2) columns for the Library’s new sign. Landman seconded.

Roll Call:

Fahrenbach aye
Landman aye
Blackman aye
Milano aye
Ericson aye
Mitchell aye
All approved.

MOTION: Milano moved to accept the Minutes of the Building and Grounds Committee Meeting dated January 13, 2011; Mitchell seconded. All approved.

Blackman recognized and publicly expressed his appreciation for the all the efforts of the Building and Grounds Committee to find a new architectural firm and how diligently they are completing the work that needs to be done on the building.

Friends: Kozak

In Harris’s absence, Kozak presented the Friends Report which revealed full funding of all requested Library Programs. Kozak and the Board expressed gratitude for the generosity and support of the Friends. The Book Sale will be later this year due to the Easter holiday and National Library Week.

New Business:

Public Comment At Board Meetings Policy Kozak distributed a Draft of a new TFML Policy No. 23 entitled “Public Comment At Board Meetings Policy”. Fahrenbach reviewed this policy and it is standard language that addresses the new legal requirements to provide opportunity for public comment at Board Meetings. The Policy stipulates that public comments should be limited to the Agenda items and sets time limits and order so all persons have a chance to be heard. If a person wants to bring a specific issue to the Board’s attention, s/he should contact the Library Director seven

(7) days in advance of the meeting so the item can be put on the Agenda. The Policy does allow for public comment on non-Agenda items, but it is at the Board's discretion whether to address the issue immediately or postpone discussion. Fahrenbach confirmed that no legal opinion is required for this Policy as it covers the basic tenants of the law's intent and the Board retains sole discretion in event of public comments, while the Board's intention is always stick to the Agenda for items of discussion.

MOTION: Blackman moved to accept the new TFML Policy No. 23, Public Comment At Board Meetings Policy, as presented in Attachment #11. Mitchell seconded. All approved.

Board Meeting Dates for 2011 The Board reviewed the Meeting Dates for FY 2011. It was clarified that the new Board Members will be elected in April but they will not be seated until May. In May, President Fahrenbach will convene the meeting, then the new members will be seated and Fahrenbach and Blackman are then relieved of their duties.

MOTION: Landman moved to accept the Board Meeting Dates 2011 as presented in Attachment #12. Ericson seconded. All approved.

Graham Trust Funding Request: Kozak presented a request for Reference Librarian Heidi Beazley to attend the Computers in Libraries Conference held March 21-23, 2011 in Washington, D.C. Milano expressed reservations about this request because although he knows Heidi is competent, the Personnel Policy states that she is not yet eligible for vacation because she has only been employed for seven (7) months and he is concerned about expending this amount of money for an employee who has not worked for one year. Milano has serious concerns about the message it sends to other staff members and what if with these newly acquired skills she decides to leave for a better job opportunity. Ericson noted that Heidi is critical to the Library as the only "technical" librarian and that an employee leaving is always the risk when you invest in their education for the Library's benefit. Kozak confirmed that Rick Roche highly recommended Heidi for this conference as she is TFML's technical person and has responsibility for the Library's website. Blackman noted that perhaps this is the best time to send her on such a conference because she is new in her job and she is motivated to learn and use her expertise to benefit the Library.

MOTION: Blackman moved to approve the Graham Trust Funding Request in the amount of \$2,146.82 to send Heidi Beazley to the Computers in Libraries Conference in March as outlined in Attachment #13. Mitchell seconded.

Roll Call:

Fahrenbach aye
Landman aye
Blackman aye
Milano nay
Ericson aye
Mitchell aye
Motion carried.

MLS Annual Certification: Fahrenbach signed letters for the Annual MLS Certification and the auditors concerning disclosure of fraudulent activities. Letters for Harris' signature will be left at the Circulation Desk.

Old Business: Kozak mentioned that the Oak Leaf Society is proposing special benefits for charter members who have given \$2,500 cumulatively or have bequeathed \$10,000. Such benefits will include recognition on a plaque, a unique library card and free attendance to library sponsored events. Another item for the Board's consideration is a "Fine Waiver Card" - a punch card worth \$25.00 with five (5)x \$5.00 punches to waive any fines. The Board endorsed this idea and thinks it is a goodwill gesture.

Executive Session for the Purpose of Discussing Personnel Matters with Board Members only.

MOTION: At 8:15pm Ericson moved to convene the Executive Session; Milano seconded. All approved.

MOTION: At 8:42pm Landman moved to reconvene the Regular Session. Mitchell seconded. All approved.

MOTION: At 8:43pm Blackman moved to approve the Director's salary for 2011 as determined in the Executive Session. Landman seconded. All approved.

MOTION: At 8:45pm Ericson moved to adjourn the regular Board meeting. Mitchell seconded.
ALL APPROVED.

Respectfully submitted,
Bethany J. LeMesurier
Recording secretary