

**Thomas Ford Memorial Library
February 22, 2011**

Present: Fahrenbach, Landman, Blackman, Ericson, Milano, Mitchell, Harris

Also present: Kozak, LeMesurier, Kafkes

President Fahrenbach called the meeting to order at 7:05 p.m.

MOTION: Minutes

Blackman moved to approve the Minutes of the January 25, 2011 meeting. Mitchell seconded. All approved.

Treasurer's Report: Landman

All property tax revenue received after February will be posted in the line item "Prior Year". Landman noted (i) we have approximately \$45,000 in outstanding tax revenue which may carry as "Prior Year" if not received soon; and (ii) we received just under \$100,000 this month which is great. Landman also pointed out that the budgets are monthly but Insurance premiums are annual expenses so this month the numbers appear severe with the annual premium payments, but the insurance categories will flatten out over the year. Kozak added that the Insurance Property Premium was budgeted at \$11,000 but is actually \$9,397 resulting in almost \$1,600 savings. The vendor list shows the Promissory Note payment as the Transfer to Debt Service, the Board approved this payment last Fall, but the Village is posting it in January 2011.

Fund balances as of January 31, 2011 are:

Library Operating Fund #920:	\$83,500.54
Graham Trust Fund #925:	\$265,676.47
Building Maintenance Fund #930	\$42,463.22
Capital Fund #970	\$135,696.51
Timber Trails Fund #950	\$114,494.07
Debt Retirement Fund #940	\$3,563.33

Fahrenbach inquired about the status of the arrearage tax collection which was a one time special assessment to correct Cook County's levy mistake in 2007. Kozak will contact Grace at the Village to find out how many residents, if any, are delinquent in paying these taxes. We may want to serve our patrons by reminding them to pay this tax since it could have devastating consequences on their homes. Although the amount was small, if this tax was paid to Cook County in combination with the other County taxes it may not have been posted correctly and will not be properly credited. This special levy accounted for approximately \$29,000 revenue to the library in 2009.

MOTION: January 31, 2011 Vendor List

Milano moved to approve the Vendor List dated January 31, 2011 totaling \$82,250.63. Blackman seconded.

Roll Call:

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

All approved.

Librarian's Report: Kozak

- Meetings with the auditors for the 2010 audit have begun. Board members affirmed receiving letters from the auditors and Kozak alerted everyone to the economic statements which will be forthcoming for their signatures issued by and returned to Cook County.
- Final statements for expenses and income through December 31, 2010 will not be ready until March as the Village is still in the process of posting the 13th month's revenues and expenses.
- Jamie Kallio, reference librarian, will be leaving as of March 7. We have already received over 30 resumes and the cut off is March 2nd. Rick Roche will conduct interviews with Kozak in attendance. We anticipate filling the position by the end of March.
- We received notice from attorneys that Marjorie Mason bequeathed a monetary gift to the Library, the amount has not yet been disclosed. The books gifted by Stehlik are not suitable for the Library collection but may be part of the Friends sale.
- Engberg Anderson's quote for the tuckpointing project was fiscally disappointing, discussion on this matter will be in-depth with the Building and Grounds report.
- Internet use was significantly down in January, but we attribute that to weather and the fact that more and more patrons bring their own laptops rather than signing onto the Library's computers.

Marketing Report:

- Milano wants Kozak's 25 years of service to be publicized in the next Newsletter and/or in the local newspapers.
- Milano inquired as to who was performing the publicity and marketing duties with Laura Bruzas one month leave of absence. Kozak confirmed that staff has stepped in significantly. Unfortunately Bruzas left with assertions that all events were publicized and the Newsletter ready for production, however this has turned out not to be true.

Visitors and Public Comment: Leslie Karas and Karen Janowski visited for the Board's personal presentation of a restaurant gift certificate and oak leaf necklace in recognition of her 25 years of faithful and excellent service as Library Director. There were no Public Comments.

Communications: None

Committees:

Finance: Landman

Landman recommended, and the Board agreed, to ask Grace at the Village to provide a Quarterly Investment Summary that includes detailed Fund Statements for all accounts. In the past the Investment Summaries have just included the interest postings on the CD Accounts. The newly requested format should provide a clearer snapshot of the different Fund Accounts.

Goals and PR: Kozak

Kozak highlighted the link between the Strategic Plan Initiatives and the Board Action Calendar for 2011. The Calendar represents all the Initiatives spread out over the 12 months. The Board recommended that the Tour of the Building and Grounds to note needs for repairs be moved from April to May so the new Board members can be acquainted with the Building. Additionally, quotes for magazine shelving should be obtained in March rather than April as it is Blackman's strong desire to improve the periodical display in the Reading Room and his tenure expires in May.

Kozak also highlighted Board Continuing Education Topics which will include: (a) demonstration of the new electronic borrowing via Media On Demand; (b) a presentation by the Friends and Foundation in June which will acquaint the new Board Members with these important partners and supporters of the Library, and (c) a visit with Marty Scott of the Village who is responsible for providing marketing and community development. The Board is looking forward to these presentations and are encouraged to notify Kozak of any other ideas and topics for education.

Building and Grounds: Milano

Roof Project: Milano confirmed Steve Nelson of StudioGC ("Nelson") is fulfilling his commitment to inspect the Roof monthly and was here on January 27th. Nelson said he has discussed the Unit skirt repairs with Adler Roofing and while they will not perform the repairs at no cost, they have reduced their quote from \$4,000 and the quote is now at \$2,785 which Nelson said is a fair price. Milano suggests that since Nelson is conducting monthly roof inspections, perhaps we should forgo this expense until Nelson reports that a skirt has cracked or there is a leak. Nelson's commitment expires in December. Blackman noted that \$2,785 seems a modest amount since it has been reduced from \$4,000 and everyone would hate to see the damage to the roof and the library collection if a Unit's skirt fails. Kozak will find out if Nelson would oversee Adler's work for this repair.

MOTION: Milano moved to retain Adler Roofing to repair the skirts of all the Roof Units for \$2,785. Ericson seconded.

Roll Call:

Fahrenbach aye

Landman aye

Blackman aye

Milano aye

Ericson aye

Mitchell aye

Harris aye

All approved.

Tuckpointing: Milano and Kozak met with Joe Huberty of Engberg-Anderson on February 9th to inspect the cracks in the exterior mortar and to discuss columns for the new Library sign. Milano and Mitchell, and the Board were all shocked at the \$17,000+ price tag simply for services to coordinate the spec and bidding of this project, especially since this amount does NOT include reimburseables which is significant with a firm from Milwaukee for mileage, hotel, etc. The Roof Project architect's fees were \$20,000 and by comparison the tuckpointing project is much smaller in scope and only a 2 week job. Kozak anticipated rejection of Engberg-Anderson's proposal and asked them for an estimate of how much the actual tuckpointing project would cost. The answer is qualified based on overhead in access and cleaning up, as well as a percentage of how much of the structure will require tuckpointing - if only 20% it may be ~\$24,700 and if 30%, it could be ~\$34,000. Kozak received an email from Engberg Anderson discussing these costs and their proposal. The Board is recommending pursuing another firm while still negotiating with Engberg-Anderson.

Regarding the sign posts, evidently because the new Library sign will be limestone, the pillars needs to be wider and with deeper bases for the pillars. Milano showed the sign blueprints from Grand Avenue School - the cost in 1997 was \$8,425.00. The Foundation is funding the sign, but the Library will be responsible for the pillars.

Kozak contacted Attorney Henn to see if the Library could contact tuckpointers independently. Henn rejects this action due to liability issues. The Library must have an Architect or other Project Manager with expertise and liability to oversee and be responsible for preparing the specs and evaluating the bids from the tuckpointing companies. The Board has expressed extreme disappointment with the proposal from Architects Engberg-Anderson. Kozak will coordinate a meeting with a second firm.

Personnel: Kozak

Kozak emailed changes to the Sick Leave section of the Personnel Policy which were approved by Attorney Henn. It is to the Library's advantage to qualify the part-time employee's sick leave accrual rate of 1/2 day per month to a quantifiable amount of 2 hours per month as part-time employees tend to work irregular hours and days to achieve the 20 hours per week.

MOTION: Blackman moved to accept the changes to the Sick Leave section of the Personnel Policy as recommended by counsel and highlighted in Attachment #8. Landman seconded. All approved.

New Business:

Lightpole Banners LeMesurier reported that Bannerville located in Burr Ridge can provide two-sided vinyl banners for the lightpoles in Western Springs for a cost of \$50 per banner. This cost includes production, installation and removal. The Library would like to store the banners for further use. A building permit would be required, but there is no cost. The Library's new logo, possibly the image of it's building and website would be design - no dates or other identifying remarks to insure future use of the banners. The banners would not be up during National Library Week due to another event's use of the lightpoles, but it is anticipated that the banners could be up from April 18 through about May 8th.

MOTION: Blackman moved to pursue the purchase and display of 10 banners for a total cost of \$500. Ericson seconded.

Roll Call:

Fahrenbach aye

Landman aye

Blackman aye

Milano aye

Ericson aye

Mitchell aye

Harris aye

All approved.

Presentation by Uma Nori, Head of Youth Services Uma Nori highlighted some of the accomplishments, challenges and future goals of the Youth Services Department. Accomplishments include streamlining the book orders through Baker & Taylor which has practically eliminated duplicates with Teen orders. Due to limited shelf space, weeding of materials is an ongoing process to make room for new materials. The discarded books are being recycled through: Better World Books, an organization that issues payment for the books we send and we donate that amount; and through Reading Tree, an organization that reuses the books. The Storytime and Toddler Time programs are always at full capacity and Uma handed out samples of materials used which emphasize early literacy skills. Pop-up Books and Board Games have been added for in-library use, but are not that popular at the moment. Outreach and collaboration with schools and organizations (ie. Cub Scouts) are increasing which adds a positive image and relations with the community. The E Readers have been categorized in a less subjective system and should prove more patron friendly.

Challenges: The CD shelving is falling apart and a patron has even mentioned that it is a safety hazard, so new Media shelving is necessary. The train area becomes a congregating area for parents and caregivers while the kids play on the train and it can quickly become a playground. The other area that needs attention is the booth seating area against the far wall. The problem is that it is not visible from the desk, therefore older kids take advantage of this private corner for eating and hanging out and unfortunately graffiti has appeared on the table and walls. Another issue is that while tutoring seems to have been significantly reduced, it is still on going. A parent will sit at the booth with her child then the tutor appears and the parent quietly disappears. Uma tries to approach the tutor and parent before the session begins and shows them the policy to reiterate that private business can not be conducted on Library property. The other challenge is the 2nd-5th grade group - programs that are a hit one year, fail the next.

Goals: Uma is in the process of preparing a manual to help current and future staff know all aspects of the department, from opening, processing materials and closing. Inventories of resources (ie. Puppets) are being catalogued. Uma is planning on more departmental meetings to improve communications and also cross training so that Programs can be run by other staff and not only Uma and Dana.

Blackman commended Uma for her creative use of her abundant talents and efforts in the YS Department. Blackman also informed Uma that he appreciates educational programs that coincide and emphasize school holidays, ie. Lincoln's Birthday. He also inquired about where Uma sees her

department in five years. Uma foresees the technology increasing but also perhaps educational classes or workshops for parents to learn the importance of and even how to read with their children. Parents don't seem to realize what a powerful influence reading has in a child's life and education, not just when they are little but even with older children. Perhaps create parental workshops to encourage parents not to use the Library as a break from their child, but rather use the Library and its resources to engage with their child.

Milano also wanted Uma to know that he cares about the HVAC situation in her department and she should alert Kozak to any improvements and problems. The ductwork has been completed but the upcoming humid and hot months will be a test on the repairs.

Identity Protection Policy: Kozak presented a proposed new TFML Policy No. 24, Collection, Use, Disclosure, and Protection of Individual's Social Security Numbers (Identity Protection Policy) for the Board's consideration. The Board could not recall a situation where the Library had social security numbers, except for employment. Kozak confirmed the Library never obtained social security numbers from patrons, however this is a new Illinois law (Identity Protection Act (5ILCS 179/1 *et seq*) so we are bound to adopt it. Milano recommended inserting "or be a party to" after "shall do", and the Board agreed.

MOTION: Blackman moved to accept the new TFML Policy No. 24, Collection, Use, Disclosure, and Protection of Individual's Social Security Numbers (Identity Protection Policy), as presented in Attachment #9, with the addition of "or be a party to" after "shall do" in the first sentence of Section 24.11. Ericson seconded. All approved.

Executive Session Minutes: The Board must review Executive Session Minutes two times a year to determine if any should be kept private or made public. Kozak distributed these minutes to the Board members for review and recommendation. These minutes are in the areas of Personnel from 1998, 2007 and 2010; Salaries from 2009 and 2010 and Acquisition of Property from 2009.

MOTION: Mitchell moved to publically release the Executive Session Minutes dated January 26, 2010 regarding Kozak's evaluation and the minutes of January 27, 2010 which concerned the review of minutes from a previous Executive Session, and to retain all others on the list as private, pending future review. Ericson seconded. All approved.

Old Business: Kozak reported that the Citizen of the Year event had great feedback. There were no mishaps, there were over 150 people and the Library proved to be a delightful venue. The excess food went to BEDS and the Fire Department.

MOTION: At 8:37pm Blackman moved to adjourn the regular Board meeting. Landman seconded. ALL APPROVED.

Respectfully submitted,
Bethany J. LeMesurier
Recording secretary