

**Thomas Ford Memorial Library – Library Board of Trustees Minutes
March 22, 2011**

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

Also present: Kozak, LeMesurier, Kafkes

President Fahrenbach called the meeting to order at 7:03 p.m.

MOTION: Minutes

Blackman moved to approve the Minutes of the February 22, 2011 meeting. Ericson seconded. All approved.

Treasurer's Report: Landman

The Promissory Note payment will now show as monthly transfers from the Building Maintenance Fund #930 to Debt Retirement Fund #940 in the amount of \$3,563.33. More 2010 property taxes are flowing in but we're still off by roughly \$35,000.

Fund balances as of February 28, 2011 are:

Library Operating Fund #920:	\$48,854.76
Graham Trust Fund #925:	\$264,273.76
Building Maintenance Fund #930	\$35,375.53
Capital Fund #970	\$135,698.33
Timber Trails Fund #950	\$114,497.15
Debt Retirement Fund #940	\$3,563.33

Grace at the Village informed Kozak there are a minimal number of households, if any, that failed to pay the arrearage tax collection for the one-time special assessment to correct Cook County's levy mistake in 2007.

Milano inquired about the ADT motion detector expense on the Vendor List. Kozak stated that when the Library upgraded its system with ADT, their audit revealed no motion detectors in the Reading Room which is a point of access. The expense was for the installation of a detector in the Reading Room. Milano also asked about some of the fees for lost books. Kozak informed the Board that MLS tracks and coordinates owning Libraries and lost items so we pay the owning library for lost items. Sandy Frank bills the patron for these expenses and we have a high rate of recuperation for lost items.

MOTION: February 28, 2011 Vendor List

Milano moved to approve the Vendor List dated February 28, 2011 totaling \$72,706.55. Mitchell seconded.

Roll Call:

Fahrenbach aye

Landman aye

Blackman aye

Milano aye

Ericson aye

Mitchell aye

Harris aye

All approved.

Librarian's Report: Kozak

- Final statements for expenses and income through December 31, 2010 will not be ready until April as the Village is still in the process of posting the 13th month's revenues and expenses.
- A Purchase Order for \$2,785 has been issued to Adler Roofing for the installation of skirts around the 8 rooftop units. Steven Nelson has agreed to supervise the project gratis on our behalf. Work will commence after mid-April as weather is a key factor.
- OMA/FOIA - Refresher courses are required annually so the Staff and Trustees will be taking the online training courses. Currently the appointed positions are:

Open Meetings Act: Board: Fahrenbach

Staff: Kozak, LeMesurier

Freedom of Information Act: Board: Mitchell

Staff: Frank, Nori, Roche, Kozak

Nancy Harris has agreed to be the Board Representative for the Open Meetings Act as Fahrenbach will be leaving the Board in May.

- Circulation numbers were down in February due to severe weather and Library closing, we anticipate the numbers to increase in March.
- MLS Merger is proceeding as scheduled with a Transition Board in place. The projected combined fund balance of the five (5) merged systems as of July 1, 2011 is \$4.9M which should carry the new system for the first year.
- The Office of the Secretary of State sent a letter affirming an Illinois Public Library Per Capita and Equalization Grant in the amount of \$12,784.46.

Visitors and Public Comment: There were no Visitors or Public Comments.

Communications: The following letters were circulated:

1. Thank You Letter to Uma for her presentation on India at Field Park Elementary School.
2. Thank You from Anne Kozak to the Board for her appreciation of the necklace and gift certificate for 25 years of service.
3. Secretary of State's letter awarding the Library \$12,784.46 as a Per Capita Grant.

Alaina Kafkes mentioned that she received numerous positive comments and feedback from several neighbors, friends and students based on the Newsletter article highlighting her as the Teen Board Representative.

Kozak informed the Board that the Citizen of the Year Committee (COTY) will donate \$500 to the Library as a thank you for the use of the Library for its annual party. Unfortunately the COTY will be disbanded.

Committees:

Finance: Landman

A Quarterly Investment Summary that includes detailed Fund Statements for all accounts should be available for the April Meeting. All the economic statements and letters for the auditors have been mailed.

Goals and PR: Kozak

Kozak presented the Responsibilities of Library Board and Library Director which is TFML Policy No. 1 for review and comment, as required by law.

MOTION: Milano moved to approve the TFML Policy #1, RESPONSIBILITIES OF LIBRARY BOARD AND LIBRARY DIRECTOR as presented. Landman seconded. All approved.

Building and Grounds: Milano

Tuckpointing: Milano and Kozak met with Jim Filliung of Larson-Darby Group on March 2nd to inspect the cracks in the exterior mortar and to discuss columns for the new Library sign. Filliung informed them that he could not bid on this project until negotiations with Engberg-Anderson had ceased in accordance with the "Local Government Professional Services Selection Act". Under the tenets of the Act, we cannot seek a proposal from or enter into negotiations with a second architectural firm until we have negotiated with and rejected the proposal of the first firm. Kozak contacted Attorney Henn as we had no knowledge of this Law.

Engberg-Anderson did provide a revised Proposal with a Reduced Scope dated February 22, 2011. Fahrenbach sent a letter requesting detailed information as many items in such letter were unclear. Engberg-Anderson replied with details in a letter dated March 16, 2011, which indeed reduces the scope of work, but the architect's fee is still approximately 50% of the cost of the project. The Building and Grounds Committee met on March 21, 2011 and recommend rejection of Engberg-Anderson's reduced scope letter as 50% of the estimated cost of the project is not fiscally prudent. Attorney Henn will be contacted for approval of a letter to Engberg-Anderson ceasing negotiations and a letter to Larson + Darby for opening negotiations with a proposal. The Board also agrees that Engberg-Anderson's explanation of the Reduced Scope of service letter dated March 16, 2011 places too much liability and responsibility on the Library with too many uncertainties that could increase the costs of the project.

MOTION: Blackman moved to reject Engberg-Anderson's Reduced Scope Proposal as outlined in their letter dated March 16, 2011 and terminate negotiations with Engberg-Anderson as recommended by the Building and Grounds Committee. Ericson seconded. All approved.

MOTION: Landman moved to approve the Building and Grounds Committee Minutes dated March 21, 2011 as presented. Milano seconded. All approved.

Friends: Harris

Harris presented the list of Projects approved for funding which total \$2,940.00. The Spring Book Sale will be April 29 – May 1, volunteers are needed, contact Linda McGuire at jplrmcguire@sbcglobal.net.

New Business:

Media On Demand Rick Roche demonstrated how to download e-books and audiobooks via the new Media On Demand. He conducted a live demonstration and it was exciting. The collection is run by Overdrive, not through the MLS. The Books time out or expire so they are never overdue. If a book is due to expire, you can continue reading it on your device as long as you do NOT sync or plug it into your computer. If your device is plugged into the computer an automatic update or syncing occurs which will update your booklist by removing books that have expired. The Library has offered this service for about a month and in this short time 82 people have 105 items checked out via Media On Demand. There are search features that show which items are currently available, or you can search by genre. You are allowed to borrow a maximum of 5 items at a time, but you can build a wishlist and place holds which will alert you via email when an item is available for borrowing.

Organizational Chart Kozak presented the Library's Organizational Chart and recommended that pictures be inserted by the positions so that the new Board Members will know the Staff. This was endorsed by the Board.

Eagle Scout Project Milano mentioned that the Eagle Scouts are willing to refinish the North and East outside doors. Kozak and Milano will meet with Luke Goyer to discuss the details. The Library would only have to pay for materials. This project will not happen until after the tuckpointing project is completed.

Graham Trust Fund Request Dana Folkerts is on the Association for Library Service to Children Committee and must attend events and meetings in conjunction with the ALA Annual Conference. This Conference will be held June 23-28, 2011 in New Orleans. The Total funding request is \$1,892.70. She will be the only Library representative at this ALA Conference.

MOTION: Ericson moved to approve the Graham Trust Funding Request in the amount of \$1,892.70 to send Dana Folkerts to the ALA Annual Conference in June 2011 as outlined in Attachment #8. Blackman seconded.

Roll Call:

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

All approved.

Old Business: Kozak and LeMesurier reported on options for Magazine Shelving, in particular using an acrylic box to house all issues as this is a much cheaper alternative to new shelving. The “L” bracket used by LaGrange Public Library requires special metal shelving. Blackman is concerned about the height of the shelves. LeMesurier will obtain the cost for shelving. This investigation has led to some good ideas such as moving all periodicals into the Reading Room and moving Large Print and Mysteries to the main floor. Kozak will present a plan at the April Board Meeting.

MOTION: At 8:23pm Harris moved to adjourn the Board meeting. Blackman seconded.
ALL APPROVED.

Respectfully submitted,
Bethany J. LeMesurier
Recording secretary