



# The Thomas Ford Memorial Library

800 West Chestnut Street  
Western Springs, Illinois 60558

Attachment #1 May 2011

## Thomas Ford Memorial Library- Library Board of Trustees Minutes April 26, 2011

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

Absent: Mitchell, Harris

Also present: Kozak, LeMesurier, Kafkes, French

President Fahrenbach called the meeting to order at 7:01 p.m.

Anne Kozak introduced Gloria French, a newly elected Trustee who will begin her term next month. Ms. French has been a substitute teacher and librarian in District 101 elementary schools. She also is a 35 year member of League of Women Voters. Most recently she has retired from a Marketing and Communications position at Plymouth Place. Ms. French and Brigitta Denning will be sworn in prior to the Board Village Meeting on May 23<sup>rd</sup> and be seated at the next Library Board Meeting.

### MOTION: Minutes

Blackman moved to approve the Minutes of the March 22, 2011 meeting. Ericson seconded. ALL APPROVED.

### **Treasurer's Report: Landman**

Taxes were due in March thus the monthly revenue is significant. The Promissory Note payment is now shown as monthly transfers from the Building Maintenance Fund #930 to Debt Retirement Fund #940 in the amount of \$3,563.33 at the end of the Vendor List.

Fund balances as of March 31, 2011 are:

Library Operating Fund #920:	\$169,016.77
Graham Trust Fund #925:	\$265,585.22
Building Maintenance Fund #930:	\$55,217.72
Capital Fund #970	\$135,700.18
Timber Trails Fund #950	\$114,500.29
Debt Retirement Fund #940	\$10,689.99

**MOTION:** March 31, 2011 Vendor List

Milano moved to approve the Vendor List dated March 31, 2011 totaling \$77,269.85. Ericson seconded.

**Roll Call:**

Fahrenbach     Aye  
Landman        Aye  
Blackman       Aye  
Milano          Aye  
Ericson         Aye

ALL APPROVED.

**Librarian's Report:** Kozak

- Kozak publically acknowledged and thanked Fahrenbach and Blackman for their service on the Board and to the Library. She presented them with flowers and gift certificates to Vie Restaurant as tokens of her appreciation. Books will be given to them in their honor at the Trustee dinner next week.
- Economic Interest statements have been submitted electronically by all Board members.
- The new consolidated library system will be Reaching Across Illinois Library System (RAILS).
- The Foundation will have a plaque with an engraving done by a local botanical artist which will list the charter members of the Oak Leaf Society. The Library will be a rest stop and the Foundation will sell refreshments on the WS Historical Society's Housewalk on Sunday, May 22<sup>nd</sup>. The Foundation will also host an in-Library mini-golf event on Saturday, November 5<sup>th</sup>. Downers Grove just had a similar event which drew over 400 people.
- The WS Friends of the Library Book Sale is this Friday and Saturday.

**Visitors and Public Comment:** Gloria French was the only Visitor; there were no Public Comments.

**Communications:** A Thank You Letter to Dana for the Story Hour presented to the First Congregational Preschool was circulated. Dana Folkerts received verbal praise for her giftedness from a grandparent who enjoyed the Grandparents Tea and takes her grandsons to the weekly storyhours.

**Committees:**

**Finance:** Landman

Landman presented the Promissory Note Expenses as of April 4, 2011 which shows disbursements of \$317,612.01. There will be one more disbursement in connection with the roof project in the amount of approximately \$2,800.00 which will leave a balance of just under \$30,000 from the original loan amount of \$350,000. Grace Turi recommends transferring this amount to the Debt Service account to pay down the Promissory Note.

Landman distributed a Quarterly Investment Summary that includes detailed Fund Statements for all accounts. The cash balance and CD accounts are still separate for Fund 925 (Graham Trust) and Fund 970 (Building Special Reserve) so you need to add these totals together to capture the total balance of these funds. Landman and Kozak noted a \$50,000 discrepancy from this report in comparison to the current Treasurer's Report listing for Library Operating Fund 920. They will contact Grace at the Village for clarification, it is possible the auditors transferred funds.

Milano noted that two (2) CDs are maturing in August and September and to be on the alert for good rates. Western Springs National Bank is now Heartland Bank.

**Building and Grounds:** Milano

**Tuckpointing:** Milano stated that the Library terminated negotiations with Engberg-Anderson as approved at the last Board Meeting. The Committee contacted Larson + Darby (L+D) for opening negotiations with a proposal for the tuckpointing project. Jim Filliung, Principal of Larson + Darby provided a proposal dated April 5, 2011 for consideration. Milano presented the Attachment #5 which included this proposal and the Minutes of Building and Grounds Committee Meeting which met to discuss the L+D proposal on April 12. The Committee recommends that it is not fiscally prudent to spend almost 50% of the estimated cost of the project on architect's fees and therefore to terminate negotiations with L+D. Engberg-Anderson's fee was \$17,240; L+D's fee is \$13,500 plus an additional \$1,500 for the sign if new column posts are necessary, for a tuckpointing project that is estimated to fall between \$25,000 - \$34,000. The roofing project was over \$300,000 with several trades and the fee was only 10%; this project is one trade and significantly less expensive. Therefore, the Committee is recommending seeking a Project Manager for this tuckpointing project. Attorney Henn agrees with this course of action, provided such Project Manager is skilled in working with public bodies and experienced with AIA documentation. The Committee met again today at 6:30pm and received positive feedback from the WS First Congregational Church who used a Project Manager on a 3 Million building renovation project that included tuckpointing.

Blackman appreciated the Attachment #5 which documents how the Committee is progressing with negotiations and plans for this tuckpointing project.

**Doors:** Luke Goyer, a Senior at LTHS and an Eagle Scout will be refinishing the East and North doors in situ, for just the cost of materials. The project has to be done on the weekends and by the end of May, however the weather has not cooperated with rain every weekend. Luke will sand, stain and varnish the doors with the help of other Boy Scouts.

**Roof:** The Purchase Order for \$2,875.00 has been issued to Adler Roofing for the repair of the EPMD covers for the skirts on the HVAC Roof Units. The work will commence as soon as the weather cooperates as such repairs require dry conditions and a steady temperature in excess of 40 degrees. Steve Nelson has been extremely cooperative and proactive in coordinating this work with Adler Roofing.

**MOTION:** Milano moved to reject Larson + Darby's proposal as outlined in their letter dated April 5, 2011 and terminate negotiations with Larson + Darby as recommended by the Building and Grounds Committee. Blackman seconded. ALL APPROVED.

**MOTION:** Milano moved to proceed with seeking a Project Manager for the tuckpointing project. Landman seconded. ALL APPROVED.

**Personnel:** Kozak

Kozak informed the Board that a new reference librarian, Rachel Hoover, has been hired and will start on May 9<sup>th</sup>. She has over 5 years of experience at a Palos library and is well-read with a strong technical background and she will be a great addition to the staff.

**MOTION:** Blackman moved to approve the hiring of Rachel Hoover as Reference Librarian at an annual salary of \$38,500.00. Ericson seconded.

Roll Call:

Fahrenbach Aye

Landman Aye

Blackman Aye

Milano Aye

Ericson Aye

ALL APPROVED.

**Goals & PR:** Kozak

Kozak presented the Computer Utilization Policy for review as required by State law every two years. The comments in red are permanent changes, and the comments in italics pertain to the Computer Room. Kozak pointed out the declining Computer Usage statistics and the cause is due to the fact that the Computer Room is isolated and certain individuals occupy the room for 4 to 8 hours a day and the websites are not always appropriate. The Library Staff has suggested putting 2 of the 3 computers out on the floor with the other public computers and convert the Computer Room into a study room. We are awaiting a proposal for constructing carousels to be installed on the East side table which would create 4 quiet study areas; the West side table will remain open for students to study together. Milano inquired about a past idea of moving Kozak's office to the main floor. This was part of a larger internal reconfiguration and not practical at this time. Converting the Computer Room into a study room is fiscally viable and would satisfy the patron need for more study space. An update on the conversion will be presented at the next Board meeting and the Board members are encouraged to provide feedback on the policy changes.

**Technology:** Kozak

Kozak presented the Quarterly E\*Services Metrics Report generated by Rick Roche. The Board is pleased to see the increase of remote access to the website and significant use of patrons using the website to ask reference questions, make program reservations and request meeting room space. The S&P database subscription will be expiring soon. Milano extends his compliments to Roche for an excellent report.

**Foundation:** Landman

Landman shared the great news that the Foundation fund raising efforts have broken the six figure ceiling – the Foundation has raised over \$100,000. In light of the economy, this is incredibly encouraging news for the Library and the support shown by its patrons and community of Western Springs. The Foundation will be funding the new Library sign which will be constructed in tandem with the tuckpointing project.

**New Business:**

**Review of Annual Report** Kozak highlighted the Annual Report Statistics which is submitted to Jesse White, Secretary of State and State Librarian. This Report is required to be filed annually in order to receive Per Capita funding. The Report spans the years 2006 – 2010 and shows stability in Reference Questions, number of visitors and program attendees. It is remarkable that the number of Patron placed reserves for materials has doubled from 2006 to 2010 which correlates to the significant increase in Interlibrary Loans. TFML is certainly meeting the needs of its patrons.

**Area Library Cooperation** Kozak met with Library Directors from Brookfield, La Grange and La Grange Park to brainstorm about how to cross-market and promote libraries within this region. One idea is a Library Hours sign to be posted on the door and website to show patrons which libraries are open late on Friday or Sunday in the Summer. The Board appreciated this idea and thinks it would benefit the patrons to know where to go if TFML is closed. Milano recommended adding Hinsdale's hours to this sign. Kozak mentioned there might be a regional rotation of extended hours to meet patron needs. Kozak and Ericson affirmed that circulation and visitor numbers are what determine hours and Friday nights rarely see any traffic.

**Nominating Committee for 2011-2013 Officers** In view of Blackman's and Fahrenbach's expiring term on the Board, current Board members have to form a Nominating Committee to elect officers for the 2011-2013 term. Landman will contact Mitchell and Harris to see if they are interested in being on the Committee and Ericson, Milano and Landman will meet to form the Committee. The Committee will present their officer nominations at the next Board meeting and new officers will be elected at that time.

**Old Business:** Kozak proposes closing the Library on Friday, August 19<sup>th</sup>, to rearrange and backshift the collection. Specifically, the Mystery, Science Fiction and Large Print will be moved from the Reading Room to the stacks and the periodicals will be relocated to the bookshelves currently occupied by Mystery, Science Fiction and Large Print. The paperbacks which are currently separate will be interfiled by author. This work should be accomplished in one day. The Board agreed to this rearrangement of the collection and this Library Closing date will be added to the Newsletter.

A report from Heidi Beazley on her technology conference in Washington, D.C. will be presented at the next Board Meeting.

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



MOTION: At 8:08pm Milano moved to convene the Executive Session; Ericson seconded. ALL APPROVED.

MOTION: At 8:25pm Ericson moved to reconvene the regular Board Meeting session. Landman seconded.

Roll Call:

Fahrenbach	Aye
Landman	Aye
Blackman	Aye
Milano	Aye
Ericson	Aye

ALL APPROVED.

MOTION: At 8:26pm Milano moved to adjourn the regular Board meeting. Blackman seconded. ALL APPROVED.

Respectfully submitted,  
Bethany J. LeMesurier  
Recording secretary