



The Thomas Ford Memorial Library

800 West Chestnut Street
Western Springs, Illinois 60558

Attachment #1 July 2011

Thomas Ford Memorial Library- Library Board of Trustees Minutes June 28, 2011

Present: Ericson, Denning, French, Harris, Mitchell, Milano
Absent: Landman
Also present: Kozak, LeMesurier, Kafkes,

Treasurer Ericson called the meeting to order at 7:02 p.m.

MOTION: Minutes

French moved to approve the Minutes of the May 24, 2011 meeting. Mitchell seconded. ALL APPROVED.

Treasurer's Report: Ericson

Ericson reviewed the different accounts highlighting that property tax revenues are in line. The State Per Capita Grant has been approved but there is no knowledge as to when the funds will be disbursed so this is a budgeted revenue source without a firm date for the incoming revenue. The Database account has \$13,000 but \$5,416.67 will be re-allocated from 60071 to 52660 in the Library Operating Fund as this amount was for SWAN. The correction will show up on June's report. The revenue on Certificates of Deposit is incredibly low due to market conditions but as these are public funds we have no other investment options. The generator needed a new stepper motor which regulates the electrical flow in the event of a power outage.

Fund balances as of May 31, 2011 are:

Library Operating Fund #920:	\$268,732.86
Graham Trust Fund #925:	\$261,969.85
Building Maintenance Fund #930:	\$75,007.88
Capital Fund #970	\$135,909.37
Timber Trails Fund #950	\$114,504.08
Debt Retirement Fund #940	\$17,816.65

MOTION: May 31, 2011 Vendor List

Ericson moved to approve the Vendor List dated May 31, 2011 totaling \$87,899.65. Harris seconded.

Roll Call:

Ericson Aye
Denning Aye
French Aye
Harris Aye
Milano Aye
Mitchell Aye

ALL APPROVED.

Librarian's Report: Kozak

- Kozak updated the Board on the status of the Metropolitan Library System merger with 4 other systems into "RAILS" - Reaching Across Illinois Library System. The transition has recently met with hurdles from the State but it appears that the merger should go smoothly and be effective July 1, 2011. There were concerns due to having insurance in place on July 1 and yet without binding authority for the RAILS Board, it was possible that delivery would be interrupted. It is now understood that contracts have been signed and there should be a smooth transition. This new RAILS system will cover 27,000 square miles, roughly the Northern third of the State of Illinois. SWAN has been operating as its own independent entity and will continue to provide services. The interlibrary loan and access to databases will be transparent to the patron.
- Summer Reading Clubs have begun with great success. The Children's *One World, Many Stories* has 1,005 registrants; the Teens' Reading Challenge has 56 registrants and the Adult's *Another Time, Another Place* historical fiction theme has 111 registrants - last year they had only 80.
- The Circulation Statistics continue to increase and should have significant gains with Summer Reading clubs.
- Kozak highlighted the article on digital borrowing via electronic readers which indicates the public's growing awareness of the "digital library".
- The Board was pleased with the recent articles and publicity of different programs, Scooter the library bird and the Summer Reading Clubs.
- Bookmarks were presented and the Board likes the look and colors. The font for the TFML on the header needs to be larger and uniform on all of them. These will be printed by a professional firm and will be funded via the Per Capita funds received at the end of 2010.

Visitors and Public Comment: No Visitors; there were no Public Comments.

Communications: None

Committees:

Finance: Ericson

Ericson and Kozak handed out a preliminary report on the 2010 Audit which Kozak just received. The final 2010 Audit report will be available at the July meeting. Kozak highlighted the contingency of \$27,010 in the Library Operating Fund which is recorded on both the expense and revenue sides of the budget but not counted on as a certainty. Traditionally, the Library levies for more than it expects to

receive and budgets for less than it expects. In the Building Maintenance Fund the roof project was funded for 2009 yet the expenses were incurred in 2010 so while it looks out of line, it simply is due to this straddling of years. The Promissory Note payments for 2010 were budgeted in the Capital Reserve Fund but were expensed in the Building Maintenance Fund. All positive balances were swept into the fund balances for each library account at the beginning of 2011.

Goals and PR: Kozak

Kozak presented the Computer Use Policy No. 4 with corrections and updates due to the re-purposing of the computer room, wireless service and recent technology. Kafkes asked if "other devices/media" meant iPods and cell phones which it does. The Library is not responsible for damage to any devices that are plugged into its computers.

MOTION: Denning moved to adopt and approve the Computer Use Policy, TFML Policy No. 4, with the Internet Use Policy and Internet User's Agreement, as amended. Mitchell seconded. ALL APPROVED.

Kozak presented the Library Programs Policy which was amended to include Participation in Programs. Patron's participation in programs includes the Library's right to take photos or film of participants for publicity purposes. The onus is on the patron to notify staff if they do not want their child's or their own photo taken during a program. This language will be on the Newsletter and it appears on every screen for on-line registration for a program.

MOTION: French moved to adopt and approve the Library Programs Policy, TFML Policy No. 22, as amended. Denning seconded. ALL APPROVED.

Building and Grounds: Milano

Milano informed the Board that the Bid for Tuckpointing has been solicited and the legal notice appeared on June 9. There are three (3) components to the Bid:

1. Base tuckpointing of the exterior which Dan Ruzic estimates to be \$30,000-40,000.
2. Alternate 1 which is replacement of the lintel on the East window, estimated to cost \$10,000.
3. Alternate 2 which is the new sign. The Library's portion will be approximately \$10,000.

There is also a contingency of \$5,000 which brings the project total to \$65,000.00

The Pre-Bid conference on June 22 went well with a tour of the building. Two of the contractors dropped out - one because of pre-qualification and the reason for other one is unknown. This project has to be done at Prevailing Wage Rates and that may have kept some contractors away. Ruzic recommended and approved Marion Restoration to bid on this project so there are a total of five (5) companies bidding for the Library's tuckpointing project. The bid opening will be on July 7.

The invoice from US Heritage came in at \$1,675.00, which is \$640 less than predicted because only two sections of the building are being tuckpointed. US Heritage will be the provider of mortar to the winning bidder and all the companies will contact US Heritage for pricing as the supplier. Depending on the bids, Ruzic may recommend a "mock up" using the mortar which will cost \$180/hour labor and \$90/hour travel.

Milano pointed out and the Board noticed how clean the stone wall appeared in the Board Room. Ruzic had a worker use brushes, a hepa vacuum, and a vinegar wash to clean the lime and mold off the stones. We will see if the growth re-appears in a few months which will indicate moisture. It looks fantastic.

Milano also notified the Board that Ruzic recommends soliciting for bids on annual roof inspections. Roof maintenance is necessary and this annual cost is preventative and necessary.

Ruzic is investigating water leakage and damage on the South wall in the Reading Room.

MOTION: Milano moved to accept the Building and Grounds Committee Minutes dated June 6, 2011. French Seconded.

NEW BUSINESS

Board Committee Assignments: Kozak

Kozak presented the list of Committee Assignments, any questions or concerns should be addressed to President Landman. The term for these positions is two (2) years.

Community Planning Survey: Kozak

Kozak has contacted Northern Illinois University and University of Illinois public planning and research departments and one private firm for design and tabulation of a community survey. The next step is for the Marketing Committee to meet and discuss whether a survey is necessary at this time, and if so what the focus should be so soliciting proposals will be in line with the data desired and budget.

Vehicle Stickers: LeMesurier

LeMesurier presented four (4) renderings drawn by Heidi for the 2012 Village of Western Springs vehicle sticker which will celebrate the 80th anniversary of the Library. The color has to be a mustard yellow to match the license plate tags. The Board likes the logo with the building etching as the first option. If the detail is too murky then the new logo would be chosen. The Village will control the process and there is no cost to the Library.

Resolution for .02% Building Maintenance Levy: Kozak

Every year the Library must request the Village to levy a tax for the maintenance of this public building. The levy will be published in the newspaper and it will pass unless 10% or more of the registered voters sign a petition objecting to the levy within thirty (30) days of the publication. If this occurs, the levy will be submitted at a special or general election. The Library, through the Village, has levied this tax for many years.

MOTION: Building Maintenance Levy

Denning moved that a Building Maintenance tax in the amount of 0.02% of the value of all taxable property in the village be levied for the purpose of maintenance, repairs, and alterations of the Library building and equipment for the fiscal year beginning January 1, 2012. Harris seconded.

Roll Call:

Ericson Aye
Denning Aye
French Aye
Harris Aye
Milano Aye
Mitchell Aye

ALL APPROVED.

Prevailing Wage Compliance report: Kozak

Kozak notified the Board that every year the Library must resolve to adopt the Prevailing Wage Rates for Laborers, Workers and Mechanics as required by the Prevailing Wage Act. A legal notice must be published and the Resolution returned to the Illinois Department of Labor and Secretary of State of Illinois as to the Library's determination by July 15, 2011. All contracts for public works are subject to this Act.

MOTION: Resolution Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics employed by the Thomas Ford Memorial Library.

Ericson moved to resolve that the Thomas Ford Memorial Library determine to adopt the Prevailing Rate of Wages as required by the Prevailing Wage Act, 820 ILCS 130/0.01 *et. seq.*, as amended. Mitchell seconded.

Roll Call:

Ericson Aye
Denning Aye
French Aye
Harris Aye
Milano Aye
Mitchell Aye

ALL APPROVED.

MOTION: At 8:05pm Ericson moved to adjourn the regular Board meeting. Denning seconded. ALL APPROVED.

Respectfully submitted,
Bethany J. LeMesurier
Recording secretary