

**Thomas Ford Memorial Library- Library Board of Trustees Minutes  
October 25, 2011**

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

President Landman called the meeting to order at 7:04p.m.

**Minutes:** French pointed out two spelling errors in the media personalities listed on page one of the September 27, 2011 Minutes.

**MOTION:** Minutes

Ericson moved to approve the Minutes of the September 27, 2011 meeting with the corrected spellings of Kass and Dold. Denning seconded. ALL APPROVED.

**Treasurer's Report: Ericson**

The insurance proceeds deposit in the amount of \$8,190.34 as reimbursement for costs associated with the July power outage event, will be transferred from the Library Operating Fund to the Building Maintenance Fund. Tax revenues have not yet posted, but should be recorded in Revenue starting in October.

Fund balances as of September 30, 2011 are:

Library Operating Fund #920:	(\$1,268.50)
Graham Trust Fund #925:	\$259,470.24
Building Maintenance Fund #930:	\$26,146.00
Capital Fund #970	\$136,122.04
Timber Trails Fund #950	\$114,508.77
Debt Retirement Fund #940	\$32,069.77

**MOTION:** September 30, 2011 Vendor List

Mitchell moved to approve the Vendor List dated September 30, 2011 totaling \$102,461.07. Denning seconded.

Roll Call:

Landman Aye  
Denning Aye  
Ericson Aye  
French Aye  
Harris Aye  
Milano Aye

ALL APPROVED.

**Librarian's Report** The Draft Budget is as close as it can be without (i) final input on health insurance costs, and (ii) several other costs that need confirmation. The Oak Leaf Society will honor its charter members at a reception on Sunday, November 20, 2011 at 5:30pm. All Trustees will be invited to attend. The Library will be closed for Staff In-Service Day on December 9 and our new marketing consultant Tari Marshall will present "Across the Desk Marketing". The Adult Services Librarians will also demonstrate some of the databases, Mango and e-borrowing. Trustees are welcome to attend. The metrics report will be included in the November Board Packet.

**Visitors and Public Comment:** No Visitors nor Public Comments.

**Communications:** Uma Nori received numerous thank you letters from students who had tours of the Library.

Kozak mentioned that we received an anonymous email from a concerned mother regarding a regular older male patron who was viewing non-pornographic images of young girls and women. This mother is uncomfortable having her middle-school daughter near the computers because of this man's regular viewing and wants us to address it. Although this is uncomfortable, the images are not pornographic, so we do not have the legal right to ask him to move or shut down what he is viewing. It's unfortunate that we cannot address her concerns directly, for example, she could check her email downstairs in Youth Services. The Adult Services Department is aware and will keep an eye on this man's internet use for any inappropriate content.

Kozak noted that Milano forwarded an article regarding a new Illinois House Bill that proposes to prohibit tax increases by setting the limitation at 0% if the equalized assessed valuation within the taxing district has declined with no CPI increase. If passed, this legislation will affect all public bodies including libraries. In addition, Chicago Public Libraries may be cutting hours and services across all branches.

**Committees:**

**Finance:** Ericson/Kozak

**MOTION:** Minutes

Ericson moved to approve the Minutes of the Finance Committee Meeting on October 17, 2011 as presented. French seconded. ALL APPROVED.

Kozak guided the Board through Attachment #5 from the limiting rate factor from the Cook County Agency Report to the levy variables and how these calculations are the basis for the FY2012 Budget. The Budget is increased by a significant IMRF contributory percentage and a lump sum owed due to a catch up period to fully fund the IMRF after the economic downturn in 2008. Health insurance is estimated to increase by 10% but this will be offset by the employee's 10% contribution. The recommended Staff increase is 1.5% with a merit pool of \$1,500. Increases are necessary in Professional Development and Professional Services as outlined in the Budget Notes. A \$25,000 transfer is included in the Capital Reserve Fund for an emergency - we are not planning on spending this but any such transfer requires a vote and having these funds immediately available is important.

The FY2012 Budget will be updated with health insurance costs and presented along with Levy Motions for a Board Vote at the November 29, 2011 meeting. The Budget will then be presented to the Village for their information at the public hearing. The Village then delivers the Levy request and Budget to Cook County by the third Tuesday in December where it will be ratified.

**Goals and PR:**

**MOTION:** Library Emergencies Policy

Ericson moved to approve the Library Emergencies Policy, TFML Policy #8, as amended. French seconded. ALL APPROVED.

**Personnel:** Harris distributed the Library Director Evaluation forms to the Trustees and requested their completion by November 15.

**Friends:** The October Book Sale was much slower than the Spring sale. Overall book donations were down so the selection was not as deep. The final numbers are still being tallied.

**Foundation:** Invitations will be going out for the November 20 reception for the Charter Members of the Oak Leaf Society. The Annual Appeal will also be mailed in November with a special targeted mailing for businesses. The Foundation is considering a murder mystery fundraising event in conjunction with the Theater of Western Springs. President Landman is the liaison to the Foundation, and he would welcome fundraising ideas, so please email or call him.

**Building & Grounds:** Milano reported that Adler finished the roof counter-flashing so the West Wall is completed. Regarding HVAC Unit #1, President Landman sent a persuasive letter requesting Carrier to cover materials and labor for the leaking exterior coil. Carrier has agreed to provide a new exterior coil under warranty, but they will not pay for the labor. We have received two labor quotes for replacing the coil: (i) RMC's quote is \$2,854.60 and Oak Brook Mechanical Services (OMS)'s quote is \$1,838.00.

**MOTION:** HVAC Unit #1 Exterior Coil Replacment

Milano moved to approve Oak Brook Mechanical Services' quote to replace the exterior coil for \$1,838.00. Ericson seconded.

Roll Call:

Landman	Aye
Denning	Aye
Ericson	Aye
French	Aye
Harris	Aye
Milano	Aye

ALL APPROVED.

Dan Ruzic has informed Kozak and Milano that the new Sign is out of the ground at the quarry and is in the process of being carved. There is a concern for the construction of the columns as mortar needs to set in weather above forty degrees.

**Old Business:** All Trustees reported that their Library emails are working. The new email addresses will appear in the next Newsletter and on the website. If anyone has trouble with their new Trustee emails, call Rick Roche.

Tari Marshall has arranged to have Library Directors Dixie Conkis of LaGrange Park, and our own Anne Kozak, appear on WGN Live at 12:00noon on Tuesday, November 1, as part of the Your Money Matters segment. They will discuss how libraries can help people in tough economic times.

**New Business:** The next Board Meeting is November 29, 2011 at 7:00pm.

**Bequest:** LeMesurier reported that the Library will be receiving a bequest from the estate of Marjorie Mason Heffernan in the amount of \$8,818.90. She was an avid reader and is missed by the Staff.

**MOTION:** Heffernan Bequest

Milano moved to deposit the Heffernan Bequest of \$8,818.90 equally between the Professional Development, Building Maintenance and Collection accounts. Denning seconded.

ALL APPROVED

**MOTION:** At 8:17pm Milano moved to adjourn the Board meeting. French seconded.

ALL APPROVED.

Respectfully submitted,  
Bethany J. LeMesurier  
Recording secretary