

Thomas Ford Memorial Library

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Mon-Thur 9:30-9 Fri-Sat 9:30-5 Sun 1-5 (Sept-May)

Attachment #1 April 2012

Thomas Ford Memorial Library- Library Board of Trustees Minutes April 3, 2012

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

Treasurer Ericson called the meeting to order at 7:00p.m.

The Friends of the Western Springs Library gave a presentation on their organization and the myriad of ways they support the Library. Co-chair of the Friends Book Sale, Jim McGuire, highlighted upcoming events which will be in honor of the Library's 80th anniversary. These events will entail an author talk by Jian Ping who will discuss her book Mulberry Child on June 8; and an author talk by Clarendon Hills resident Earl Gorman who will discuss his Marine experiences in Vietnam as described in his book Fire Mission, with date yet to be determined. Kozak is assisting the Friends in coordinating a book signing reception for Paul Virant of Vie in honor of his new book The Preservation Kitchen. The Friends have seized a wonderful opportunity through the World Book Organization to give away 80-100 books which is in memory and honor of Shakespeare's birthday on April 23, 2012. The titles will include Mulberry Child, Fire Mission, Zeitoun, The Immortal Life of Henrietta Lacks, and A Prayer for Owen Meany. A generous donation from a local resident has increased the available copies. They will hand out these free books at the train station. French suggested and Kozak agreed that the Library will provide a special bookmark to accompany this exciting giveaway. President Donna Perkowski stated that the Friends have existed since 1950 and have supported the Library with the funding of materials, furniture and programs. The main funding distribution is 53% to Adult Services, 39% to Youth Services and 8% to Young Adult programs. The Friends fund the popular Friday at the Ford, the movie licensing fees for the Film Discussion Group, the Craft Programs, the Summer Reading Programs for all departments, the Big Read Program and all the Teen Programs including the Exam Cram. The source of funds is generated by Book Sales, the Mini-Book Sale Carts and memberships. There has been a significant decline in Book Sale attendance and in memberships. This decline is possibly due to the increase in e-books, the closing of local bookstores and the economy. The 14 member Friends Board is also in need of young capable people to carry on the Friends' mission to the next generation. The Board of Trustees expressed their gratitude and appreciation for the generous support and hard work put forth by the Friends.

MOTION: Minutes

Harris moved to approve the Minutes of the February 28, 2012 meeting. Denning seconded. ALL APPROVED.

Treasurer's Report: Ericson

Property tax revenues are starting to be credited as income and allocated accordingly. There is nothing unusual in income or expenses this month. Denning asked who won the Western Springs Business Association Gift Certificates from the Survey drawing and LeMesurier reported the first prize of \$80 went to Nicole Scrivens and the second prize of \$40 went to Kimberly Fronk.

Fund balances as of February 28, 2012 are:

Library Operating Fund #920:	\$201,615.34
Graham Trust Fund #925:	\$262,890.52
Building Maintenance Fund #930:	\$31,883.15
Capital Fund #970	\$136,130.26
Timber Trails Fund #950	\$114,522.70
Debt Retirement Fund #940	\$7,093.32

MOTION: February 28, 2012 Vendor List

Denning moved to approve the Vendor List dated February 28, 2012 totaling \$90,802.34. French seconded.

Roll Call:

Denning Aye
Ericson Aye
French Aye
Harris Aye
Milano Aye

ALL APPROVED.

Librarian's Report: Kozak

Circulation is up 4% over last year at this time and the statistics of e-book and other media downloads are now included in the Circulation Reports.

Kozak is still working with Cook County to update the Board of Trustee database so French and Denning will receive their Statements of Economic Interests which have a filing deadline of May 31, 2012.

There have been extensive replacements and repairs to several ballasts and lightbulbs throughout the building which have incurred significant but necessary expense. The poor lighting was mentioned in the survey so we have responded and there have been numerous compliments on the better lighting.

The Western Springs Historical Society has approached Kozak to have the Library co-host an outdoor family concert this Summer at Ekdahl House. Depending on costs, Kozak has agreed and will coordinate with WSHS for this event.

As of March 21, Matt Wenslauskis is our new Reference Librarian. Matt brings depth and skills from his 7 years with Borders and he was a great trainer with excellent customer service. He was recently a librarian at Lemont Public Library and we look forward to our patrons benefiting from his readers' advisory and technology skills.

Visitors and Public Comment: No Visitors nor Public Comments.

Communications Heather Booth, Teen Librarian, received a thank you note from Lyons Township High School for her participation in Volunteer Fair Day. French commented that Booth should also contact Nazareth Academy for volunteers as those students are required to meet community service hours.

Committees:

Goals, PR and Marketing: French

Community Survey: The Survey data has been entered and the analysis has begun. Bethany LeMesurier did outstanding work inputting the data. The Committee met with Tari Marshall yesterday and the plan is for Marshall to provide a draft of a Marketing Plan based upon goals and trends which will be finalized and submitted for Board Approval at the May meeting. The Survey and Focus Groups revealed: teens like the library as a social place and a study space and would like times to be "noisy"; there is great interest in Sunday Summer Hours as well as a self-checkout kiosk; there is interest in expanding Programs to include afternoons and Sundays, especially for seniors and families; and it is apparent that patrons are generally unaware of our website, database and new material offerings. While there is no demographic data from the Survey, the responses and handwriting reveal the majority of respondents were either seniors or younger parents. The Committee's goals for the marketing plan include 5% increase in Circulation and database usage. Marshall met with the Staff and based upon the Committee's input and the Staff's goals, an initial draft of the marketing plan should be available for the April 24 Board Meeting.

Materials Selection Policy: Pursuant to Illinois statute which mandates policies are subject to Board review every two (2) years, the Materials Selection Policy was presented for review. There are no changes or amendments. This Policy includes the Library Bill of Rights, The Freedom to View and Read Statements and a Request for Review by the Board Form for a patron objecting to material. Milano inquired if we have received any objections in the recent past. Kozak stated that about 5 or 6 years ago a parent filled out the form because her young child wandered into the Young Adult section and found a book on sexuality. The parent was appeased when she learned that this material was not in the Children's Section.

MOTION: TFML Policy No. 5, Materials Selection Policy

Milano moved to approve TFML Policy No. 5, Materials Selection Policy as presented. French seconded. ALL APPROVED.

Building & Grounds: Milano

Obtaining proposals for window restoration and replacement for the windows in the Reading Room, Staff Workroom and East Exit Foyer is still ongoing. Dan Ruzic is assisting the Committee in garnering information to compare the costs of restoration and replacement. Ruzic has contacted Old Country Steel Windows to provide an estimate for restoration. The plan is to use Moduline as the manufacturer to be consistent with our other windows. Ruzic will provide a Bid Specification for the project as the cost will exceed \$20,000 so we will have to publicly bid for this job. Once the Committee has obtained all the necessary information, they will meet and then present a recommendation to the Board as to the best course of action for the aged windows.

There is a leak in the South wall of the Reading Room which requires immediate attention. Mortenson Roofing has provided a proposal for replacing the flashing on the East and West gables which is the best long term solution. We will also seek a proposal from Construction Resource Group.

The burned out sign light fixture has been provided at no cost. His & Her Electric will install the new fixture without additional cost. Once this occurs the sign should be completely done and a dedication ceremony will be performed in conjunction with the Foundation.

The Library is on the list to repair the cracked sidewalks in front of the entrance which will be a 50/50 cost split with the Village, unless they decide to graciously bear the entire cost. The work will not begin before June.

Ruzic has completed the efflorescence removal in the hallways which preserves the limestone walls and adds to the clean appearance of the Library.

Kozak met with Chuck Helms, the landscaper, who recommends installing unilock pavers for about 16" to the North of the sidewalk where the sod has been ruined by foot traffic and salt. This will involve relocation or removal of about 4 sprinkler heads but that is not significant. Milano and Kozak will investigate these pavers. Helms has also agreed to clean the gutters, add splash guards and downspouts to all the gutters. Helms will also re-seed and level out depressions along the East property made by heavy machinery during the roof and sign replacements.

The moss on the North East gable also needs to be removed and we will ask Construction Resource Group for a quote for this project.

French inquired about the sidewalk and why the pavers are warranted. Milano informed her that new sod lasts about one day because the kids walk 6+ abreast and the foot traffic with the salt spray compromise and render any grass growth impossible. The appearance with pavers will be much more attractive and more cost effective than replacing the sod every year which never lasts.

Technology: Kozak

Kozak informed the Board of a recent violation of the Library's Computer Use Policy. Kozak specifically highlighted Section 4.13 Policy Violation, which outlines the steps the Library follows when a patron has violated the Computer Use policy. On March 3 a patron was verbally warned by Rick Roche to close out inappropriate websites. On March 8 this same patron was rebuked by a fellow patron to close out the inappropriate websites and Roche also asked this patron to stop viewing inappropriate sites. The patron left. Kozak was informed and she called the Police and filed an incident report. Kozak contacted the Library attorney who approved a letter to the patron suspending him from use of the Library's computers and internet access for 30 days as of March 17. Kozak informed the Board about the incident and the course of action taken. On March 13 the patron came to the Library to see Kozak, however she was at PLA. The patron told Sandy Frank that he sent an email to Kozak and the Board President and that he had spoken with the police and he would send another letter detailing the events of March 8 which would explain his actions and show that the other patron's behavior was worse. The patron's email was discovered in the general email in-box of the Library and forwarded to Kozak and Landman. LeMesurier sent an email to the patron, on behalf of and using Kozak's email, acknowledging receipt of the patron's email. LeMesurier submitted a FOIA request to the Police Department in hopes of seeing the amendment to the police report as reported by the patron. Due to privacy laws, the police would not release the patron's statement and the report contained no new information. The patron has not submitted the promised letter or email explaining his actions. Kozak's letter offered a prorated refund of his non-resident library card fee, which the patron refused. He asserted that he wants his privileges reinstated (he is a Countryside resident). According to the Policy, the patron must apply to the Board for reinstatement of computer/internet privileges in writing, and the Board will review the request at the next regularly scheduled meeting following the written request. The Board will provide a written response to the appeal within fifteen (15) days of the meeting. Such a request is not a guarantee that the privileges will be reinstated. Kozak will keep the Board informed of any future developments. As of today no written request has been received so the patron is suspended. This patron is not on the Illinois sexual predator list.

Friends: Kozak

Kozak highlighted upcoming Library Programs generously funded by the Friends for a total of \$3,150.00.

New Business: Kozak

PLA Conference: Kozak's report shows that the PLA was valuable and the information garnered will directly impact our Library in areas of: e-content; keeping the Library current in a changing world; developing security training action plans; and listening to our patrons and keep the communication open to meet their needs.

Old Business: Kozak

Trustee Terms: In May 2013, the terms of five (5) Trustees will expire, leaving Denning and French with two (2) years remaining. The Board unanimously agrees to correct the terms back to a 4/3 rotation. The By-Laws do not address options for two year terms which leaves us with the options of (i) a current Board member extending his/her term by two (2) years; or (ii) getting the caucus to poll for a two (2) year term in addition to the four (4) year terms. Ericson agreed to extend his term by two (2) years - and the Board is very grateful and relieved. Kozak will contact the attorney about the proper procedure for extending Ericson's term, and the caucus will poll for three (3) new trustees. Milano pointed out that that Article Four, Meetings, of the By-Laws should be amended to include language regarding compliance with the Open Meetings Act. Kozak will address this with the attorney.

MOTION: At 8:15pm French moved to adjourn the regular Board meeting. Denning seconded.
ALL APPROVED.

Respectfully submitted,
Bethany J. LeMesurier
Recording secretary