

**Thomas Ford Memorial Library- Library Board of Trustees Minutes
September 25, 2012**

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

President Landman called the meeting to order at 7:02 p.m.

The Library Board congratulated Alaina Kafkes, teen liaison to the Library Board, on being a National Merit Semi-finalist. Landman stated that the Board was proud of her accomplishment and wished her well as she begins the college application process.

MOTION: Minutes

Mitchell moved to approve the Minutes of the August 21, 2012 Board of Trustees meeting. Ericson seconded. ALL APPROVED.

Treasurer's Report: Ericson

Fall tax revenues continue to arrive in a timely manner. All expenses for August were of the ordinary sort except for the payment from the Building Maintenance Fund in the amount of \$17,740 for the ridge tile repair work performed by renaissance Roofing of Rockford. The vendor list was next reviewed; there were no questions.

Fund balances as of August 31, 2012 are:

Library Operating Fund #920:	\$457,064.47
Graham Trust Fund #925:	\$262,880.02
Building Maintenance Fund #930:	\$58,313.85
Capital Fund #970	\$136,502.94
Timber Trails Fund #950	\$115,564.38
Debt Retirement Fund #940	(\$7,804.40)

MOTION: August 31, 2012 Vendor List

Ericson moved to approve the Vendor List dated August 31, 2012 totaling \$137,784.62. Denning seconded.

Roll Call:

Landman Aye
Denning Aye
Ericson Aye
Milano Aye
ALL APPROVED.

Librarian's Report: Kozak

- The per capita grant application is due at the State Library on October 15, 2012. It will be discussed later in the meeting.

- Publishers continue to charge libraries extremely high prices for ebooks. In addition, there are some publishers that will not sell to libraries at all. This is a national problem.
- National Library Card Sign-up Month has been a success at Thomas Ford. Kozak will have final statistics at the October meeting. As of September 17th registrations were up 54% over 2011 (51 registrations vs. 28).
- Kozak has been interviewing applicants for the Administrative Aide position. Twenty-four resumes were received; 6 people were interviewed.

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

Communications: A thank you note from Bethany LeMesurier was circulated among Board members. She expressed appreciation for the gift card she received as a farewell gift.

Committees:

Finance: Ericson

Kozak still has not been notified of the CPI figure that the Board is to use when calculating the FY13 levy. As soon as she receives it she will do some preliminary work on the FY13 budget. Ericson will then convene a Finance Committee meeting, most likely in mid-October.

Ericson reviewed the Library's Prohibited Gifts Policy. As this policy was adopted by the Village Board the Library must adhere to it. There were no changes but members refreshed their memories as to the requirements of trusteeship when letting contracts, etc.

MOTION: Policy Review

Mitchell moved to approve the Prohibited Gifts Policy as presented, with no changes. Ericson seconded. ALL APPROVED.

Goals, PR and Marketing:

In French's absence, Landman requested that the Board review the minutes of the September 5, 2012 Marketing Committee meeting. No changes were suggested.

MOTION: Marketing Committee Minutes

Denning moved to approve the minutes of the Marketing Committee meeting as presented. Mitchell seconded. ALL APPROVED.

The minutes from the September 15, 2012 strategic planning meeting were next reviewed. No additions or changes were recommended.

MOTION: Planning Meeting Minutes

Ericson moved to approve the minutes of the Planning Meeting as presented. Milano seconded. ALL APPROVED.

Building & Grounds: Milano

Oak Brook Mechanical has completed the job of encasing exposed wiring on the rooftop units in conduit. The Western Springs Fire Department made a preliminary inspection of the building and had two recommendations.

- The Library needs a larger lockbox as, in addition to the exterior door keys, all interior keys to the building needed to be housed in it. Kozak will order through the Fire Department as directed.
- Signs need to be posted on the Sprinkler Room and Elevator Room doors so that Fire Department personnel know where they lead.

In other building news, Steve Nelson, architect on the HVAC/roofing project sent a letter stating that he had met with a representative from Garland Roofing, the warrantor of the Library's flat roof, and that the membrane of the skirts on the HVAC units was compatible with that of the roof so the warranty was **not** in jeopardy of being voided. The Library now has letters in its possession confirming this statement.

Milano used a power washer to clean the overspray from the new sidewalks near the front door so they are clean and look terrific.

Lastly, the pavers installed this summer appear to have added enough width to comfortably accommodate the McClure students who enjoy walking 3-4 abreast .

Personnel:

In Harris' absence, Landman requested that the Board review the minutes from the Personnel Committee meeting of September 5, 2012. There were no additions or corrections.

MOTION: Personnel Committee Minutes

Ericson moved to approve the minutes of the Personnel Committee meeting as presented. Denning seconded. ALL APPROVED.

Friends: Kozak

Kozak reported that, once again, the Friends had been very generous in their support of Library program at their September meeting. As they funded three author programs over the summer, their fund balance is down. Therefore, no requests will be considered at the November meeting. The Friends are also interested in fund-raising activities in addition to the twice-yearly book sales. Staff will be on the alert for possible ideas.

New Business:

Per Capita Grant

Kozak reported that this year's per capita grant requirements for public library boards are the review of: 1) the library program section of *Serving Our Public*; 2) those portions of Illinois library law that deal with grants; 3) a list of allowable levies for public libraries. Kozak reviewed the handouts relating to these matters with the Board as well as the per capita grant application itself. Milano suggested that since the

patron demographic on which the Library will be focusing in 2013 as part of this grant is that of the 65+ population and the homebound, we should publicize it in Tower Topics and the Library newsletter. All agreed that this was a good idea. Landman inquired as to whether the FY12 per capita grant had yet been received. Kozak reported that it has not.

MOTION: Per Capita Grant

Ericson moved that the per capita grant application be submitted as presented. Mitchell seconded. ALL APPROVED.

Village Caucus

Both Trustee Milano and Trustee Ericson attended the caucus meeting on September 12, 2012 at which the topic of trustee term limits was voted upon. Village, Library, and Park District trustees may now serve two (2) consecutive terms. This is helpful to the Library Board as due to a change in the length of term from six to four years and two resignations, five terms will be expiring in 2012. Ericson has volunteered to run for a second term to get us back into the correct rotation of three terms expiring in one election year and four in the next election year. He would then resign after serving two years so that three trustee positions would be open for the 2015 election. Once the caucus process is farther along the details of this plan will be fleshed out by the Board in conjunction with the caucus.

Security Plan

Kozak presented the first draft of a Library security plan for the Board's review. Several good suggestions were made and will be incorporated into the document. Milano volunteered to help Kozak create that section of the policy which will deal with emergency evacuations resulting from a bomb threat or other scare. Once the Plan has been updated, Kozak will also have Pamela Church, Chief of Police for the Village of Western Springs, critique it. The document will come back to the Board at a future meeting.

Old Business:

Coffee With the Trustees

A date will be scheduled after the first of the year.

Capital Reserve Transfer for Ridge Tile Work

The transfer will take place this month and so should appear in the September Treasurer's Report.

MOTION: At 7:53 p.m., Mitchell moved to adjourn the Board meeting. Ericson seconded. ALL APPROVED.

Respectfully submitted,
Anne M. Kozak
Recording secretary