



**Thomas Ford Memorial Library – Library Board of Trustees Minutes  
April 25, 2017**

Present: Ericson, Greska, Milano, Schumm, Smith (7:08 arr.), Wenstrup  
Also present: Bodewes, Lewandowski

Treasurer Greska called the meeting to order at 7:01 p.m. Greska introduced and welcomed Trustees-Elect Abbie Deneen and Margaret Fahrenbach who were present to observe prior to their first official meeting in May.

**MOTION: Minutes of March 21, 2017 meeting of the Board of Trustees.** Ericson moved to approve with a non-substantive amendment the minutes of the March 21, 2017 meeting of the Board of Trustees. Wenstrup seconded the motion. All approved.

**Treasurer’s Report**

Greska reviewed the March 2017 financial report and vendor list. Spring tax revenue is reflected in the Operating and Building funds. Graham Trust funds were allocated for staff development. All other income and expense was of the ordinary sort.

**Fund balances as of March 31, 2017 are:**

Library Operating Fund #920	\$695,221.28
Graham Trust Fund #925	\$267,686.60
Building Maintenance Fund #930	\$108,212.19
Capital Fund #970	\$115,286.25
Timber Trails Fund #950	\$115,822.64
Debt Retirement Fund #940	\$8,447.50

**MOTION: March 31, 2017 Vendor List**

Ericson moved to approve the vendor list dated March 31, 2017 totaling \$93,600.38. Milano seconded the motion.

Roll Call:

Ericson Aye

Greska Aye

Milano Aye

Schumm Aye

Wenstrup Aye

All Approved.

**Librarian’s Report**

- **Per Capita Grant.** The Library received notice from the Illinois State Library that it has been awarded a per capita grant for FY17 in the amount of \$10,074.31. This amount is similar to last year’s award but is substantially reduced (-38%) from prior years due to State budget reductions. The award letter stated that grant checks may be significantly delayed; Bodewes will apprise the Board when the check is received. The FY16 grant will be spent in full by September 2017.

- **Summer Library Challenge.** The popular Summer Reading Program has been rebranded as the Summer Library Challenge and is designed to be more inclusive and experiential. The Youth and Teen theme is “Build a Better World”; the Adult theme is “Sweet Home Chicago.” Yard signs promoting the Library, made possible by a donation, will be handed out to participants.
- **“An Evening at the Opera”** will be held on May 7 at the First Congregational Church. This signature event, in its 21<sup>st</sup> year, is made possible by the Elmer and Pauline Kennedy Family Foundation; the Kennedy Foundation also supports the Kennedy History and Gardening Series.
- **Universal Loan Rules** will go into effect on May 1. With few exceptions, items will check-out for three weeks and have a ten cent past-due fine. The uniform rules, which will greatly simplify the process for our patrons, are also being implemented by nearby libraries.
- **Board Transition.** New Trustees Abbie Deneen, Margaret Fahrenbach, Carol Foster, Patricia Pedersen and Kathleen Thometz were elected on April 4; they will be sworn in prior to their first official meeting on May 23. Retiring Trustees Ericson, Milano, Schumm, and Smith will attend their final Library Board meeting in May; new Trustees will be seated and officers selected after which retiring Trustees will be excused from the meeting. An orientation/training session for new Trustees will be scheduled. A dinner honoring retiring Village elected officials will be held on May 5.
- **Staff Updates.** The Library is pleased to welcome Jessica Dyer as full-time Adult Service Librarian. Tween/Youth Services Librarian Laura Goldsborough has accepted a position at the LaGrange Library, and will be leaving in May. The open Youth Service and Tween positions will be posted. The Board of Trustees joined Library Staff in wishing Laura well, and thanked her for the outstanding work done on behalf of the Library and the community of Western Springs.
- **National Library Week** (April 9-15) was celebrated by the Library community. Library banners are displayed around town all month. Library staff appreciated a luncheon sponsored by the Foundation.
- **Community Collaboration.** Western Springs House Walk (May 21) tickets are available for purchase at the Library.
- **Departmental reports** were presented.
- **Teen Liaisons** were not in attendance due to school commitments. Bodewes reported that the second program in the Passport Fun series was held on April 8, led by teens (including Teen Liaison Haley Gorman) just returned from a student trip to China. The Project Empathy/Malawi project is progressing well.

**Visitors:** Trustees-Elect Deneen and Fahrenbach were present to observe.

**Communications:** a letter from Ford Family member Eleanor Hensel (93 years young and residing in California) expressing appreciation of the Library’s programming as presented in the spring newsletter; a letter of appreciation from Aging Care Connections/Community Memorial Foundation.

**Committees:**

**Building and Grounds: Milano**

The water seepage issue in the building’s southeast corner has been addressed by clearing/realignment of gutter and addition/regrading of soil; this will continue to be monitored. Quotes to repair a (non-urgent) rotting window frame on the Library’s west-side are being obtained. The annual roof inspection, conducted by Mortensen Roofing, identified no issues; minor maintenance sealing/repair was done. The west-side exterior door will be evaluated for repair/replacement after difficulty closing was identified during the Friends Book Sale. Stone benches (memorial) are being sourced. Bodewes will continue to communicate with the Village regarding replacement parkway trees as well as the ongoing discussion regarding Library patron parking.

**Friends: Wenstrup**

The Spring Book and Bake Sale was held on April 21-23 and raised \$3,100. The Saturday and Sunday sales were especially well attended. The Board congratulated the Friends on the successful sale and expressed appreciation for their support, which sponsors so many Library programs, such as the upcoming Summer Library Challenge. The Friends thanked the Trustees and Staff for their contributions. Coordination with local youth groups seeking service hours will be explored to assist with future sales.

**Old Business**

**Library Director Evaluation (six month)**

Performance evaluations of Library Director Bodewes submitted completed Trustees and submitted to Personnel Committee Chair Schumm. Schumm will meet with Bodewes. The regular end of year evaluation will be conducted in December and will include compensation review.

**New Business**

**Computer and Internet Policy** (TFML Policy No. 4) was reviewed in accordance with the FY17 Policy Review Schedule. A minor change (Section 4.22 ~~or laws~~) will be made per Milano's suggestion. The policy was accepted without further amendment.

**MOTION:** Ericson moved to approve the **Computer and Internet Policy** (TFML Policy No. 4) with amendment as recommended. Schumm seconded the motion. All approved.

**Quarterly Investments**

The quarterly investment report was reviewed. All funds are balanced; Library Operating Fund and Building Fund balances reflect spring tax revenue. A maturing CD account was closed and funds deposited in the Illinois Fund account. A final CD account will mature in 2021.

**At 7:45 p.m. Ericson moved to convene the Executive Session for the Purpose of Discussing Personnel Matters, Greska seconded the motion.**

Roll Call:

Ericson Aye

Greska Aye

Milano Aye

Schumm Aye

Smith Aye

Wenstrup Aye

All Approved.

Deneen, Fahrenbach, Bodewes, Lewandowski were excused.

**At 8:05 p.m. Greska moved to adjourn the Executive Session, Schumm seconded the motion.**

Roll Call:

Ericson Aye

Greska Aye

Milano Aye

Schumm Aye

Smith Aye  
Wenstrup Aye  
All Approved.

**At 8:06 p.m. Smith moved to reconvene the Open Meeting, Milano seconded the motion.**

Roll Call:

Ericson Aye  
Greska Aye  
Milano Aye  
Schumm Aye  
Smith Aye  
Wenstrup Aye  
All Approved.

Bodewes and Lewandowski returned to the meeting.

Greska moved to adjourn at 8:09 p.m. Wenstrup seconded the motion. All Approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, May 23, 2017.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary