



**Thomas Ford Memorial Library – Library Board of Trustees Minutes  
February 24, 2017**

Present: Smith, Ericson, Greska, Schumm, Wenstrup                      Absent: Milano  
Also present: Bodewes, Gorman, Lewandowski

President Smith called the meeting to order at 7:00 p.m.

**MOTION: Minutes of January 24, 2017 meeting of the Board of Trustees.** Ericson moved to approve with amendment as discussed the minutes of the January 24, 2017 meeting of the Board of Trustees. Wenstrup seconded the motion. All approved.

**Treasurer’s Report**

Greska reviewed the December 2016-Updated financial report and vendor list and the January 2017 financial report and vendor list. Thirteenth month expenses are noted in blue on the December 2016-Updated financial report and vendor list and reflected in the 2016 fund balances. Of note: 2016 salary reflects an extra pay period (27); insurance expenses were bundled in 2016 and will be broken out in 2017. All other income and expense was of the ordinary sort.

**Fund Balances as of December 2016-Updated/13<sup>th</sup> Month are:**

Library Operating Fund #920	\$345,001.37
Graham Trust Fund #925	\$267,887.07
Building Maintenance Fund #930	\$64,908.16
Capital Fund #970	\$115,251.20
Timber Trails Fund #950	\$115,787.46
Debt Retirement Fund #940	\$19.79

**MOTION: December 2016-Updated /13<sup>th</sup> Month Vendor List**

Wenstrup moved to approve the vendor list dated December 2016-Updated/13<sup>th</sup> Month vendor list totaling \$149,578.41. Ericson seconded the motion.

Roll Call:

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

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

Library Operating Fund #920	\$276,565.94
Graham Trust Fund #925	\$267,887.07
Building Maintenance Fund #930	\$59,357.56
Capital Fund #970	\$115,251.20
Timber Trails Fund #950	\$115,787.46
Debt Retirement Fund #940	\$1,650.00

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

Ericson moved to approve the vendor list dated January 31, 2017 totaling \$14,714.19. Wenstrup seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Schumm Aye

Wenstrup Aye

All Approved.

**Librarian's Report**

- Bodewes will attend an Illinois State Library meeting in Springfield on March 2 to defend the Live & Learn Construction grant application submitted by the Library. The grant in the amount of \$100,000 would support an interior renovation project; matching funds would be required.
- Matthew Wenslauskis has accepted the position of Head of Adult Services. Matthew has worked as an Adult Services librarian at the Thomas Ford Library since 2012. Library staff and patrons are delighted with the news. Details and transition plans discussed later in the agenda.
- Rick Roche, retiring Head of Adult Services, is featured in the Spring newsletter. Rick will be honored for his 24 years of service at a reception at the Library on Friday, March 3, followed by a Friday at the Ford concert. A staff luncheon is also scheduled.
- Statements of Economic Interest must be completed by Trustees by May 1, 2017. Trustees will receive the statement via email in February/March as appropriate.
- Stone benches honoring the memory of David Woodward, a former Library trustee, are being sourced. The two benches will grace the front entrance of the Library.
- Departmental reports were presented. Circulation, digital services and social media use are all up.

**Teen Liaison Report:** Haley Gorman

The Passport Fun-**Argentina** program was a success with 12-13 participants. China will be the focus of the second **Passport Fun** program which will be led by LT students who are traveling to China over spring break. The Teen Board is moving forward with plans with Project Empathy/Raspberry Pi; their project will connect with students in Malawi. The Teen Board is also exploring ways to engage older teens in summer volunteering. The Library Board congratulated the Teen Board on their activities and wished Haley well on her travels in China. Haley excused herself from the meeting.

**Visitors:** There were no visitors or public comment.

**Communications:** Various letters/notes of appreciation to staff.

**Committees:**

**Finance:** Greska

Smith and Schumm will close a CD account which is maturing in March.

**Space Utilization Project Update.** Greska will present a full report in March on activities relating to the exploration of ways and means for financing a major renovation of the Library's interior.

### **Marketing and PR**

The FY17 Board Action Calendar was presented. Actions have been ranked so that new Trustees are exposed to Board relevant policies. The calendar will be updated to reflect Trustee Transition.

### **Review of Meeting Room Policy**

In keeping with the Policy Review Schedule FY17, Bodewes presented for review the Library's Meeting Room Policy (TFML Policy No. 11). This policy is reviewed every two years as required by law. No change to the policy was recommended.

**MOTION:** Ericson moved to approve the Meeting Room as presented. Wenstrup seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Schumm Aye

Wenstrup Aye

All Approved.

### **Building and Grounds**

Bodewes reported in Milano's absence. The Study Room project has been completed with the installation of the overhead light fixture. An unexpected issue (sprinkler pipe in ceiling) required additional work. The expense was split with the Foundation with Milano's approval. There were no facility issues this month.

### **New Business**

#### **Transition Plan for Board Members**

Retiring Trustees Ericson, Milano, Schumm, and Smith will attend their final Library Board meeting in May. The new Trustees-Elect (election on April 4) will attend the April meeting as guests, and be seated at the May meeting, after which retiring Trustees will depart. The election of officers and committee assignments will be conducted at the May meeting. An orientation/training session for new Trustees will be held in June. Retiring trustees will be honored at a dinner on May 5.

#### **Review of Library Annual Report**

Bodewes submitted the Library 2016 Annual Report in compliance with State of Illinois requirements. Bodewes discussed a highlights synopsis prepared for Board reference, including finances, staffing, programming, collections, and circulation statistics. It was noted that per capita total circulation is high indicating robust Library use by the community. Wenstrup suggested that there would be community interest in some of these statistics; Bodewes will look into inclusion in the newsletter/e-newsletter. The full annual report is available for review.

### **Old Business**

**Audit Compliance Letters.** Trustees were reminded to return letters as appropriate.

#### **Adult Services Transition**

Matthew Wenslauskis will assume duties as Head of Adult Services on April 1. Matthew was among twenty candidates who applied for the position. Rick Roche and Matthew will work together until Rick's

retirement on March 31. The open position of Adult Services Librarian will be posted on the RAILS site March 1-15. The Board enthusiastically congratulated Matthew on his new role at the Library. Trustees will join with members of the Friends and Foundation, Library staff, family and others at a reception in Rick's honor at the Library on March 3.

**March Board Meeting.** A quorum was confirmed for the March 21 meeting.

Ericson moved to adjourn at 7:40 p.m. Greska seconded the motion.

**The next regular meeting of the Board of Trustees will be held on Tuesday, March 21, 2017. Note: The meeting date was changed to accommodate Spring Break travel schedules.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary