



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
March 21, 2017**

Present: Ericson, Greska, Milano, Schumm (7:16 arr.), Wenstrup
Also present: Bodewes, Gorman, Lewandowski

Absent: Smith

Treasurer Greska called the meeting to order at 7:01 p.m.

MOTION: Minutes of February 28, 2017 meeting of the Board of Trustees. Milano moved to approve as presented the minutes of the February 28, 2017 meeting of the Board of Trustees. Wenstrup seconded the motion. All approved.

Treasurer's Report

Greska reviewed the February 2017 financial report and vendor list. Of note: Spring tax revenue is beginning to come in. Annual insurance payments were made. All other income and expense was of the ordinary sort.

Fund balances as of February 28, 2017 are:

Library Operating Fund #920	\$353,287.02
Graham Trust Fund #925	\$267,927.04
Building Maintenance Fund #930	\$70,068.21
Capital Fund #970	\$115,286.25
Timber Trails Fund #950	\$115,822.64
Debt Retirement Fund #940	\$5,048.75

MOTION: February 28, 2017 Vendor List

Ericson moved to approve the vendor list dated February 28, 2017 totaling \$102,882.22. Milano seconded the motion.

Roll Call:

Ericson Aye

Greska Aye

Milano Aye

Wenstrup Aye

All Approved.

Librarian's Report

- Two Youth Services librarians were featured speakers at the Illinois Youth Services Institute held in Springfield on February 10-11: Margaux Deutsch presented "Literary Parties @ Your Library" and Laura Goldsborough presented "Making Room for Tweens and Middle Schoolers at Your Library." Congratulations to Margaux and Laura for representing Thomas Ford so well.
- Final interviews for the open Adult Services Librarian position are underway. The Adult Services Department transition is discussed later in the agenda.
- After thorough evaluation by Library Staff of current loan rules (varied check-out times, fines, etc.) and best practices, it has been decided to establish more uniform loan rules to ease patron interactions. The

new loan rules, which will be similar to our neighbor libraries, will go into effect in May in coordination with the scheduled SWAN consortium implementation of automatic renewals.

- National Library Week is April 9-15. The Library will celebrate with decorations and reminders to members about the importance of the Library to the community. Library banners will be displayed around town all month. A staff lunch will be held on April 11 (National Library Workers Day) sponsored by the Foundation.
- The Library's Computer Use Policy is scheduled for review in April. The policy has been undergoing a meticulous review by staff and will be significantly updated to reflect the way computers and the internet are used in the Library.
- Trustees were reminded that Statements of Economic Interest must be completed by May 1, 2017.
- Departmental reports were presented.

Teen Liaison Report: Haley Gorman

The Passport Fun-China program is scheduled for April 8. The teens leading the program are especially excited as they will have just returned from a student trip to China. The Project Empathy project is progressing well. Digital information on topics including astronomy, government, environment, and activism will be shared with students in Malawi. Other ways to support the Library are being discussed: how to engage older teens in summer volunteering, support of the Friends Book Sales. The Board wished Haley well on her travels in China. Haley excused herself from the meeting.

Visitors: There were no visitors or public comment.

Communications: Thank you note to the Board from Rick Roche.

Committees:

Finance: Greska

Bodewes will coordinate with Greska, Smith and Schumm to close a CD account which is maturing in March.

Space Utilization Project Update: Greska presented a full report on activities relating to the exploration of ways and means for financing a major renovation of the Library's interior. Summaries outlining what would entailed if the Library were to seek financing under one of more of these options - Borrowing Funds, Referendum, Fundraising - if the decision were to be made to move forward with all or part of the interior renovation. The Board commended Greska on the comprehensive and accessible report. The document will be a valuable tool for consideration by the newly-seated Board of Trustees. Milano spoke for the current Board in conveying their hope that plans for interior renovation will move forward to better meet the expressed needs of the Library community.

Building and Grounds: Milano

The cause of water seepage in the southeast corner of the building is being investigated. Along with the inspection and clearing/realignment of gutters, soil will be added and graded away from the building foundation. A request for replacement trees has been submitted through the Village replacement sharing program. Stone benches (memorial) are being sourced. Bodewes has reached out to the Village to continue the ongoing discussion regarding Library patron parking.

Friends: Wenstrup

March is Friends Membership Drive month. Membership forms are available in the newsletter, on the website and around the Library. At the March 8 meeting funding was approved in the amount of \$3,845 in support of various spring and summer adult, teen, and youth programming, including summer reading/activity program prizes. The Spring Book and Bake Sale will be held on April 21-23. The Board expressed appreciation for the Friends support. All were encouraged to support the Friends that support us.

Old Business

Live and Learn Grant

The Library was not awarded the Illinois State Library Live and Learn Construction grant. The grant in the amount of \$100,000 (with matching funds required) would have supported an interior renovation project. Bodewes attended the Illinois State Library meeting in Springfield on March 2, and was informed that the Library's application had been approved for funding, but that the grant program (which includes accessibility, microgrants, and construction) was only partially funded this year due to the state budget crisis. Bodewes will continue to follow opportunities for future grants. It was noted that the grant application will be a useful resource as a case study.

Adult Services Transition

Final interviews for the open Adult Services Librarian position are underway. Matthew Wenslauskis is working with Rick Roche to ensure a smooth transition. Rick's last day will be March 31; Matthew will assume full responsibilities on April 1. In addition to the reception in Rick's honor on March 3, attended by Trustees, members of the Friends and Foundation, Library staff, family and others, a farewell potluck luncheon for staff is scheduled.

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 will 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.

New Business

Library Director Evaluation (six month)

Trustees will conduct a six month performance evaluation of Library Director Bodewes. The evaluation will serve as a reference for the new Board as well as a development tool. The regular end of year evaluation will be conducted in December and will include compensation review. Lewandowski will email evaluation forms to Trustees. Completed evaluations will be emailed directly to Personnel Committee Chair Schumm by April 14.

Library Credit Card

The Board of Trustees authorized the procurement of a new business credit card for use by Library Director Bodewes and staff.

MOTION: Greska moved that the Library Director, Edward Bodewes, apply for and obtain a credit card in the name of Thomas Ford Memorial Library and that the credit card is authorized for use for Library purchases only. Wenstrup seconded the motion.

Roll Call:
Ericson Aye
Greska Aye
Milano Aye
Schumm Aye
Wenstrup Aye
All Approved.

Greska moved to adjourn at 7:50 p.m. Wenstrup seconded the motion.

The next regular meeting of the Board of Trustees will be held on Tuesday, April 25, 2017.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary