



**Thomas Ford Memorial Library – Library Board of Trustees Minutes
May 23, 2017**

Present: Ericson, Fahrenbach, Foster, Greska, Milano, Pedersen, Schumm, Smith, Thometz, Wenstrup

Absent: Deneen

Also present: Bodewes, Lewandowski, Schmidt

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

MOTION: Minutes of April 25, 2017 meeting of the Board of Trustees. Smith moved to approve as presented the minutes of the April 25, 2017 meeting of the Board of Trustees. Wenstrup seconded the motion. All approved.

Treasurer's Report

Greska reviewed the April 2017 financial report and vendor list. Funds are balanced. All income and expense was of the ordinary sort.

Fund balances as of April 30, 2017 are:

| | |
|--------------------------------|--------------|
| Library Operating Fund #920 | \$610,988.77 |
| Graham Trust Fund #925 | \$267,724.95 |
| Building Maintenance Fund #930 | \$ 99,190.09 |
| Capital Fund #970 | \$115,363.64 |
| Timber Trails Fund #950 | \$115,865.13 |
| Debt Retirement Fund #940 | \$8,447.50 |

MOTION: April 30, 2017 Vendor List

Wenstrup moved to approve the vendor list dated April 30, 2017 totaling \$101,507.20. Ericson seconded the motion.

Roll Call:

Ericson Aye

Greska Aye

Milano Aye

Schumm Aye

Smith Aye

Wenstrup Aye

All Approved.

Board of Trustee Transition and Election of Officers for FY17-19

Newly elected Trustees Abbie Deneen, Margaret Fahrenbach, Carol Foster, Patricia Pedersen and Kathleen Thometz were seated for office. Retiring Board members Ericson, Milano, Schumm, and Smith were presented with flowers and books (to be added to the Library's collection in their honor), thanked for their years of service and wished well in all future endeavors. Ericson, Milano, Schumm, and Smith departed at 7:10 p.m.

Election of Library Board Officers for FY17-19

MOTION: Wenstrup moved to elect Mary Greska as Library Board President; Fahrenbach seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Pedersen Aye

Thometz Aye

Wenstrup Aye

All Approved.

MOTION: Greska moved to elect Gary Wenstrup as Library Board Treasurer; Fahrenbach seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Greska Aye

Pedersen Aye

Thometz Aye

All Approved.

MOTION: Wenstrup moved to elect Margaret Fahrenbach as Library Board Secretary; Greska seconded the motion.

Roll Call:

Foster Aye

Greska Aye

Pedersen Aye

Thometz Aye

Wenstrup Aye

All Approved.

Librarian's Report

- **Youth Services Department closed due to flooding** (saturation/pooling water). During the overnight hours on May 10, extreme rains caused Library sump and ejector pumps to be overwhelmed/fail and water to rise through the foundation and soak the floor of the department. Water remediation activities, contracted with ServiceMaster, necessitated closure of the department through May 15. A claim has been filed with Hanover Insurance; the Library policy includes a \$1,000 deductible. Wooden shelving endcaps will need to be replaced. The collection was not damaged; minor materials loss (power strips, supplies, prizes, etc.) was sustained. The pumps have been serviced. Bodewes will follow up with a civil engineer. The Board commended Library Staff on their handling of the incident; an appreciation lunch will be scheduled.
- **A Trustee Orientation** will be held on July 12 to provide new Trustees with an overview of the legal responsibilities, scope of duties and Library operations, i.e. budget process, Library policies, and pending building projects. Freedom of Information and Open Meetings laws will be reviewed. Certificates of completion of OMA/FOIA training may be submitted to Lewandowski.
- **Summer at the Library.** The summer newsletter filled with programs and activities for all ages, as well as a list of donors to the annual appeal, will be in mailboxes by the end of May. Summer

Reading/Activity Programs (Youth and Teen “Build a Better World,” Adult “Sweet Home Chicago”) will launch the first week of June. Yard signs promoting the Library will be handed out to participants. Library Staff will be at Gathering on the Green on June 9.

Bodewes expressed appreciation for the Friends support of many of the upcoming programs, some of which would be beyond the scope of our regular budget.

- **Staff Update.** Gianna Zicarelli has accepted the position of Youth Services Assistant effective June 1. Gianna currently works in the Circulation Department. The open Tween Services position has been posted.
- **Departmental reports** were presented.

Teen Liaison Report

Renata Schmidt presented an update on Teen Board activities. The Passport Fun series continues with programs on France (June 17) and Kenya (July 15). Hosted by the Teen Board for K-3 children, participants hear the language, sample food, learn fun facts and explore the culture of other countries. Past programs featured Argentina and China. Work continues on the Project Empathy digital library, which will in due course connect with students in Malawi, Africa who do not have Internet access. Renata thanked Heather Booth for guidance throughout the project. Trustees commended the Teen Board on the work being done. Renata was excused due to school commitments.

Visitors: There were no visitors.

Communications: Various thank you notes and artwork to Youth Services Staff in appreciation of Storytimes were received.

Committees:

Building and Grounds: Bodewes

- A sinkhole in the east lawn that appeared in April has been repaired; a broken drain connection was corrected. When ground conditions are dry, an additional assessment will be made to confirm that no underlying issue exists. Lupfer Landscaping is commended for their efforts on this project.
- A west-side window frame is scheduled for repair in late May.
- Replacement of the Library’s telephone system is slated for 2017. Quotes are being obtained.

Friends: Wenstrup

At the May 10 meeting, program funding in the amount of \$1,825.00 was approved. The March membership drive resulted in 18 new memberships. Ann Weithers was awarded the Best of Friends Award. The Board thanked the Friends for their generous and dedicated support of the Library which benefits the entire community.

New Business

Review of Responsibilities of the Board and Director Policy

In keeping with the Policy Review Schedule FY17, Bodewes presented for review the Library’s Review of Responsibilities of the Board and Director Policy (TFML Policy No. 1). The Board accepted Bodewes recommendation that no change to policy be made.

MOTION: Greska moved to approve the Responsibilities of the Board and Director Policy (TFML Policy No. 1) as presented. Wenstrup seconded the motion. All approved.

Review of Non-Resident Card Cost

The Thomas Ford Library offers library service to residents of surrounding communities without libraries. The Illinois State Library requires that the cost of a non-resident card be figured annually. Predicated on the average household support of the Library by residents, it is recommended that the cost of a non-resident card increase to \$285.00 from the current cost of \$275.00.

MOTION: Non-Resident Card Cost

Greska moved that the cost of a non-resident card purchased at the Thomas Ford Memorial Library increase to \$285.00 for the year beginning June 1, 2017 and ending May 31, 2018. Pedersen seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Pedersen Aye

Thometz Aye

Wenstrup Aye

All Approved.

Board Committee Assignments for 2017-19

Bodewes reviewed committee descriptions. The Board accepted Bodewes' recommendation to eliminate the Technology Committee as the committee's purpose has become obsolete. Trustees were requested to indicate their committee preferences; each Trustee will serve on two-three committees, possibly as chair on one. Committee preferences should be submitted to Lewandowski by June 6. Trustees were reminded to limit their reply to Administration only.

Trustee Emails

Trustees were provided with Library emails for official communications and instructed as to proper use. An updated Board of Trustees contact list will be distributed via email.

Wenstrup moved to adjourn at 8:08 p.m. Fahrenbach seconded the motion. All Approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, June 27, 2017.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary