



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

Present: Deneen, Fahrenbach, Foster, Greska, Pedersen, Thometz Absent: Wenstrup
Also present: Bodewes, Lewandowski, Wenslauskis

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

MOTION: Minutes of June 27, 2017 meeting of the Board of Trustees. Fahrenbach moved to approve as presented the minutes of the June 27, 2017 meeting of the Board of Trustees. Pedersen seconded the motion. All approved.

Treasurer’s Report

Bodewes reviewed the June 2017 financial report and vendor list. All funds are balanced. Bodewes noted the addition of a Building Fund income line “Insurance Reimbursement” to capture transactions related to the water damage insurance claim; a budget amendment will be necessary after all related insurance transactions are completed. Notable expenses: shelving endcap replacement (insured), and promissory note payment for principal and interest. All other income and expense was of the ordinary sort.

Fund balances as of June 30, 2017 are:

Library Operating Fund #920	\$440,636.51
Graham Trust Fund #925	\$268,393.88
Building Maintenance Fund #930	\$ 29,360.20
Capital Fund #970	\$115,507.44
Timber Trails Fund #950	\$115,866.83
Debt Retirement Fund #940	\$22,622.11

MOTION: June 30, 2017 Vendor List

Greska moved to approve the vendor list dated June 30, 2017 totaling \$93,462.60. Pedersen seconded the motion.

Roll Call:

- Deneen Aye
 - Fahrenbach Aye
 - Foster Aye
 - Greska Aye
 - Pedersen Aye
 - Thometz Aye
- All Approved.

Librarian’s Report

- **Summer programming** is in full swing at the Library. Summer reading/activity clubs (Adults: Sweet Home Chicago, and Children/Teens: Build a Better World) will wrap up in early August. The Youth Summer Library Challenge finale, sponsored by the Library Friends, will be held August 4. The Board expressed appreciation to everyone who contributed to success of the Library’s summer activities.

- **Staff In-Service.** The Library will be closed on Friday, August 25 for a staff in-service day. Staff will visit the Newberry Library in Chicago for a private tour and visit to the rare books room. The December in-service (jointly held with the River Forest Public Library) will feature Jamie LaRue of ALA who will discuss intellectual freedom.
- **Staff Updates.** The American Library Association's annual conference was held in Chicago in June. The following staff members attended a variety of events over several days: Uma Nori, Margaux Deutsch, Rachel Hoover, Jessica Dyer, Gianna Zicarelli, and Ted Bodewes.
- **Departmental Reports** were presented.

Teen Liaison Report

The Passport Fun series continued with a July program exploring the country and culture of Kenya; appreciation was expressed to Bodewes for participating. Next up in the popular series will be India. Work on the Project Empathy digital library, which will in due course connect with students in Malawi Africa who do not have Internet access, is on pause until the school year resumes. Teen Board recruitment efforts continue.

Staff Presentation: Matthew Wenslauskis, Head of Adult Services

Matthew gave an overview of the Adult Services department: staff members, services, and departmental- and library-wide roles. Along with its priority focus on patron service (reference, reader advisory, tech support, program and meeting room registrations), the department has responsibility for collection curation, library-wide print and digital promotions (newsletter, website, social media) and tech support. Initiatives include creation of Readers Nook (online staff recommendations), and developing creative solutions to meet the community's growing need for meeting space. Trustees thanked Matthew for the informative presentation and commended the outstanding programming (shout out to Rachel Hoover for trivia questions) and terrific Facebook voice (courtesy of Jessica Dyer). Head of Youth Services Uma Nori will present in August.

Visitors: There were no other visitors.

Communications:

Committees:

Finance

FY16 Audit reports will be distributed at the August meeting. Auditor Brian LeFevre of Sikich LLP will attend the September meeting to review the audit in detail.

Building and Grounds: Bodewes / Lewandowski

- A committee meeting will be scheduled to review the Library's Capital Plan, the proposal for replacement of the Library's telephone system, and other building projects. The committee will present its recommendation/s at the August meeting.
- Installation of a network server is being scheduled.
- Replacement of the water-damaged shelving endcaps in the Children's Department was delayed for re-fabrication of panels. The delay will have no direct impact on member service.

Old Business

Space Utilization Project

Bodewes presented a summary of the Space Utilization Study, a major renovation of the Library's interior space which would address the community's need for more meeting, study and gathering spaces; a more open and better-lit environment; more technology support, etc. Proposed concepts were prepared by Product Architecture+Design. Greska summarized project funding options - capital campaign, loan, referendum - as outlined by the Board-formed task group (Greska, Milano, Wenstrup, Bodewes, Foundation President Karas). Community experts in finance, fundraising, and project management were consulted during the process. Plans and funding options were discussed; action will be taken at the August meeting.

Review of Investments. Bodewes presented for six-month review the Library asset summary. The majority of investment funds are being held through the Illinois Funds, a fully-secured investment pool for public funds. A remaining certificate of deposit will be closed upon maturity.

New Business

Safe Child Policy Review

Bodewes presented for review the Safe Child Policy. The Board agreed with recommended amendments: Sections 18.32 ~~...local authorities~~ *Western Springs Police Department*, and 18.4 ~~age-eight (8)~~ *twelve (12)*.

MOTION: Foster moved to approve with recommended amendments the Safe Child Policy (TFML Policy No. 18). Deneen seconded the motion.

Roll Call:

Deneen Aye

Fahrenbach Aye

Foster Aye

Greska Aye

Pedersen Aye

Thometz Aye

All Approved.

Greska moved to adjourn at 8:53 p.m. Thometz seconded the motion. All Approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, August 22, 2017.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary