



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

Present: Deneen, Fahrenbach, Foster, Greska, Thometz, Wenstrup

Absent: Pedersen

Also present: Bodewes, Lewandowski, Kylie Jabjiniak, Sandy Frank

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

**MOTION: Minutes of the September 26, 2017 meeting of the Board of Trustees.** Fahrenbach moved to approve as presented the minutes of the September 26, 2017 meeting of the Board of Trustees. Wenstrup seconded the motion. All approved.

**Treasurer’s Report and Vendor List:**

Wenstrup reviewed the September 2017 financial report and vendor list. It was noted that the Treasurer’s Report reflects the modified budget amount. All income and expense was of the ordinary sort.

**Fund balances as of September 30, 2017 are:**

Library Operating Fund #920	\$719,703.13
Graham Trust Fund #925	\$268,570.36
Building Maintenance Fund #930	\$ 55,985.69
Capital Fund #970	\$115,663.44
Timber Trails Fund #950	\$116,008.48
Debt Retirement Fund #940	\$ -9,027.11

**MOTION: September 30, 2017 Treasurer’s Report**

Wenstrup moved to approve the Treasurer’s Report dated September 30, 2017. Greska seconded the motion.

Roll Call:

Deneen Aye

Fahrenbach Aye

Foster Aye

Greska Aye

Thometz Aye

Wenstrup Aye

All Approved.

**MOTION: September 2017 Vendor List**

Wenstrup moved to approve the September 2017 vendor list totaling \$108,085.78. Fahrenbach seconded the motion.

Roll Call:

Deneen Aye

Fahrenbach Aye  
Foster Aye  
Greska Aye  
Thometz Aye  
Wenstrup Aye  
All Approved.

#### **Librarian's Report**

- **Referendum** activity updates are presented later on agenda.
- **2018 Budget** is discussed later on agenda.
- **Credit Card Capability.** Though online credit card payments have been accepted for over a year, the Library now has the ability to accept credit cards at the Circulation Desk allowing on-site patrons the convenience of paying with a credit or debit card for fines or lost materials.
- **Technology Infrastructure Upgrades.** The new telephone system has been installed replacing the failing phone system. Installation of a central computer network server has also been completed.
- **Village Fall Festival** – Library Staff (Heather Booth, Gianna Ziccarelli, Christine Ricker and Bodewes) hosted a table distributing promotional items and very popular homemade Halloween slime. The great community outreach event was cut short by rain. The Library received good coverage in the local press.
- **Upcoming Programs** discussed included the monthly Pub Trivia Night, and a Foundation lecture program “Conversations with Carey Cranston, Inaugural President of the American Writers Museum.”
- **Departmental Reports** were presented.

#### **Department Head Presentation:** Sandy Frank, Head of Circulation

Sandy provided an overview of the Library's Circulation Department, team members, and services provided. Circulation staff provides vital customer service to every Library patron. Along with skilled processing of materials, the Circ Desk staff fosters daily connections with Library patrons building meaningful community relationships. The recent establishment of universal borrowing rules, automatic renewals, and fine payment by credit card enhances the patron experience. A book club library card initiative resolved the major frustration for 20+ community book clubs in obtaining adequate copies of their selected book, garnering significant positive feedback. The Board thanked Sandy for providing an inside look at Circulation (WS cardholders get priority on holds!). Head of Technology Services Beth Daly will present in November.

#### **Teen Liaison Report**

Kylie Jabjiniak reported on Teen Board activities. On Sunday December 3 the Teen Board is hosting an all ages event: Music by the Fire with the LTHS orchestra chamber group; refreshments will be served. Other programs include: a foreign language conversation series – Spanish conversation group will meet in January, an AP test skills group will meet in February. Teen Board recruitment is ongoing. The Board congratulated the Teen Board on the upcoming programming.

**Visitors:** There were no visitors.

**Communications:** No communications were presented.

**Committees:**

**Finance:**

The minutes of the September 26 committee meeting for the purpose of discussing FY18 budget planning were accepted by the Board. Note: discussion of the committee meeting was held during the regular Board meeting on September 26.

Roll Call:

Deneen Aye

Fahrenbach Aye

Foster Aye

Greska Aye

Thometz Aye

Wenstrup Aye

All approved.

**FY18 Budget**

On October 9th, the Village Board of Trustees passed a resolution to approve the .02 Building and Maintenance Levy for 2018. Preliminary documents for the FY18 budget were reviewed by the Library Board. It was noted that firm figures, such as health insurance premiums, will be incorporated upon receipt and noted in the final version of the FY18 budget to be presented at the November Board meeting. The Library Board will then vote on the levies/final budget so that the FY18 budget can be presented to the Village Board for adoption at its December 4, 2017 meeting. These documents will then be forwarded to the County for filing.

**Library Investments**

The investment summary was reviewed. It was determined that going forward investments will be reviewed twice yearly.

**Building and Grounds:** Bodewes / Lewandowski

- Installation of both the telephone system and central computer network server have been completed.
- Stone benches have been installed at the entrance of the Library. The benches, honoring David B. Woodward, former Library trustee, and Barbara Finlayson, former McClure teacher, were bestowed through memorial contributions from respective families and friends. A seating area has also been created in the garden on the Library's Chestnut Street side.
- A tree along the north property line which was downed during a recent storm has been removed. Recent heavy rains have caused no other problems at the Library.
- Periodic scheduled inspections (elevator, fire systems, fireplace/chimney, HVAC, generator, sprinkler) were conducted.

**Friends**

Wenstrup reported on the fall book/bake sale and other activities. Final numbers for the book/bake sale had not yet been shared; lower turnout was reported. Wenstrup commended all the Friends, volunteers and Bodewes for outstanding effort executing the sale. As a registered charity with AmazonSmile, the WS Friends will receive .05 of the purchase price of eligible products; this charitable benefit is being promoted at the Library. The Trustees expressed appreciation for the Friends organization, which enriches the Library community in many ways.

**Old Business**

**Referendum Update**

At its October meeting, the Village Board of Trustees ratified the placement of the referendum on the March 2018 ballot on the Library's behalf. Creation of an informational packet/mailer is underway; the packet will be reviewed at the November meeting and slated for release in early January. Project renderings are in progress. A citizens' referendum steering committee is being constituted and will be led by Greska and Kozak. Bodewes shared an article on the referendum in the LTHS student Lion Newspaper.

**New Business**

**Graham Fund Policy Review**

Bodewes presented for review the Graham Fund Policy. No changes were recommended.

**MOTION:** Greska moved to approve without amendment the Graham Fund Policy (TFML Policy No. 15).

Deneen seconded the motion.

Roll Call:

Deneen Aye

Fahrenbach Aye

Foster Aye

Greska Aye

Thometz Aye

Wenstrup Aye

All Approved.

**November/December Board Meeting**

In keeping with Library Board practice, the combined November/December meeting will be the last meeting of the year unless a special meeting is called in December.

**Library Director Annual Review**

The Library Director review process was discussed. The Personnel Committee will explore evaluation tool options and present its recommendation/s for consideration at a future meeting.

Wenstrup moved to adjourn at 8:50 p.m. Fahrenbach seconded the motion. All Approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, November 28, 2017.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary