



**Thomas Ford Memorial Library – Library Board of Trustees Minutes**  
November 28, 2017

Present: Fahrenbach, Foster, Greska, Pedersen, Thometz, Wenstrup    Absent: Deneen  
Also present: Bodewes, Lewandowski, Renata Schmidt, Beth Daly  
Greska called the meeting to order at 7:00 p.m.

**MOTION: Minutes of the October 24, 2017 meeting of the Board of Trustees.** Wenstrup moved to approve with a slight amendment the minutes of the October 24, 2017 meeting of the Board of Trustees. Fahrenbach seconded the motion. All approved.

**Treasurer’s Report and Vendor List**

Wenstrup reviewed the October 2017 financial report and vendor list. It was noted that office supplies will exceed budget. All income and other expense was of the ordinary sort. 2017 “13<sup>th</sup> month” expenses will continue to be processed in January and February.

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

Library Operating Fund #920	\$643,026.13
Graham Trust Fund #925	\$268,645.21
Building Maintenance Fund #930	\$ 45,683.66
Capital Fund #970	\$115,707.49
Timber Trails Fund #950	\$116,008.48
Debt Retirement Fund #940	\$ -5,628.36

**MOTION: October 31, 2017 Treasurer’s Report**

Wenstrup moved to approve the Treasurer’s Report dated October 31, 2017. Greska seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Greska Aye

Pedersen Aye

Thometz Aye

Wenstrup Aye

All Approved.

**MOTION: October 2017 Vendor List**

Foster moved to approve the October 2017 vendor list totaling \$96,227.86. Wenstrup seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Greska Aye

Pedersen Aye

Thometz Aye

Wenstrup Aye  
All approved.

**Department Head Presentation:** Beth Daly, Head of Technical Services

Beth provided an overview of the Library's Technical Services Department and services provided. All library materials, approximately 8,000 items annually, pass through Tech Services. Materials (print, digital, specialty) are: catalogued, allowing library users to retrieve materials in the collection and in the greater library system; labeled and reinforced for durability; and repaired as necessary. Specialty packaging is created for circulation of special collections, i.e. tech tools, binge boxes. Tech Services team members also have cross-departmental responsibilities (circulation, children's) which provide a patron service perspective. A recent initiative in response to patron feedback was a reorganization of books, grouping by series rather than by author. Beth oversees library pages, Transitions volunteers, and the mandated community service program. The Board thanked Beth for providing the behind-the-scenes look at this essential library service, and for some tips on specialty circulation items (photo-scanner!).

**Teen Liaison Report**

Renata Schmidt reported on Teen Board activities. On Sunday, December 3 the Teen Board will host an all ages event *Music by the Fire* with members of the LTHS orchestra chamber group; refreshments will be served. Other upcoming activities include: the launch of a foreign language conversation series with a Spanish conversation group (January), and an AP test skills group (February). The Teen Board is exploring the Human Library initiative, an international program that aims to create dialogue and understanding between people by having participants 'read' a 'human book.' Past years' Project Empathy endeavor is evolving with a partnership with the University of Massachusetts Amherst. The Board congratulated the Teen Board on its activities.

**Librarian's Report**

- **The Library will be closed** on Friday, December 1 for Staff In-Service. TFML staff will join the River Forest Public Library staff for a presentation by Jamie LaRue, director of ALA's Office for Intellectual Freedom, followed by collaborative departmental meetings. This will be the third joint in service with RFPL. The closing will be posted on the website, front door, and on social media to inform Library users.
- **The TFML winter newsletter**, which will cover December through February, will be in resident mailboxes by November 30. Many programs and activities are planned for the holiday and cold weather season. On December 2 (in conjunction with the Village Winter Wonderland event) author Mo Willems' characters *Elephant and Piggie* will visit the Children's Department. A special thank you to Linda McGuire and Sarah Mungai for making this possible.
- **FY17 Audit** fieldwork will occur on January 25 and 26.
- **FY18 Budget and Per Capita Grant** are discussed later on the agenda.
- **Departmental Reports** were presented.

**Public Comment:** There was no public comment.

**Communications:** Packets of library visit thank you letters to the Children's Department from Elementary School students; various notes of appreciation to Children's staff.

**Committees:**

**Finance**

**FY18 Budget and FY18 Levies**

The Board accepted the FY18 Budget as presented. Bodewes and Greska will attend the December 4 Village Public Hearing; all Trustees are welcome. The FY18 Budget and Levies will be presented to the Village Board for adoption and documents will then be forwarded by the Village to the County for filing.

**Wenstrup moved that the FY18 Budget** be accepted as presented. Fahrenbach seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Greska Aye

Pedersen Aye

Thometz Aye

Wenstrup Aye

All Approved.

#### **FY18 Levies**

Levies for FY18 in the amount of \$1,381,471 were reviewed. This represents a 4.15% increase over FY17.

#### **Library Operating Fund #920 (includes \$1,111,383 plus \$55,100 FICA)**

Wenstrup moved that a levy in the amount of \$1,166,483 be approved for the purpose of operating the Thomas Ford Memorial Library and providing FICA coverage in FY18. Greska seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Greska Aye

Pedersen Aye

Thometz Aye

Wenstrup Aye

All Approved.

#### **Building Maintenance Fund**

Wenstrup moved that a levy in the amount of \$131,388 be approved for the purpose of maintaining and repairing the Library building and equipment during FY18. Pedersen seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Greska Aye

Pedersen Aye

Thometz Aye

Wenstrup Aye

All Approved.

#### **Insurance Levy**

Wenstrup moved that a levy in the amount of \$12,600 be approved for the purpose of Directors and Officers liability, workmen's compensation, unemployment, and general liability insurance for the Library in FY18.

Fahrenbach seconded the motion.

Roll Call:

Fahrenbach Aye

Foster Aye

Greska Aye

Pedersen Aye  
Thometz Aye  
Wenstrup Aye  
All approved.

### **IMRF**

Wenstrup moved that a levy in the amount of \$71,000 be approved for the purpose of providing IMRF coverage for Library employees during FY18. Foster seconded the motion.

Roll Call:

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

### **Building and Grounds**

There were no Building issues reported. Snow/ice removal is contracted to Ketchmark Landscaping. Bodewes noted that a dormant public address system was made functional during the installation of the Library's new phone system; thank you to the Call One technician for outstanding customer service.

### **Personnel**

The Library Director annual review has been deferred as the review process is appraised. The Personnel Committee will meet in January to consider evaluation tool options and will present its recommendation at the February Board meeting. It was noted that compensation is not tied to the review process; the Library follows the standard increase set by the Village of Western Springs. The Library Director review will return to full library cycle in January 2019.

### **Friends**

Wenstrup reported on the November 8 meeting. Requests for program funding were approved in the amount of \$1,325. Funding supports adult, teen, baby programming and a family concert. The Fall Book and Bake sale generated revenue of \$2,473.50. To counter the trend of lower turnout, rejuvenation efforts include: the instigation of a system for retiring stale books, consignment/donation to Discover Books, examination of the bookdealer relationship, and volunteer recruitment. 2018 sale dates are April 20-22 (April 14 set up), and September 28-30 (September 22 set up). The AmazonSmile charitable benefit is being promoted. Trustees expressed appreciation for the support of the Friends organization, which enriches the Library community in many ways.

### **Foundation**

Greska reported on Foundation activities. On November 5 the Foundation hosted *A Conversation with Carey Cranston*, inaugural president of the American Writers Museum. Guests were inspired to visit the Chicago-based museum to experience American literary voices in innovative ways. The Annual appeal has received \$6,785 to date.

### **Old Business**

### **Referendum Update**

Bodewes reviewed the informational packet which is being prepared for mailing in late January. Local press coverage of the referendum was shared. Greska reported that a citizens' referendum committee, led by Greska and Anne Kozak and comprised of former trustees, members of the Library Friends, Foundation and Board, and library enthusiasts, will have informational meetings on November 29 at 1:00 p.m. and 7:00 p.m. at the Library. Trustee attendance at such meetings is limited as to avoid noncompliance with the Illinois Open Meetings Act.

**Public Forum Dates**

Public forums with Library Trustees to provide information and address questions regarding the referendum will be held at the Library on Tuesday, February 26, 2018 at 6:00 p.m. and Saturday, March 10, 2018 at 10:00 a.m. Public notice will be posted.

**New Business**

**Per Capita Grant Application**

The per capita grant is offered to all public libraries in Illinois each year. Bodewes briefly reviewed the 2018 grant application and the State Library recommended reading/activities for the board. Internet links will be provided. There were no questions. It was noted that the payment status of last year's per capita grant award remains pending.

**Board of Trustee 2018 Calendar**

The 2018 calendar was accepted. Any concerns should be emailed to Bodewes/Lewandowski. Greska moved to accept as presented the 2018 Calendar. Wenstrup seconded. All Approved.

Greska moved to adjourn at 8:29 p.m. Fahrenbach seconded the motion. All Approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, January 23, 2018.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary