



**Thomas Ford Memorial Library – Library Board of Trustees Minutes**  
January 23, 2018

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

**MOTION: Minutes of the January 23, 2018 meeting of the Board of Trustees.** Wenstrup moved to approve as presented the minutes of the November 28, 2017 meeting of the Board of Trustees. Fahrenbach seconded the motion. All approved.

**Treasurer’s Report and Vendor List**

Wenstrup and Bodewes reviewed the November 2017 and December 2017 financial reports and vendor lists. Expenses were of the ordinary sort. 13<sup>th</sup> month expenses will continue to be processed in February. Lower income reflects new fine and fees policies as well as the deferred per capita grant payment. Anticipated overages (water, supplies, adult collection) were noted. Funds are on track to end the year below budget.

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

Library Operating Fund #920	\$561,146.88
Graham Trust Fund #925	\$268,645.21
Building Maintenance Fund #930	\$ 29,481.93
Capital Fund #970	\$115,707.49
Timber Trails Fund #950	\$116,052.69
Debt Retirement Fund #940	\$ -2,229.61

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

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

Roll Call:

Deneen Aye  
Fahrenbach Aye  
Foster Aye  
Greska Aye  
Pedersen Aye  
Thometz Aye  
Wenstrup Aye  
All approved.

**MOTION: November 2017 Vendor List**

Wenstrup moved to approve the November 2017 vendor list totaling \$102,655.77. Foster seconded the motion.

Roll Call:

Deneen Aye  
Fahrenbach Aye

Foster Aye  
Greska Aye  
Pedersen Aye  
Thometz Aye  
Wenstrup Aye  
All approved.

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

Library Operating Fund #920	\$426,709.38
Graham Trust Fund #925	\$269,094.08
Building Maintenance Fund #930	\$ 15,969.96
Capital Fund #970	\$115,707.49
Timber Trails Fund #950	\$116,052.69
Debt Retirement Fund #940	\$ 64.49

**MOTION: December 31, 2017 Treasurer's Report**

Wenstrup moved to approve the Treasurer's Report dated December 31, 2017. Fahrenbach seconded the motion.

Roll Call:  
Deneen Aye  
Fahrenbach Aye  
Foster Aye  
Greska Aye  
Pedersen Aye  
Thometz Aye  
Wenstrup Aye  
All approved.

**MOTION: December 2017 Vendor List**

Wenstrup moved to approve the November 2017 vendor list totaling \$127,391.20. Fahrenbach seconded the motion.

Roll Call:  
Deneen Aye  
Fahrenbach Aye  
Foster Aye  
Greska Aye  
Pedersen Aye  
Thometz Aye  
Wenstrup Aye  
All approved.

**Librarian's Report**

- **Review of Sexual Harassment Policy** was moved forward to comply with a new requirement from the State of Illinois. Review and discussion is later on the agenda.
- **Staff Performance Appraisals** were conducted in January. Personal, departmental and library-wide goals for 2018 were set.

- **Trustee Resignation/Board Vacancy.** Pat Pedersen has resigned from the Library Board due to moving from Western Springs. The Library staff and Board wish Pat well and thank her for her service on behalf of the Library and community. The process of filling the vacancy is discussed later on the agenda.
- **Teen and Tween activities** were reported by Bodewes. A teen-led foreign language conversation series launched with a Spanish conversation group –12 participants included senior-travelers recently back from Spain; the group will meet again in February. An AP test skills program is scheduled for February. Library tweens built a 3D printer over winter break. At this time, the 3D printer will be used for programming. Local press covered the event. The Board commended all involved on the terrific programming for *and by* Library teens and tweens!
- **Annual Statements of Economic Interest** must be completed by all elected officials by May 1, 2018. Statements are expected to arrive via email in February/March.
- **Referendum Update** is later on the agenda.
- **Departmental Reports** were presented.

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

**Communications:** Various cards of appreciation to the Youth Services team from library community families, program partner HHS Pet Therapy, and family concert performers Wendy & DB.

### **Committees:**

#### **Finance**

##### **FY18 Budget and Levies/December 2017 Public Hearing**

Greska, Fahrenbach and Bodewes attended the December 4 Village Public Hearing. The levy request in the amount of \$1,381,471 and FY18 budget was adopted by the Village Board. Documents will be forwarded by the Village to the County for filing.

#### **Building and Grounds**

Foster reported.

- A section of underused bookshelves in the Adult Services area has been replaced with a three table/seating area in response to frequent requests for additional tutor/small work spaces.
- The lower level meeting room has been painted.
- Snow removal has been going well. All other building maintenance was of the usual sort.

#### **Marketing and PR**

The 2018 library-wide customer service theme is “*Build relationships and create pathways to discovery.*” The 2017 marketing and public relations report was presented and discussed. Successful Library community initiatives include: post-it ♥ notes during National Library Week and Library yard signs during summer reading. Local press relations are overseen by Bodewes and Christine Ricker. The Library’s social media voice is Jessica Dyer. The Board commended the good work done by all.

**The FY18 Policy Review Schedule** was presented. Some policies follow a review schedule mandated by law; all others are on a rotating review schedule.

**MOTION:** Wenstrup moved to accept the FY18 Policy Review Schedule. Deneen seconded the motion. All approved.

#### **Foundation**

Greska reported on the January 19 meeting. The Foundation approved funding to replenish the inventory of

We ♥ Our Library yard signs, which were introduced as part of summer reading through the donation of a community member. The annual appeal has received \$11,835 to date. Various methods of expanding community outreach were discussed.

### **Friends**

Wenstrup reported on the January 10 meeting. Greska provided a referendum information update. Funding requests were approved in the amount of \$1,660 supporting various adult and children's programming. Trustees noted the 2018 Book and Bake sale dates ~ 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.

### **Old Business**

#### **Referendum Update**

Bodewes reported that the ballot has been approved. The informational packet will be delivered to all resident mailboxes on January 24. Greska reported on the activities of the citizens' referendum committee. 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.

#### **Staff In-Service Report**

Lewandowski reported. The Library was closed on the December 1 for the Staff In-Service Day at the River Forest Public Library; this is the third joint in-service with RFPL. Library staffs heard an excellent presentation (with Q&A) on Issues of Intellectual Freedom given by Jamie LaRue, Director of the Office for Intellectual Freedom, ALA. Departmental meetings followed lunch. A bonus benefit: staff members were able to see RFPL's recent interior renovation designed by Product Architecture + Design, the firm that designed the plan that TFML is considering.

### **New Business**

#### **Board Vacancy**

The Board officially accepted the resignation of Patricia Pedersen. In accordance with Library bylaws, an interim trustee will be appointed to serve until the next municipal election in 2019. A recruitment notice will be posted on the Library community board, website and in a local newspaper requesting letters of interest to be received by February 15. Prospective candidates are not limited by precinct (a Caucus practice, not policy). The interim trustee may seek election for a full four-year term in 2019. It was noted that Greska and Wenstrup terms will end in 2019; a second term is possible. Necessary changes to Board committees were made: Finance will go from four to three members; Foster will join Fahrenbach (now chair) and Deneen on Personnel. The Personnel Committee will meet in early February to consider evaluation tool options for the annual Library Director review, which had been deferred in November as the review process was appraised; a recommendation will be presented at the February Board meeting.

#### **Illinois Sexual Harassment Act Resolution**

A resolution approving and adopting an updated sexual harassment policy to conform to Illinois Public Act 100-0554 was presented and discussed. The existing Library Sexual Harassment Policy (TFML Policy No. 3) was revised as needed. It was noted that this policy relates to employee and Library. The resolution was signed by Board President and Secretary.

MOTION: Greska moved to approve the resolution as presented. Wenstrup seconded the motion.

Roll Call:

Deneen Aye

Fahrenbach Aye

Foster Aye

Greska Aye

Pedersen Aye

Thometz Aye

Wenstrup Aye

All approved.

#### **Board of Trustees Executive Session Minutes Review**

As required by law, the Board must review Executive Session Minutes biannually to determine which should be kept private or made public. The minutes commonly deal with personnel matters, legal issues and acquisition of property. Bodewes distributed minutes to the Board members. He recommended retention in the Executive Session files of all minutes relating to personnel matters from 1998, 2007, 2010-11, and 2015-2016. He further recommended the release from the Executive Session files of minutes relating to staff and director salaries, and director evaluation from 2015. Bodewes confirmed that retention practices are at the advisement of Library legal counsel. Executive Session file will be reviewed again in July 2018. The Board accepted his recommendation.

#### **MOTION: Retention and Release of Board of Trustee Executive Session Minutes**

Fahrenbach moved to retain as private and release as public those Executive Session Minutes as listed above, to be reviewed again in July 2018. Wenstrup seconded the motion.

Roll Call:

Deneen Aye

Fahrenbach Aye

Foster Aye

Greska Aye

Pedersen Aye

Thometz Aye

Wenstrup Aye

All approved.

#### **Board of Trustee 2018 Calendar/March Meeting Date**

The date of the March 2018 regular meeting will be changed to March 21, 2018 to accommodate Spring Break schedules.

Greska moved to adjourn at 8:25 p.m. Wenstrup seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, February 27, 2018.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary