



Thomas Ford Memorial Library – Library Board of Trustees Minutes
August 28, 2018

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

Roll Call: Greska, Foster, Thometz, Deneen, Hanson, Fahrenbach, Wenstrup

Also present: Bodewes, Lewandowski, Nori

Present for presentations only: Brian LeFevre, Tiffany Nash, Dan Pohrte, Booth, Wenslauskis

Presentations have been placed at the top of the agenda.

Presentation of Audit Summary for FY17 by Brian LeFevre, Auditor, Sikich LLP

LeFevre reviewed the audit summary, noting that the Library financial reporting and management narrative rated the highest opinion possible. The audited FY17 financial statement will be posted on the Library's website.

Renovation Design Presentation by Tiffany Nash and Dan Pohrte, Product Architecture+Design

The renovation project design team presented working floor plans, renderings and materials. The project is in the design development and pricing phase and is on track with schedule and budget. Working with SMC (construction management), construction documents will be prepared to go out for bid in late October.

Board members were enthusiastic about the project's progress. Feedback was noted for consideration as the design process continues. Plans to retain/enhance signature play structures, i.e. train, water tower, and art, i.e. Rockwell print, were also noted. Paint color palette and fabrics selection with the PA+D team will be discussed at a future meeting. Board members were encouraged to test various sample chairs that are on-site for staff/patron feedback and possible consideration.

MOTION: Minutes of the July 24, 2018 meeting of the Board of Trustees. Hanson moved to approve with a minor correction the minutes of the July 24, 2018 meeting of the Board of Trustees. Wenstrup seconded the motion. All approved.

Treasurer's Report

Wenstrup reviewed the July 2018 financial report and vendor list. All income and expenditures were of the ordinary sort.

Fund balances and Vendor List for July 2018 are:

Library Operating Fund #920	\$771,749.29
Graham Trust Fund #925	\$270,098.99
Building Maintenance Fund #930	\$58,016.38
Building Improvement Fund #935	\$1,966,225.09
Capital Fund #970	\$104,454.47
Timber Trails Fund #950	\$116,649.90
Debt Retirement Fund #940	\$-17,119.70
Vendor List	\$183.617.90

MOTION: July 2018 Treasurer's Report and Vendor List

Greska moved to approve the July 2018 Treasurer's Report and Vendor List. Wenstrup seconded the motion.

Roll Call:

Greska Aye

Foster Aye

Thometz Aye

Deneen Aye

Hanson Aye

Fahrenbach Aye

Wenstrup Aye

All Approved.

Librarian's Report

- **Summer Reading** program participation was outstanding with a total of 1,266 registered participants; 933 children participated in the Summer Library Challenge; 161 participated in the teen/tween program, and 172 participated in the adult Summer Reading Program. The accompanying programs were also well-attended. Congratulations to staff for this big success.
- **WS Business Donations.** Local businesses were again generous in their support of the Summer Reading programs through donation of prizes for participants and financial support for programs. A list of 37 businesses appears in the Fall newsletter. Of special note were the wonderful prize baskets donated by the Community Bank of Western Springs. We were also excited to have the support of the Chicago Cubs, Chicago Bulls, Chicago White Sox, and the Kane County Cougars.
- **Practicum Student.** In partnership with the College of DuPage Library Technical Program, we will be hosting a practicum student this fall. Eleanor Horan will work in Youth Services, Adult Services, Technical Services and Circulation.
- **The Fall Newsletter,** which covers September–December, will be in residences by the end of August.
- **Staff Updates.** The Library is pleased to welcome Stephanie McKeegan as a part-time Circulation Clerk, and Paul Cushing as a part-time Youth Services Associate.
- **Lyons Township High School Transitions Program.** The Library continues its partnership with LT Transitions program providing job training opportunities for Transitions students.
- **Departmental reports** were presented. The Board congratulated all departments on the outstanding summer programming. Teen Board activities have resumed and will be reported at the September meeting.

Visitors/Public Comment: There were no visitors or public comment.

Communications: There were no communications.

Committees:

Personnel: Fahrenbach

The Personnel Committee met on August 1 for the purpose of reviewing forms and procedures for Library Director. The Committee will meet again in September and will report at the September Board meeting. The evaluation process will be in place for the 2018 review in November.

Building and Grounds: Foster / Bodewes

A malfunction of the back-up ejector pump has been identified and service is scheduled. Replacement of the pump may be called for. Landscape trimming work has been completed. An elevator service call was required; no problems were identified.

Old Business

Staff In-Service Day. Lewandowski reported. The Library was closed on Friday, August 24th for staff in-service. The closing was posted in advance on the Library's website and on the door. Library staff enjoyed the Frank Lloyd Wright tours - the Oak Park Home and Studio, neighborhood walk, and the Unitarian Church. The guided tours were rich with culture, information and inspiration and provided a valuable team building experience bringing together staff members who may rarely interact due to varied schedules.

New Business

Review of Public Comment Policy

Bodewes presented for review the Public Comment at Board Meetings Policy (TFML Policy No. 23). The policy, based on Open Meetings Act statute and written by Library legal counsel, requires periodic review. No revisions were made.

MOTION: Fahrenbach moved to approve the Public Comment at Board Meetings as presented. Wenstrup seconded the motion.

Roll Call:

Greska Aye

Foster Aye

Thometz Aye

Deneen Aye

Hanson Aye

Fahrenbach Aye

Wenstrup Aye

All Approved.

Fahrenbach moved to adjourn at 8:15 p.m. Foster seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, September 25, 2018.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary