



Thomas Ford Memorial Library – Library Board of Trustees Minutes
September 25, 2018

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

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

Also present: Bodewes, Lewandowski, Jabjiniak

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

Treasurer’s Report

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

Fund balances and Vendor List for August 2018 are:

Library Operating Fund #920	\$899,911.18
Graham Trust Fund #925	\$270,349.68
Building Maintenance Fund #930	\$73,396.44
Building Improvement Fund #935	\$1,965,476.09
Capital Fund #970	\$104,377.52
Timber Trails Fund #950	\$116,676.47
Debt Retirement Fund #940	\$-13,583.03
Vendor List	\$102,824.74

MOTION: August 2018 Treasurer’s Report and Vendor List

Wenstrup moved to approve the August 2018 Treasurer’s Report and vendor list. Foster seconded the motion.

Roll Call:

Foster AYE

Deneen AYE

Fahrenbach AYE

Wenstrup AYE

Hanson AYE

Thometz AYE

Greska AYE

All Approved.

Librarian’s Report

- **3D printing.** In late 2017 the Library purchased a 3D printer for use in programming with the eventual goal of making the printer available for community use; the Library’s 3D printing service is now available to the public. Specific procedures for its use and availability have been adopted and include the following text:

Staff will review the file and reserve the right to decline a print based on content, including but not limited to objects which are:

- **Prohibited by State or Federal Law**
- **Harmful, dangerous, or in violation of Library policy**
- **In violation of any copyright, patent, or trademark**

Complete information about 3D printing in the Library can be found on our website at fordlibrary.org/3d-printing.

- **Fall programming and activities.** September through November programming includes Autumn French Pastries, the Kennedy Gardening Series, the ever-popular Cupcake Wars, and children's Library Mini Golf. The Friends of the Library Book and Bake Sale is September 28-30. The Library will also participate in the Village Fall Festival on September 28.
- **FY19 budget** is discussed later on the agenda.

Teen Liaison Report. Kylie reported. Teen Board activities resume with preparation for The Human Library project; volunteers are being secured and process established with a target program date in February. The Sunday Language Conversation Series has expanded with a French language group joining the Spanish group. The Board expressed interest and support for teen activities.

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

Communications: Note of appreciation to the Children's Department (staff and patrons) from the Hinsdale Human Society for support of the READ Program; email of thanks from winner of Summer Reading Program raffle prize.

Committees:

Finance

Investment of Bond Proceeds

MOTION: Wenstrup moved to authorize the placement of \$2,000,000 into a MaxSafe Money Market account with the Community Bank of Western Springs. Greska seconded the motion.

Roll Call:

Foster AYE

Deneen AYE

Fahrenbach AYE

Wenstrup AYE

Hanson AYE

Thometz AYE

Greska AYE

All Approved.

FY19 Budget

Bodewes reviewed the FY19 budget process and timeline. Draft #1 of the FY19 budget will be reviewed at the October Board Meeting. The Finance Committee will meet before the November Board meeting.

Building and Grounds: Foster

Replacement of the malfunctioning back-up ejector pump has been scheduled for October 5.

Personnel: Fahrenbach

The minutes of the August 1, 2018 committee meeting for the purpose of reviewing forms and procedures for Library Director were unanimously accepted by the Board.

The committee met on September 20 for further consideration of Library Director evaluation process.

Fahrenbach reviewed the process which has been expanded to include input from Library department heads

as well as from Library trustees. Department head input will be collected by the committee in October; trustee input will be collected by the committee in November. The committee chair will meet with Bodewes in January to share the 2018 review.

Foundation

Bodewes reported on the September 18 meeting. The Foundation is enthusiastic in its support of the 2019 Library renovation project. A wish list of related projects for consideration will be developed after the formal bidding process is completed. The annual appeal mailer will be out in mid-October.

Friends

Wenstrup reported on the September 12 meeting. Library programs were funded in the amount of \$2,035. AmazonSmile revenue of \$45 and bookcart sales of \$600 were noted. The Fall book/bake sale will be held on September 28-30. Thometz will promote the sale on a community web page; Wenstrup will promote at the Village Fall Fest. Thanks to all the volunteers who helped with set up on Saturday, September 22. The Spring book sale will be deferred due to renovation activities; donation management options are being considered.

Old Business

Renovation Update

Shales McNutt Construction (SMC), working with PA+D, is finalizing construction documents in preparation to go out for bid in late October or early November. A design meeting to consider paint and finishes is scheduled for October 5; furniture considerations continue. Palette and fabrics will be presented by PA+D at a future meeting. Bodewes reviewed the construction and impact timeline. The Library will be closed to the public January 7 through January 18; work will be phased to accommodate continued services through completion of the project targeted for the beginning of summer.

New Business

Review of Identity Protection Policy

Bodewes presented for review the Identity Protection Policy (TFML Policy No. 24). The policy based on Identity Protection Act and written by Library legal counsel requires periodic review. No revisions were made. **MOTION:** Greska moved to approve the Identity Protection Policy as presented. Wenstrup seconded the motion.

Roll Call:

Foster AYE

Deneen AYE

Fahrenbach AYE

Wenstrup AYE

Hanson AYE

Thometz AYE

Greska AYE

All Approved

Greska moved to adjourn at 8:15 p.m. Wenstrup seconded the motion. All approved.

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

Respectfully submitted,

Kathleen Lewandowski, Recording Secretary