



**Thomas Ford Memorial Library**  
Library Board of Trustees Minutes  
May 28, 2019

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

Present: Carroll, Deneen, Foster, Fahrenbach, Greska, Hanson, Wenstrup      Absent: Thometz, Yeakey

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the April 23, 2019 meeting of the Board of Trustees**

Hanson moved to approve as presented the minutes of the April 23, 2019 meeting of the Board of Trustees.

Deneen seconded the motion. All approved.

**Board of Trustee Transition and Election of Officers for 2019-2021**

Newly elected Trustees Jean Carroll and Cheryl Hanson were seated for office. Retiring Board members Greska and Wenstrup were presented with flowers and books (to be added to the Library's collection in their honor), thanked for their years of service and wished well in all future endeavors. Greska and Wenstrup expressed appreciation to Bodewes, Lewandowski and fellow Trustees for the having had the opportunity to participate during times of significant growth at the Library. Greska and Wenstrup departed at 7:10 p.m.

**MOTION: Election of Library Board Officers for 2019-2021**

Hanson moved to elect Margaret Fahrenbach as Library Board President; Carol Foster as Library Board Treasurer; and Abbie Deneen as Library Board Secretary for the 2019-2021 term. Carroll seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Hanson AYE

Carroll AYE

Deneen AYE

All approved.

**Treasurer's Report**

Bodewes reviewed the April 2019 financial report and vendor list. Renovation expenses are reflected in the Building Improvement Fund. All other expenses were of the usual sort.

**Fund balances and Vendor List for April 2019 are:**

Library Operating Fund #920	\$717,090.97
Graham Trust Fund #925	\$270,133.96
Building Maintenance Fund #930	\$51,456.82
Building Improvement Fund #935	\$868,573.37
Capital Fund #970	\$104,171.16
Timber Trails Fund #950	\$116,633.58
Debt Retirement Fund #940	\$13,854.60
Vendor List April 2019	\$471,368.51

**MOTION: April 2019 Treasurer's Report and Vendor List**

Hanson moved to approve the April 2019 Treasurer's Report and Vendor List. Foster seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Hanson AYE

Carroll AYE

Deneen AYE

All Approved.

**Librarian's Report**

- **The Summer Newsletter** will be in homes by the end of May. It is full of programs, news, and summer activities. Many programs are made possible by the generous support of the Library Friends. The newsletter also includes a thank you to donors to the Foundation's 2018 appeal. The Board expressed appreciation for the Library's outstanding support organizations.
- **Summer Reading Programs and Summer Library Challenge** themes are: Adult and Teen/Tween - "Page to Screen," and Youth - "Universe of Stories." A Movie in the Park showing of "Lord of the Rings" will be held in partnership with the WS Parks. It promises to be a very entertaining and fun summer.
- **A Trustee Orientation** will be held prior to the June Board meeting to provide new Trustees with an overview of the legal responsibilities, scope of duties and Library operations, i.e. budget process, Library policies, and pending building projects. Freedom of Information and Open Meetings laws will be reviewed.
- **Non-resident Cards** and **Board Member Email** discussed later on agenda.
- **The Library Block Party** is also discussed later on agenda.
- **Departmental reports** were presented.

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

**Communications:** Bodewes shared local coverage of Bishop Robert Barron of the Archdiocese of Los Angeles, who while being honored by Fenwick High School spoke warmly of his days spent as a youth at the Thomas Ford Library.

**Committees:**

**Building and Grounds :** Foster

- The updated security alarm system installation has been completed. The update accommodates the new configuration of the Library interior. The security camera system is also being updated.
- Mortenson Roofing has addressed persistent leaks along the west wall of the Library.
- Spring/summer landscaping activities are underway. The lawn sprinkler system has been turned on.

**Friends :** Thometz

At the May 8 meeting, program funding in the amount of \$2,150.00 was approved. Beth Clemens was named president of the Friends; Ann Weithers was thanked for her five years of excellent service as president. The Fall book/bake sale will be held on October 25- 27, with set up on October 19; book donation collection will resume in June. The Friends expressed gratitude and excitement regarding plans for enhanced shelving in the slate stair lobby to be dedicated to the Friends' passive book sale.

## Old Business

### **Renovation Update**

The project is on schedule for completion by June 1. Bodewes reported that the project will finish under budget. In addition to pending purchases, i.e. Board Room chairs, alternate projects are being considered to utilize unused contingency funds. Community feedback has been overwhelmingly positive.

**A Library Block Party will be held on Saturday, June 15 at 3:00–7:00 p.m.** to thank residents for their support and to showcase the updated Library. The family-oriented event will take place inside the Library and on Chestnut Street (closed between Wolf Road and Lawn Avenue), and will include live performances (Frankie Ace magic show, Flat Cats swing band), food trucks, games and activities. The Library will have extended service hours. A staff committee is steering the planning.

## New Business

### **Review of Non-Resident Card Cost**

The Thomas Ford Library offers library service to residents of surrounding communities without libraries. The Illinois State Library requires that the cost of a non-resident card be figured annually. Predicated on the average household support of the Library by residents, it is recommended that the cost of a non-resident card increase to \$305.00 from the current cost of \$295.00.

**MOTION:** Foster moved that the cost of a non-resident card purchased at the Thomas Ford Memorial Library increase to \$305.00 for the year beginning June 1, 2019 and ending May 31, 2020. Hanson seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Hanson AYE

Carroll AYE

Deneen AYE

All Approved.

### **Board Committee Assignments**

Bodewes presented an overview of Library Board Committees. Committees are outlined in Library bylaws but are set at the discretion of the Board. After thorough discussion it was determined that bylaws would be amended to reflect three committees: Finance, Building and Grounds, and Personnel. Trustees will submit ranked preferences and the Board President will slate committee assignments in June or July. Hanson will continue as Liaison to the Library Foundation. Thometz will serve as Liaison to the Library Friends.

### **Trustee Emails**

A Board Contact list was distributed. Library email addresses should be used for all Trustee communications. Trustees were also reminded to avoid use of Reply All in responding to official emails.

There being no other business, Fahrenbach moved to adjourn at 8:00 p.m. Deneen seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, June 25, 2019.**

Respectfully submitted,

Kathleen Lewandowski, Recording Secretary