



Thomas Ford Memorial Library
Board of Trustees Minutes
August 27, 2024

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

Roll Call for Quorum: Fahrenbach, Foster, Fuelleman, Montgomery Absent: Baker, Kartsounes

MOTION: Montgomery moved to approve remote attendance of Carroll; Fuelleman seconded. All ayes.
Also present: Lewandowski Also absent: Bodewes

Presentation of the Audit Summary for FY23 by Tom Siwicki, Auditor, Sikich LLP

Siwicki reviewed the FY23 audit summary noting that the Library financial reporting and management narrative rated the highest opinion possible. The audited FY23 financial statement will be posted on the Library’s website.

Minutes of the July 23, 2024 meeting of the Board of Trustees

MOTION: Fuelleman moved to approve as presented the minutes of the July 23, 2024 meeting of the Board of Trustees; Foster seconded the motion. All ayes.

Treasurer’s Report

Carroll reviewed the July 2024 treasurer’s report and vendor list. Noted income: property tax revenue and State Per Capita Grant; noted expenditures: D&O insurance, elevator phone replacement, and collection purchasing. All other income and expense is of the usual sort.

July 2024 Treasurer’s Report

Library Operating Fund #920	\$1,377,924.54
Graham Trust Fund #925	\$293,399.53
Building Maintenance Fund #930	\$186,989.25
Capital Fund #970	\$118,467.88
Timber Trails Fund #950	\$76,635.63
Debt Retirement Fund #940	\$227,756.99
July 2024 Vendor List	\$123,445.35

MOTION: July 2024 Treasurer’s Report

Foster moved to approve the July 2024 treasurer’s report and vendor list; Montgomery seconded the motion.

Roll Call:

- Carroll AYE
- Fahrenbach AYE
- Foster AYE
- Fuelleman AYE
- Montgomery AYE
- All approved.

Librarian's Report

- **New Logo.** The process of integrating the new logo into our marketing and other branded materials has begun. The new logo and the new color palette are used in the upcoming newsletter and is transitioning on Library letterhead, business card and more. The most visible conversion will be our new website, which will launch in September. Reaction to the new logo has been overwhelmingly positive and we are excited to continue our rebranding efforts this fall.
- **Summer Reading.** Our Summer Reading Program has come to an end and it was a big success. There were over 1,390 adult, teen, and youth participants this year. Participants of all ages enjoyed the program, won prizes, and participated in programs. Congratulations were offered to the Adult, Teen, and Youth departments for the time and effort put into making Summer Reading so successful. Our program is truly one of the best in Chicagoland.
- **Budget Cycle.** The budget cycle for 2025 begins in September. All departments will begin their budget analysis and request process; Bodewes will meet with Department Heads to determine budget line projections for the new year. He will also meet with the chair of Building and Grounds to discuss potential building expenses and projects in 2025. Working with Village partners, levy amount will be determined; preliminary levy projections are positive. The first draft budget will be presented to the Finance Committee in October and passed by the full board at the November/December meeting.
- **Fall Newsletter.** The Fall newsletter will be in residences this week. This issue covers September through December. The Fall newsletter includes exciting fall programming, service highlights and the launch of the Foundation's Annual Appeal.
- **Professional Development, Statistics and Departmental Reports** were presented.

Visitors/Public Comment: None.

Communications: None.

Committees:

Building and Grounds

Montgomery reported. All building and grounds activities were of the usual sort.

Old Business

Library In Service

Lewandowski reported on the August 23 In Service Day. Library staff toured The Morton Sterling Library at the Morton Arboretum. We enjoyed a presentation on the history of the Arboretum and its mission to provide knowledge, information, and resources to encourage, advance, and inspire the study of trees and shrubs, as well as other plants and their environment. We also had the opportunity to explore the May T. Watts Reading Garden, the Plant Clinic, and the expansive Arboretum grounds. In-service days are a valuable team building activity as work schedules are so varied. The Library closing was posted in advance onsite, online, through social media.

New Business

Review of Social Media Policy

Lewandowski presented for review the Library's Social Media Policy (TFML Policy No. 27). Following discussion, the policy was slated to be revisited at the next meeting.

Agency Tax Report

The agency tax report was deferred to the September meeting.

November and December Board Meetings

The Library Board does not typically meet during the month of December; the November meeting is the last regular meeting of the year. Because the November meeting falls during Thanksgiving week, the Board confirmed moving the November 26 meeting to December 3.

There being no other business, Carroll moved to adjourn at 8:06 p.m.; Montgomery seconded the motion. All ayes.

The next regular meeting of the Board of Trustees will be held on Tuesday, September 24, 2024.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary