



**Thomas Ford Memorial Library**  
Board of Trustees Minutes  
July 23, 2024

Fahrenbach called the meeting to order at 7:01 p.m.

Present: Baker, Fahrenbach, Foster, Fuelleman, Kartsounes, Montgomery

Absent: Carroll

Also present: Bodewes, Lewandowski

**Minutes of the June 25, 2024 meeting of the Board of Trustees**

**MOTION:** Fuelleman moved to approve, with a non-substantive change, the minutes of the June 25, 2024 meeting of the Board of Trustees; Foster seconded the motion. All ayes.

**Minutes of the June 25, 2024 meeting of the Board’s Building and Grounds Committee**

**MOTION:** Baker moved to accept the minutes of the June 25, 2024 meeting of the Building and Grounds Committee. All ayes.

**Treasurer’s Report**

Bodewes reviewed the June 2024 treasurer’s report and vendor list. Noted income was Illinois Funds interest and non-resident service; noted expenditures were Collection HQ, newsletter printing, and cleaning services. All other income and expense is of the usual sort.

**June 2024 Treasurer’s Report**

Library Operating Fund #920	\$1,153,598.01
Graham Trust Fund #925	\$294,249.16
Building Maintenance Fund #930	\$166,181.74
Capital Fund #970	\$118,467.88
Timber Trails Fund #950	\$76,635.63
Debt Retirement Fund #940	\$183,194.60
June 2024 Vendor List	\$134,410.64

**MOTION: June 2024 Treasurer’s Report**

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

**Roll Call:**

Baker AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

Kartsounes AYE

Montgomery AYE

All approved.

### Librarian's Report

- **Audit.** The FY2023 audit is complete. Auditor Tom Siwicki from Sikich will present at the August meeting. Digital copies of the audit will be sent this week to all trustees to allow for review and preparation of questions for the auditor; hardcopies are also available. Bodewes noted that the management discussion and analysis (MD&A) which provides a condensed narrative version of the audit is included with the document.
- **State of Illinois Per Capita Grant.** The letter from the State of Illinois awarding our annual Per Capita Grant was received. The Per Capita Grant is administered by the State Library and is awarded to all public libraries in Illinois. The grant amount this year is \$20,102.78. The award amount is based on population and the total appropriation available.
- **Staffing Update.** We are pleased to welcome Sara Walters as a summer Circulation assistant. Elizabeth Huml will join the Circulation team late summer. We also welcome Youth Service pages Megan Carlin, Jack Oleniczak and Anna Secord. Best wishes to our college-bound pages!
- **Staff In Service Day.** The Library will be closed on August 23 for a staff in service. The closure has been posted in the newsletter, online and at the Library.
- **Seed Library.** As part of the evolution of our "Library of Things," a Seed Library has been added to our collection. Patrons can select curated seed packets of herbs, fruit, flowers and more. The seeds are cleverly packaged and presented and include growing instructions. Many of the current seeds were donated. Patrons have responded well and the seed collection is growing!
- **Professional Development, Statistics and Departmental Reports** were presented. The Board appreciated the ALA Conference reports submitted by Jennie Stevens and Matthew Wenslauskis.

Visitors/Public Comment: None.

Communications: None.

### Committees:

#### **Building and Grounds**

Montgomery reported. It was an uneventful building month. Routine HVAC repairs were made. The security alarm system was serviced.

#### **Library Friends**

Bodewes reported on the July 10 meeting. The Book Sale was confirmed for November 2 and 3. A sale planning meeting will be scheduled for September. Discussion was also held relative to future Friends' activity.

#### **Library Foundation**

Bodewes reported on the July 16 meeting. The transition to new Officers is in process; financial reports will be presented at the next meeting. Bodewes gave a demonstration of the new website, which is slated to launch in the Fall; the Foundation gave enthusiastic feedback. Planning for the upcoming annual appeal were discussed.

**Old Business**

**Logo and Website Project Update**

Bodewes shared design progress on the new Library logo. He also gave a demonstration of the new Library website. The website is in production and is slated to launch in the Fall. Appreciation was expressed for the generous funding of the website project from the Foundation.

**New Business**

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

The biannual review of Executive Session Minutes to determine which should be kept private or made public is required by law. At the advisement of Library legal counsel, it is recommended that Executive Session minutes pertaining to personnel matters be indefinitely retained. The Executive Session file will next be reviewed in January 2025. The Board accepted the recommendation.

**MOTION:** Baker moved to retain as private all Executive Session minutes pertaining to personnel matters; Montgomery seconded the motion.

**Roll Call:**

Baker AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

Kartsounes AYE

Montgomery AYE

All approved.

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

**The next regular meeting of the Board of Trustees will be held on Tuesday, August 27, 2024.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary