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**Thomas Ford Memorial Library**

Board of Trustees Minutes

September 24, 2024

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

Roll Call: Baker, Carroll, Fahrenbach, Foster, Fuelleman, Kartsounes Absent: Montgomery

Also present: Bodewes, Lewandowski

**Minutes of the August 27, 2024 meeting of the Board of Trustees**

**MOTION:** Carroll moved to approve as presented the minutes of the August 27, 2024 meeting of the Board of Trustees; Baker seconded the motion. All ayes.

**Treasurer’s Report**

Carroll reviewed the August 2024 treasurer’s report and vendor list. Significant property tax and interest revenue was received. Noted expenditures: AWE literacy computer, SWAN quarterly payment and annual database subscription. All other income and expense is of the usual sort.

**August 2024 Treasurer’s Report**

Library Operating Fund #920 $1,629,847.11

Graham Trust Fund #925 $292,790.40

Building Maintenance Fund #930 $224,310.92

Capital Fund #970 $119,501.93

Timber Trails Fund #950 $77,304.55

Debt Retirement Fund #940 $295,929.45

August 2024 Vendor List $179,360.25

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

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

**Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

Kartsounes AYE

All approved.

**Librarian’s Report**

* **FY25 Budget** is discussed later on the agenda. Bodewes will meet with the chairs of the Building and Grounds Committee and Personnel Committee in October to discuss 2025 building and salary expenditures.
* **Library Card Sign Up Month**. September is National Library Card Sign-Up Month. Some interesting statistics for the year to date: 265 new library cards issued; and approximately 56% of WS residents have an active library card.
* **LTHS Transitions Program**. After a three-year pause, the Library has resumed its relationship with the Lyons Township High School Transitions program. This program allows us to welcome students with special needs to the library where they can participate in vocational training activities that help prepare them for the job market after high school. We have enjoyed being a job site for this program in the past and are excited to continue this important partnership.
* **Staff Updates**. There have been arrivals and departures on staff this month. Youth Services Librarian Cassie Freeman has taken an exciting new position outside the library; interviews are underway for the open position. We welcome Elizabeth Huml to the Circulation team and say goodbye to Adult Services shelver Yong Cho.
* **Professional Development, Statistics and Departmental Reports** were presented.

**Visitors/Public Comment**: None.

**Communications**: Email from a patron complimenting our social media display on banned books and sharing that it had inspired meaningful family conversation.

**Committees**:

**Finance**

**FY25 Budget**

A meeting of the Finance Committee for the purpose of budget planning was called for October 22 immediately preceding the regular Board meeting. Bodewes reviewed the budget process and timeline. Draft #1 of the FY25 budget will be reviewed at the October Board Meeting. The final budget will be presented for approval at the combined November/December meeting. The approved budget will be presented at the Village Board meeting in December.

**Building and Grounds**

Bodewes reported on building projects.

* The elevator phone, which recently was repaired with new equipment, is not working consistently. We are working with our phone service provider Peerless Network to add an auxiliary antenna outside the building to ensure consistent connectivity. The elevator will need to pass inspection.
* Lobby lights were repaired due to an electrical short.
* Periodic trimming of ivy was completed. It was noted that ivy was creeping over the sign and onto windows.

**Library Friends**

Bodewes reported on the September 11 meeting. Finances were reviewed and funding was approved for the Winter Read program and for the Read to the Dogs program. Preparation continues for the Fall book sale scheduled for November 2—3. This will be the farewell book sale and will have extended hours. The next meeting will be on November 13. The Board expressed their appreciation for the decades of support of the Friends.

**Library Foundation**

Bodewes reported on the September 17 meeting. Updates to the Investment Policy and the By-Laws have been completed. The annual appeal will be in residences mid-October. The Foundation is pleased to sponsor future Summer Reading programs. Bodewes shared a demonstration of the new website which is scheduled to launch in October.

**Old Business**

**Review of Social Media Policy**

Bodewes presented for review the Library’s Social Media Policy (TFML Policy No. 27). Following discussion, it was agreed that changes to the policy will be reviewed by Library legal counsel, and presented for approval at the October meeting.

**Agency Tax Report**

Bodewes reviewed the Agency Tax Report for tax year 2023. The Tax Agency Report, prepared by the Cook County Clerk, reports finalized real estate tax payments to the Library.

**New Business**

**Staff Recognition**

The Board expressed support of the annual staff appreciation expenditure in recognition the excellent work done in 2024. The presentation will be made at the Staff In Service Day scheduled for December 6.

**Library Friends Recognition**

The Board joined the Foundation and Library staff in expressing appreciation of the Library Friends for their dedicated and generous support of the Library since 1953. An official recognition of their significant place in the Library history and community will be planned.

There being no other business, Fuelleman moved to adjourn at 8:12 p.m.; Carroll seconded the motion. All ayes.

**The next regular meeting of the Board of Trustees will be held on Tuesday, October 22, 2024.** Trustees were reminded that the November/December Board meeting will be held on December 3, 2024.

Respectfully submitted,

Kathleen Lewandowski

Recording Secretary