



Thomas Ford Memorial Library
Board of Trustees
Minutes of the February 28, 2023

Fahrenbach called the meeting to order at 7:02 p.m.
Present: Baker, Carroll, Fahrenbach, Foster, Hanson, Kartsounes, Montgomery
Also present: Bodewes, Lewandowski

MOTION: Minutes of the January 24, 2023 meeting of the Board of Trustees
Montgomery moved to approve as presented the minutes of the January 24, 2023 meeting of the Board of Trustees; Hanson seconded the motion. All approved.

MOTION: Minutes of the January 24, 2023 meeting of the Board’s Personnel Committee
Kartsounes moved to accept as presented the minutes of the January 24, 2023 meeting of the Board’s Personnel Committee; Baker seconded the motion. All ayes.

Treasurer’s Reports

Bodewes reviewed the December–13th month 2022 and January 2023 treasurer’s reports and vendor list. 2022 13th month expenditures were reviewed, and will also be reported in March. Delayed property tax revenue is not captured after December 31, 2022; robust property tax income is reflected in the January 2023 Treasurer’s Report. Noted January expenditures are annual property and liability insurance premiums.

December–13th month 2022 Treasurer’s Report

Library Operating Fund #920	\$624,256.27
Graham Trust Fund #925	\$276,164.64
Building Maintenance Fund #930	\$126,556.72
Capital Fund #970	\$109,395.77
Timber Trails Fund #950	\$70,767.35
Debt Retirement Fund #940	\$-24,143.15

MOTION: December–13th month 2022 Treasurer’s Report

Baker moved to approve the December–13th month 2022 treasurer’s report; Montgomery seconded the motion.

Roll Call:

- Baker AYE
- Carroll AYE
- Fahrenbach AYE
- Foster AYE
- Hanson AYE
- Kartsounes AYE
- Montgomery AYE
- All approved.

January 2023 Treasurer’s Report

Library Operating Fund #920	\$837,942.99
Graham Trust Fund #925	\$276,164.64
Building Maintenance Fund #930	\$159,094.84
Capital Fund #970	\$109,395.77
Timber Trails Fund #950	\$70,767.35
Debt Retirement Fund #940	\$32,253.86
January 2023 Vendor List	\$107,634.83

MOTION: January 2023 Treasurer’s Report

Carroll moved to approve the January 2023 treasurer’s report and vendor list; Foster seconded the motion.

Roll Call:

- Baker AYE
- Carroll AYE
- Fahrenbach AYE
- Foster AYE
- Hanson AYE
- Kartsounes AYE
- Montgomery AYE
- All approved.

Librarian’s Report

- **Audit Fieldwork.** Initial fieldwork for the FY2022 audit has been completed. Bodewes met virtually with the auditors and letters from the auditors were sent to Trustees.
- **Statements of Economic Interest** must be completed annually by all elected officials by May 1. Trustees typically receive the SEI via email in March.
- **The Illinois Public Library Annual Report (IPLAR)** is reported later on the agenda.
- **Reports Format Updates.** The Treasurer’s Report revised layout is more efficient and easier to read. The Librarian’s Report includes a new report summarizing recent staff professional development.
- **Statistics and Departmental Reports** were presented.
Trustees appreciated Jennie Stevens’s report on the LibLearnX Conference (part of the Emerging Leaders program). It was noted that knowledge gained through individual professional development is shared for the betterment of the Library. Uma Nori published an article in ALA ALSC (Association of Library Service to Children). Trustees expressed interest in attending the 2023 ALA Conference being held in Chicago in June; additional information will be provided.

Visitors/Public Comment: No visitors.

Communications: Field Park Elementary School delivered handmade bookmarks of kindness for members of the community and library staff. A letter of appreciation was received from the First Congregational Church Green Team for serving as a collection site for holiday lights (1682 pounds of lights were gathered for recycling). The Foundation received a donation of \$15,000 from a very generous local patron. The Foundation and the Library Board are deeply grateful for the support of the community of Western Springs.

Committees:

Building and Grounds

Carroll reported on building projects. Elevator repairs have been completed with the replacement and hydraulic packaging and the installation of a new fan. The exterior door project is underway with requests for proposals.

Old Business

Audit Compliance Letters. Trustees were reminded to complete and return the audit compliance letters to Sikich if they have not already done so.

New Business

The Annual Report (IPLAR), a summary of Library activity for FY2022, has been completed and accepted by the Illinois State Library. Bodewes reviewed highlights. The numbers reflect a thriving library. The full report is also available.

2023 Board Action Calendar was presented and accepted without change. The Board Action Calendar is a guideline; the schedule may change but it serves to outline actions for the year.

Group Visit Policy Review

Bodewes presented for review the revised Group Visits Policy (TFML Policy No. 17). The revisions were recommended after thorough departmental review.

MOTION: Baker moved to approve as presented the Group Visit Policy; Hanson seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

There being no other business, Carroll moved to adjourn at 7:53 p.m.; Montgomery seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, March 28, 2023.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary