



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

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

Present: Baker, Carroll, Fahrenbach, Foster

Absent: Hanson, Kartsounes, Montgomery

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the February 28, 2023 meeting of the Board of Trustees**

Baker moved to approve as presented the minutes of the February 28, 2023 meeting of the Board of Trustees; Foster seconded the motion. All approved.

**Treasurer’s Reports**

Bodewes reviewed the December–13th month 2022 and February 2023 treasurer’s reports and vendor list. The December–13th month 2022 treasurer’s report reflects tax revenue that was received before year end as well as lagging 2022 expenditures; 2022 expenditures should be final next month. In February 2023, property tax income continues to trickle in. Notable expenditures are technology (Collection HQ) and databases. All other income and expenses were of the ordinary kind.

**December–13th month 2022 Treasurer’s Report**

Library Operating Fund #920	\$652,733.06
Graham Trust Fund #925	\$275,653.69
Building Maintenance Fund #930	\$136,206.46
Capital Fund #970	\$108,996.69
Timber Trails Fund #950	\$70,509.19
Debt Retirement Fund #940	\$-23,028.89

**February 2023 Treasurer’s Report**

Library Operating Fund #920	\$739,881.72
Graham Trust Fund #925	\$277,286.39
Building Maintenance Fund #930	\$155,016.79
Capital Fund #970	\$109,838.99
Timber Trails Fund #950	\$71,054.06
Debt Retirement Fund #940	\$33,656.05
February 2023 Vendor List	\$114,050.68

**MOTION: December–13th month 2022 Treasurer’s Report and February 2023 Treasurer’s Report**

Carroll moved to approve the December–13<sup>th</sup> month 2022 and February 2023 treasurer’s reports and vendor list; Foster seconded the motion.

**Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE  
All approved.

### **Librarian's Report**

- **HR Source.** The Library has rejoined HR Source (formerly known as the Management Association). HR Source provides resources, support and services to employers in the areas of human resources and workplace best practices. Membership includes access to a 24 hour HR Hotline. We will work with HRS on upcoming projects including: review of our HR manual, salary scale discussions and performance appraisal enhancements.
- **National Library Week is April 23 through April 29.** The Library will celebrate with decorations, special social media posts, and reminders of the valuable relationship between the Library and this community. Banners promoting the Library are displayed on light poles around the Village.
- **The Investment Policy** and the **July meeting date** are discussed later on the agenda.
- **Statistics, Departmental, and Professional Development Reports** were presented.

**Visitors/Public Comment:** No visitors.

**Communications:** Local magazine *Greet Western Springs* with the Library as the setting used as photo backdrop for the Williams Family feature.

### **Committees:**

#### **Building and Grounds**

Carroll reported on building projects.

- A vendor meeting regarding the exterior door project was held; the proposal will be submitted. A meeting with a second vendor has been scheduled.
- Landscape spring cleanup has begun. Lupfer Landscaping is developing a plan to expand the entrance pavers to better accommodate foot and bike/stroller traffic/parking and manage wear and tear on plantings.
- The annual roof inspection is scheduled in April.

#### **Library Friends**

Book donations will resume at the Library on April 1 in preparation for the Annual Book Sale in the Fall.

### **Old Business**

**Statements of Economic Interest.** Trustees were reminded to complete the Statement of Economic Interest document which must be completed annually by all elected officials by May 1.

### **New Business**

#### **Investment Policy Review**

Bodewes presented for review the amended Investment Policy (TFML Policy No. 16). This policy is governed by statute and complies with the Public Funds Investment Act to which all municipal entities must adhere. Non-substantive changes to wording of the policy were made.

**MOTION:** Baker moved to approve the amended Investment Policy; Carroll seconded the motion.

#### **Roll Call:**

Baker AYE  
Carroll AYE

Fahrenbach AYE  
Foster AYE  
All approved.

**Personnel Policy Amendment**

Bodewes recommended amending the Personnel Policy (TFML Policy No. 2) to add Juneteenth as a paid holiday in keeping with the practice of maintaining the same number of paid holidays as Federal Holidays. The Library will remain open on Juneteenth; the holiday will be a floating holiday for full-time staff.

**MOTION:** Carroll moved to approve the amendment to the Personnel Policy; Baker seconded the motion.

**Roll Call:**

Baker AYE  
Carroll AYE  
Fahrenbach AYE  
Foster AYE  
All approved.

**July Board Meeting**

Bodewes presented for consideration a schedule conflict for the July 25 2023 Board meeting. The topic will be revisited at the April meeting.

There being no other business, Carroll moved to adjourn at 7:57 p.m.; Baker seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, April 25, 2023.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary