



Thomas Ford Memorial Library
Board of Trustees
Minutes of the October 24, 2023

Fahrenbach called the meeting to order at 7:04 p.m.

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

Also present: Bodewes, Lewandowski, Nori

MOTION: Minutes of the September 26, 2023 meeting of the Board of Trustees

Carroll moved to approve as presented the minutes of the September 26, 2023 meeting of the Board of Trustees; Kartsounes seconded the motion. All approved.

Treasurer’s Report

Carroll reviewed the September 2023 treasurer’s report. All funds are balanced. Noted expenditures were operations: materials and newsletter, and building: roof repair. All other expenses were of the usual sort.

September 2023 Treasurer’s Report

Library Operating Fund #920	\$755,908.31
Graham Trust Fund #925	\$285,003.69
Building Maintenance Fund #930	\$123,467.71
Capital Fund #970	\$113,625.66
Timber Trails Fund #950	\$73,503.62
Debt Retirement Fund #940	\$141,543.70
September 2023 Vendor List	\$165,837.82

MOTION: September 2023 Treasurer’s Report

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

Roll Call:

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

Librarian’s Report

Department Presentation: Uma Nori, Head of Youth Services

Uma provided an overview of the YS Department. The overarching mission of the YS Department is to connect children with a love of reading! The YS team – Librarian Cassie Freeman, Associate Shannon Arendt, Assistants Mary Noe, Paul Cushing and Alex Rose – maintains a standard of excellence serving children, parents, caregivers and educators in all areas: maintaining a welcoming space for fun and discovery, providing readers’ advisory and reference, and offering engaging programs. Among the many successes this

year are the self-check station and Summer Learning Challenge. Ted noted that Uma serves as national co-chair of the ALSC Managing Children's Services Committee and on the national book award committee for the Scott O'Dell award for historical fiction. The Board thanked Uma for the informative presentation and congratulated the Youth Services team for the successful summer programming.

- **2024 Budget**

The Finance packet includes budget planning documents including the most recent draft of the 2024 budget. Staff and department heads have met to discuss the budget lines relevant to their oversight. Last month, the Village Board of Trustees passed a resolution to approve the .02 Building and Maintenance Levy for 2024. The Finance Committee will meet to go over the individual budget lines and the final budget and levy will be approved by the Board at the November Board Meeting.

- **Foundation Appeal**

Lewandowski reported. The Foundation Annual Appeal launched last week. Early community response has been robust with mail, in person, and online donations. This is the Foundation's only fundraiser each year and an important part of their long-term support of the Library.

- **November/December Board Meeting**

The Library Board does not typically meet during the month of December. The November 28 meeting will be the last regular meeting of the year.

- **Friends Book Sale**

The Library Friends fall book Sale is next week. The book sale will run from 8 a.m. - 1 p.m. on Saturday, November 4, and from 11 a.m. - 1 p.m. on Sunday, November 5. All funds raised at the FOL Book Sale are spent directly on library programming.

- **Statistics, Departmental, and Professional Development Reports** were presented.

Visitors/Public Comment: None.

Communications: None.

Committees:

Finance

FY24 Budget

Preliminary documents for the FY24 budget were presented to the Library Board. The Library Board Finance Committee met immediately preceding the regular Board meeting for a detailed reading of the draft FY24 budget. The Library Board will vote on the levies and final budget at the combined November/December meeting on November 28. The approved FY24 budget will be presented by Bodewes to the Village Board for adoption at the December Village Board meeting. The documents will then be forwarded to the County for filing.

Building and Grounds

The fireplace was serviced for the upcoming cozy season. The annual backflow inspections were completed. Several irrigation sprinkler heads were replaced or added. A booster antenna for the burglar alarm system was installed.

Personnel

Committee chair Baker will call a meeting of the Personnel Committee to be held prior to the November Board meeting to review the draft personnel policy/employee handbook, and discuss the director evaluation process.

Old Business

Library Director Annual Review

The Personnel Committee will prepare and distribute forms for Board member feedback for the 2023 Library Director evaluation.

New Business

November and December Board Meetings

The Library Board does not typically meet during the month of December. The combined November/December meeting on November 28 will be the last regular Board meeting for 2023.

There being no other business, Carroll moved to adjourn at 7:36 p.m., Montgomery seconded.
The next regular meeting of the Board of Trustees will be held on Tuesday, November 28, 2023.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary