



**Thomas Ford Memorial Library – Library Board of Trustees Minutes  
February 27, 2018**

Present: Deneen, Fahrenbach, Greska, Thometz  
Also present: Jabjiniak, Bodewes, Lewandowski

Absent: Foster, Wenstrup

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

**MOTION: Minutes of the January 23, 2018 meeting of the Board of Trustees.** Fahrenbach moved to approve as presented the minutes of the January 23, 2018 meeting of the Board of Trustees. Fahrenbach seconded the motion. All approved.

**MOTION: Minutes of the February 7, 2018 meeting of the Library Board Personnel Committee.** Greska moved to accept the Committee minutes. Fahrenbach seconded the motion. All approved.

**Treasurer’s Report**

Bodewes reviewed the December 2017-Updated financial report and vendor list and the January 2018 financial report and vendor list. Thirteenth month expenses are noted in blue on the December 2017-Updated financial report and reflected in the 2018 fund balances. Funds are on track to end FY17 below budget. Thirteenth month expenses will be finalized in March. January tax revenue was noted. All income and expenditures were of the ordinary sort.

**Fund balances and Vendor List as of December 2017-Updated (13<sup>th</sup> Month) are:**

Library Operating Fund #920	\$419,965.44
Graham Trust Fund #925	\$269,344.45
Building Maintenance Fund #930	\$16,118.94
Capital Fund #970	\$115,993.90
Timber Trails Fund #950	\$116,200.57
Debt Retirement Fund #940	\$20.00
Vendor List	\$152,698.06

**MOTION: December 2017-Updated (13<sup>th</sup> Month) Treasurer’s Report and Vendor List**

Fahrenbach moved to approve the December 2017-Updated (13<sup>th</sup> Month) Treasurer’s Report and Vendor List. Deneen seconded the motion.

**Roll Call:**

Deneen Aye  
Fahrenbach Aye  
Greska Aye  
Thometz Aye  
All Approved.

**Fund balances and Vendor List as of January 31, 2018 are:**

Library Operating Fund #920	\$562,353.38
Graham Trust Fund #925	\$269,344.45

Building Maintenance Fund #930	\$32,221.76
Capital Fund #970	\$115,993.90
Timber Trails Fund #950	\$116,200.57
Debt Retirement Fund #940	\$3,418.75
Vendor List	\$78,643.72

**MOTION: January 31, 2018 Treasurer's Report and Vendor List**

Greska moved to approve the January 2018 Treasurer's Report and Vendor List. Thometz seconded the motion.

**Roll Call:**

Deneen Aye  
 Fahrenbach Aye  
 Greska Aye  
 Thometz Aye  
 All Approved.

**Teen Liaison Report**

Kylie Jabjiniak reported. The foreign language conversation series Spanish conversation group met again in February and will meet in March. The all age program has been successful. The AP test skills program was disappointing. Library tweens built a 3D printer over winter break. At this time, the 3D printer will be used for programming. Local press covered the event. The Board commended all involved on the terrific programming for *and by* Library teens and tweens!

**Librarian's Report**

- **The Kennedy Family Foundation** has given a \$2,500 donation in honor of local resident John Blake to create a special collection on classic cars. The Kennedy Family has sponsored for many years three signature Library events: *The Elmer Kennedy History Series* (lectures on local history), *The Pauline Kennedy Gardening Series* (events about plants, gardening and landscaping), and the annual concert *An Evening at the Opera*. The legacy of Elmer and Pauline Kennedy is an ongoing benefit to the Library community.
- **Staff Update.** A warm welcome to new staff members Maura Moore, Youth Services associate (part-time) and Yong Cho, page (part-time). Congratulations to Youth Services librarian Margaux Deutsch on her recent marriage.
- **Annual Statements of Economic Interest** must be completed by all elected officials by May 1, 2018. Statements are expected to arrive via email in February/March.
- **Board Vacancy and Referendum Update** are discussed later on the agenda.
- **Departmental Reports** were presented.

**Visitors/Public Comment:** There were no visitors or public comment.

**Communications:** Letters of appreciation to Library staff from a WS Photography Club, and the Parent & Community Network.

**Committees:**

**Building and Grounds**

All building maintenance was of the usual sort. Snow removal and weather monitoring/preparedness were without incident.

## **Personnel**

Fahrenbach reported. The Personnel Committee was reformed due to the resignation of Trustee/Committee chair Pedersen. Deneen joins Foster and Fahrenbach (now chair). The Committee met on February 7 to discuss the process for annual evaluation of the Library Director. The 2017 review had been deferred so the review process could be appraised. Following discussion with the whole Board, it was determined that further attention to the matter is required. In order to provide Library Director Bodewes with timely review and feedback, it was agreed to use the existing evaluation form that has been in use at the Library in prior years. Board members were asked to complete the evaluation form and return it to Fahrenbach before March 12.

## **Old Business**

### **Board Vacancy**

To fill the vacancy left by the resignation of Patricia Pedersen, and in accordance with Library bylaws, an interim Trustee will be appointed to serve until the next municipal election in 2019. Four letters of interest were received in response to the recruitment notice posted on the Library community board, website and local newspaper. The Nominating Committee, comprised of Fahrenbach, Wenstrup and Bodewes, spoke with candidates and made a recommendation to the Board. Next steps – acceptance, swearing in, orientation, etc. – will be taken immediately. The new Trustee will attend the March meeting.

The Board expressed appreciation to all who submitted a letter of interest and encouraged them to consider seeking election in the future. The next election is in 2019.

**MOTION:** Greska moved to accept the nomination of the Nominating Committee for the unoccupied term of Patricia Pedersen. Fahrenbach seconded the motion. All approved.

### **Audit Compliance Letters**

The audit is underway. Library auditor Sikich will send each Trustee a letter with fraud questionnaire to be completed and returned.

### **Referendum Update**

Bodewes and Greska reported that the informational mailer has been well received in the community. A public forum with Library Trustees to provide information and address questions regarding the referendum was held at 6:00 p.m. immediately preceding the regular Board meeting; Greska, Deneen, Fahrenbach, and Thometz were present. Seven residents attended. Bodewes gave a presentation and answered questions, and noted concerns and suggestions. A second public forum will be held at the Library on Saturday, March 10 at 10:00 a.m. Greska reported on the activities of the citizens' referendum committee. The referendum awareness campaign outreach to community groups is underway.

## **New Business**

**The FY18 Board Action Calendar** was presented and accepted without change. Bodewes explained that the Board Action Calendar serves as a road map for the Board; the schedule may change but it serves to outline actions for the year.

### **Review of Medical Injury and Emergencies Policy**

In keeping with the Policy Review Schedule FY18, Bodewes presented for review the Library's Medical Injury and Emergencies Policy (TFML Policy No. 8). No change to the policy was recommended. Attorney review was requested by Fahrenbach. The policy review will be included on the March agenda.

**Review of Library Annual Report**

The 2017 Annual Report (IPLAR) has been submitted in compliance with State of Illinois requirements. Bodewes presented a highlights synopsis prepared for Board reference, including finances, staffing, programming, collections, and circulation statistics. It was noted that per capita total circulation, programs, and visits are high indicating robust Library use by the community. The full annual report is available for review. The Board commended Bodewes on the clear and informative summary.

Greska moved to adjourn at 7.51 p.m. Fahrenbach seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Wednesday, March 21, 2018. Note the date change due to Spring Break schedules.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary