



**Thomas Ford Memorial Library – Library Board of Trustees Minutes**  
February 26, 2019

Greska called the meeting to order at 7:01 p.m.

Roll Call: Foster, Deneen, Fahrenbach, Thometz, Greska

Absent: Hanson, Wenstrup

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the November 27, 2018 meeting of the Board of Trustees**

Fahrenbach moved to approve with a minor correction the minutes of the November 27, 2018 meeting of the Board of Trustees. Thometz seconded the motion. All approved.

**MOTION: Minutes of the December 5, 2018 special meeting of the Board of Trustees**

Fahrenbach moved to approve as presented the minutes of the December 5, 2018 meeting of the Board of Trustees. Thometz seconded the motion. All approved.

**Treasurer’s Report**

Bodewes reviewed the November and December-Updated 2018 financial reports and vendor lists. End of year income and expenses are on budget. Bodewes noted the new format of the Treasurer’s Report effective January 2019. January 2019 expenses include first payments from the new Building Improvement (renovation) Fund. The roof note will be paid off in July. In response to Fahrenbach’s query, Bodewes clarified that staff development is supported through an Operating Fund budget line, the Graham Trust – which was specifically established for staff development, and the annual State per capita grant.

**Fund balances and Vendor Lists for November through December-Updated 2018 are:**

Library Operating Fund #920	\$507,835.17
Graham Trust Fund #925	\$275,330.38
Building Maintenance Fund #930	\$104,418.02
Building Improvement Fund #935	\$1,871,992.26
Capital Fund #970	\$104,418.02
Timber Trails Fund #950	\$116,900.65
Debt Retirement Fund #940	\$-.10
Vendor List November 2018	\$125,826.09
Vendor List December-Updated 2018	\$161,964.67

**MOTION: November and December-Updated 2018 Treasurer’s Reports and Vendor Lists**

Greska moved to approve the November and December-Updated 2018 Treasurer’s Reports and vendor lists.

Fahrenbach seconded the motion.

Roll Call:

Foster AYE

Deneen AYE

Fahrenbach AYE

Thometz AYE

Greska AYE

All Approved.

**Fund balances and Vendor List for January 2019 are:**

Library Operating Fund #920	\$352,144.38
Graham Trust Fund #925	\$269,402.00
Building Maintenance Fund #930	\$12,164.97
Building Improvement Fund #935	\$1,804,455.73
Capital Fund #970	\$103,785.00
Timber Trails Fund #950	\$116,200.57
Debt Retirement Fund #940	\$3,463.65
Vendor List January 2019	\$148,911.68

**MOTION: January 2019 Treasurer's Report and Vendor List**

Greska moved to approve the January 2019 Treasurer's Report and vendor list. Foster seconded the motion.

Roll Call:

Foster AYE

Deneen AYE

Fahrenbach AYE

Thometz AYE

Greska AYE

All Approved.

**Librarian's Report**

- **Minimum Wage.** Bodewes reviewed the new Illinois Minimum Wage Law which will raise the minimum wage to \$15.00 by the year 2025. An action plan to address the impact on the Library budget will be created in 2019.
  - **Performance Appraisals.** To accommodate renovation priorities in January, annual staff appraisals were conducted in February. The review process includes discussion of personal/departamental progress toward 2018 goals, and setting of 2019 goals. The 2019 Customer Service theme is "**Provide every patron with the most comprehensive and complete service by anticipating their needs, showing them the way, and maintaining a library-wide focus.**" Staff raises went into effect in the first paycheck of 2019.
  - **Board Election.** The following candidates for Library Trustee were selected by the Western Springs Caucus: Jean Carroll (Precinct 5); Cheryl Hanson (At-Large); Meg Yeakey (Precinct 6 - 2 year term). The election is April 2, 2019. New trustees will be seated at the May meeting.
  - **Annual Statements of Economic Interest** must be completed by all elected officials by May 1, 2019. Statements are expected to arrive via email in February or March.
  - **Departmental reports** were presented.
- Teen Liaison Report will be given at the next regular meeting.

**Visitors/Public Comment:** None

**Communications:** Greska reported on a meeting hosted by Village President Alice Gallagher for the purpose of expanding connections between Village partners - Recreation Department, Parks Department, Library and Business Association.

**Committees:**

**Finance**

**FY18 Audit Compliance Letters**

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

### **Building and Grounds**

In the process of renovation activities, two issues were uncovered and corrected: a deteriorated pipe beneath the lower level restrooms was replaced; and cracks along the west foundation were repaired. Repair costs, which were outside the scope of the renovation, were reasonable as both interior spaces were exposed/unfinished due to construction/renovation activities. There were no other building issues.

### **Personnel**

Committee report deferred to end of agenda.

### **Foundation**

Bodewes reported on the January 15 Foundation meeting. Funding was approved to provide an expanded stroller parking area on the lower level, a project which had been designated an alternate in the renovation plan. Lewandowski reported that the 2018 annual appeal has raised more than \$11,500.

### **Old Business**

#### **Renovation Update**

Bodewes reviewed project status and timeline. The project is on schedule and on budget. Construction commenced with the Library closed to the public January 7 through January 18. Phase Two will begin March 18 Work should be completed by June 1. Phase One work completed includes: repositioning of Adult and Youth collections, building of a new study room and a comfort room, overhaul of lower level restrooms, and electrical upgrades and painting throughout the building; AS and YS public desks will be installed shortly. Attention is being paid to the disposition of surplus furnishings etc. through libraries, schools, not-for-profits, as well as library patrons.

#### **Staff In-Service**

Lewandowski reported. The Library was closed on Friday, December 14 for staff In-Service. Staff reviewed life safety procedures (fire drills, etc.) and discussed preparations for the start of construction. Departmental meetings were held after lunch. The closing was posted on the website, front door, and on social media to inform Library users.

On January 17 and 18, staff engaged in the team building activity of restoring the Library to full service. Many books/collections were shifted, and interim public and staff spaces prepared to continue to provide the best customer service throughout Phase One of the renovation. Shout out to all staff for the job well done!

### **New Business**

#### **2019 Policy Review Schedule**

The 2019 Policy Review Schedule was presented. Policy review is a principal responsibility of the Board. Policy recommendations are made by department heads and the Library Director and presented to the Board for review. Select policies follow a mandated review schedule; all others are on a rotating review schedule. **MOTION:** Fahrenbach moved to accept the 2019 Policy Review Schedule. Deneen seconded the motion. All approved.

#### **Review of Board of Trustees Executive Session Minutes**

The biannual review of Executive Session Minutes to determine which should be kept private or made public is required by law. At the advisement of Library legal counsel, it is recommended that Executive Session

minutes pertaining to personnel matters be indefinitely retained. The Executive Session file will next be reviewed in July 2019. The Board accepted the recommendation.

**MOTION: Retention and Release of Board of Trustee Executive Session Minutes**

Greska moved to retain as private all Executive Session minutes pertaining to personnel matters. Foster seconded the motion.

Roll Call:

Foster AYE

Deneen AYE

Fahrenbach AYE

Thometz AYE

Greska AYE

All Approved.

**2019 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.

**Board of Trustees 2019 Calendar/March Meeting Date**

The March 2019 regular meeting will be held on April 2 to accommodate Spring Break and travel schedules. The regular April meeting scheduled for April 23 remains the same.

**Personnel Committee**

Fahrenbach reported that the Library Director evaluation activities have been completed. Trustees approved remote participation in Executive Session by absent Hanson.

**Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Thomas Ford Memorial Library**

At 8:15 p.m. Greska motioned to move into Executive Session. Fahrenbach seconded the motion.

Roll Call:

Foster AYE

Deneen AYE

Fahrenbach AYE

Thometz AYE

Greska AYE

All Approved.

Bodewes and Lewandowski departed.

At 9:04 p.m. Greska moved to return to regular meeting. Thometz seconded the motion.

Roll Call:

Foster AYE

Deneen AYE

Fahrenbach AYE

Thometz AYE

Greska AYE

All Approved.

Bodewes and Lewandowski rejoined the meeting.

**MOTION: Library Director Compensation**

Greska moved to adjust the Library Director's salary as agreed in Executive Session, retroactive to first paycheck of 2019. Thometz seconded the motion.

Roll Call:

Foster AYE

Deneen AYE

Fahrenbach PRESENT

Thometz AYE

Greska AYE

All Approved.

Hanson did not remotely join Executive Session.

Greska moved to adjourn at 9:05 p.m. Deneen seconded the motion. All ayes.

**The next regular meeting (March) of the Board of Trustees will be held on Tuesday, April 2, 2019.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary