



**Thomas Ford Memorial Library**  
Library Board of Trustees Minutes  
June 25, 2019

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

Roll call: Foster, Carroll, Deneen, Yeakey, Fahrenbach

Absent: Hanson, Thometz

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the May 28, 2019 meeting of the Board of Trustees**

Deneen moved to approve as presented the minutes of the May 28, 2019 meeting of the Board of Trustees. Foster seconded the motion. All approved.

**Treasurer's Report**

Bodewes reviewed the May 2019 financial report and vendor list. The Timber Trails fund transfer to the Building Improvement Fund is reflected. Also noted: final payment on the promissory note was made; the first bond payment has been made. All other income and expenditures were of the ordinary sort.

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

Library Operating Fund #920	\$596,632.08
Graham Trust Fund #925	\$270,715.26
Building Maintenance Fund #930	\$39,465.24
Building Improvement Fund #935	\$639,643.96
Capital Fund #970	\$104,478.32
Timber Trails Fund #950	\$66,938.37
Debt Retirement Fund #940	\$-57328.98
Vendor List May 2019	\$496,774.64

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

Yeakey moved to approve the May 2019 Treasurer's Report and Vendor List. Foster seconded the motion.

Roll Call:

Foster AYE

Carroll AYE

Deneen AYE

Yeakey AYE

Fahrenbach AYE

All Approved.

**Librarian's Report**

- **The Summer Newsletter** was unfortunately sent out to residents without its center pages. The printer immediately reprinted and resent the newsletter at no cost to us. The second printing arrived in homes in time for summer program signup.
- **The Library Block Party** was a resounding success! Despite rainy weather, approximately 650 attendees enjoyed food, magic, music and socializing. There was a festive atmosphere with live performances by magician Frankie Ace, and the Flat Cats swing band; food trucks (Grumpy Gaucho empanadas, Old

Town Red Hots, and Tropical Snow); and games and activities. Residents expressed pride and excitement about the renovated Library. Public desks were bustling with summer program signups, and many new library cards were issued! Bodewes thanked Village partners, the Library Foundation and Friends, the WS Garden Club, the Village Club, and Library staff and the event planning committee.

- **Media Coverage** of the Library was notable in May and June with several positive articles in The Doings, Suburban Life, and Neighbors Magazine.
- **A Trustee Orientation** was held on June 19 to provide new Trustees with an overview of the legal responsibilities, scope of duties and Library operations, i.e. budget process, Library policies, and pending building projects. Freedom of Information and Open Meetings laws were reviewed.
- **Illinois State Library Advisory Committee Appointment.** Ted has been appointed to the Illinois State Library Advisory Committee, a statewide group which advises the State Library on library policy in Illinois and best-practices in the library profession.
- **FY18 EAV** is discussed later on the agenda.
- **The Renovation Project** finished on schedule and below budget. Furnishings installation continues. Alternate projects will be considered to utilize unused contingency funds. Complementary projects will continue as the Library budget allows. Bodewes recognized the highest professional service provided by the project teams at **Product Architecture and Design** and **Shales McNutt Construction**.
- **Departmental reports** were presented. Fahrenbach expressed interest in Trustee attendance at programs; all were encouraged to take part in the wide array of summer programming

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

Communications: Letter of appreciation from Adopt a Soldier for the cards made by Library youth; various newspaper articles.

### Committees:

#### **Finance**

##### **2018 Tax Agency Report**

Bodewes reviewed the Tax Agency Report (Draft) from the Cook County Assessor's Office, which is the final determination for tax disbursement/revenues the Library will receive in its current fiscal year FY19. The 2018 Village EAV, which is limited by PTELL to 5 percent or the rate of inflation, whichever is less, was \$752,755,358. The impact on the Building Maintenance Fund budget, the levy for which is .02% of the EAV as determined by law, will be a shortfall of \$12,781. This was expected and a contingency of \$25,000 was built into the budget. Other funds were minimally impacted.

#### **Building and Grounds**

Lewandowski reported.

- Mortenson Roofing completed repairs of the roof.
- Post-renovation cleanup has been conducted, including: slate floors and carpets, all exterior and interior windows, as well as general deep cleaning of building interiors. Thanks to Cosmopolitan Building Services for the good service during the renovation and after.
- Library grounds are lush and blooming! Special thanks to Lupfer Landscaping – and Mother Nature – for keeping the Library grounds beautiful.

**Old Business**

**Board Committee Assignments**

Committee assignments are: Finance – Foster (chair), Carroll, Yeakey; Building and Grounds – Yeakey (chair), Deneen, Foster, Thometz; Personnel – Hanson (chair), Carroll, Deneen. Hanson will continue as Liaison to the Library Foundation. Thometz will serve as Liaison to the Library Friends. Committee activity will resume in the fall.

**New Business**

**Resolution for .02% Building Maintenance Levy**

Every year the Library must request the Village to levy a tax for the maintenance of this public building. The Library, through the Village, has levied this tax for many years.

**MOTION: Building Maintenance Levy**

Foster moved that a Building Maintenance tax in the amount of .02% of the value of all taxable property in the Village be levied for the purpose of maintenance, repairs, and alterations of the Library building and equipment for the fiscal year beginning January 1, 2020. Deneen seconded the motion.

Roll Call:

Foster AYE

Carroll AYE

Deneen AYE

Yeakey AYE

Fahrenbach AYE

All Approved.

**Review of Tutoring Policy**

In keeping with the Policy Review Schedule FY19, Bodewes presented for review the Library's Tutoring Policy (TFML Policy No. 26). Recommended changes to the policy reflect the addition of several new study rooms, as well as utilize consistent policy-wide language. All updated policies are available to patrons at the service desks and online.

MOTION: Yeakey moved to approve the Tutoring Policy as recommend; Carroll seconded the motion.

Roll Call:

Foster AYE

Carroll AYE

Deneen AYE

Yeakey AYE

Fahrenbach AYE

All Approved.

There being no other business, Carroll moved to adjourn at 7.57 p.m. Deneen seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, July 23, 2019.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary