



Thomas Ford Memorial Library
Library Board of Trustees Minutes
July 23, 2019

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

Roll call: Foster, Fahrenbach, Carroll, Deneen, Thometz, Hanson Absent: Yeakey

Also present: Brian LeFevre, Bodewes, Lewandowski, Heather Booth

Presentation of Audit Summary for FY18 by Brian LeFevre, Auditor, Sikich LLP

LeFevre reviewed the audit summary, noting that the Library financial reporting and management narrative rated the highest opinion possible. GASB changes in 2019 will have no significant impact on Library. The Board thanked him for his thorough presentation and responses to questions. Brian departed after his presentation.

MOTION: Minutes of the June 25, 2019 meeting of the Board of Trustees

Hanson moved to approve as presented the minutes of the June 25, 2019 meeting of the Board of Trustees. Deneen seconded the motion. All approved.

Treasurer's Report

Bodewes reviewed the June 2019 financial report and vendor list. The building renovation project was completed in June under budget; a budget line revision for Building Improvement Fund #935 will be prepared for the August meeting to adjust estimated to actual expenditures. It was noted that final payment was made on the ten-year promissory note; funds dedicated to repayment will again be available for other building expenses beginning in 2020. All other income and expenditures were of the ordinary sort.

Fund balances and Vendor List for June 2019 are:

Library Operating Fund #920	\$574,770.47
Graham Trust Fund #925	\$272,491.80
Building Maintenance Fund #930	\$26,876.81
Building Improvement Fund #935	\$248,284.07
Capital Fund #970	\$105,872.33
Timber Trails Fund #950	\$68,487.29
Debt Retirement Fund #940	\$-95,047.91
Vendor List May 2019	\$509,454.08

MOTION: June 2019 Treasurer's Report and Vendor List

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

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Deneen AYE

Thometz AYE

Hanson AYE

All Approved.

Librarian's Report

- **A Teen Liaison** presentation was given Heather Booth, head of Teen and Tween Services. The teen liaison program was developed with the objective to provide local teens with leadership development opportunities, provide Trustees with a teen perspective on library community matters, and enrich the library community with teen-driven programs. Past teen-driven programs include: Children's Passport Series, Career Conversations, Human Library, Documentary Film Series, musical performance, and Spanish and French language conversation series, which is being expanded to include German. Eleanor Grimm, a student at St. Ignatius, will serve as teen liaison for the new school year.
- **Ford Family.** Dave Ford, great-grandson of Thomas and Edith, and his wife Muffy, gifted to the Library Thomas's toolbox and woodworking tools. The Fords traveled from their home in Iowa to visit the Library and present the handcrafted chest and tools, which are stamped with Thomas's and son Newell's name/initials. Correspondence from Eleanor Ford Hencel, granddaughter of Thomas, was also shared. Trustees enjoyed seeing the unique and meaningful artifacts. A display on the history of the Thomas Ford Library is being planned.
- **The Renovation Project** finished on schedule and below budget. Furnishings installation continued, including acoustical art installation, shelving, and lighting. Remainders should be completed by summer end. Alternate projects will be considered to utilize any unused contingency funds. Complementary projects will continue as the Library budget allows.
- **Departmental reports** were presented. The new **Library events calendar** (AS report) is more user friendly and incorporates the new study spaces.

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

Communications: Letter of appreciation to Heather Booth for sharing her experience facilitating the Library's Next Chapter Book Club, which serves students with cognitive and developmental disabilities.

Committees:

Finance

Review of Investments. Bodewes presented for review the six-month Library asset summary. The majority of investment funds are being held through the Illinois Funds, a fully-secured investment pool for public funds. A remaining certificate of deposit will be closed upon maturity in 2021. No action was required.

Building and Grounds

Bodewes reported. A HVAC unit condensate leak caused ceiling damage. The unit has been repaired; ceiling tile replacement is pending. The security camera system updates are in progress.

Old Business

Staffing

The Children's Librarian position is open and will be filled before the school year begins. Best wishes to Margaux Deutsch in her new opportunity. The Library welcomes Carrie, Brianna and Sara (Circulation) and Norah (Page). Thanks and best wishes to Ginger, Katie, Stephanie!

New Business

Review of Meeting Room Policy

In keeping with the Policy Review Schedule FY19, Bodewes presented for review the Library's Meeting Room Policy (TFML Policy No. 11).

MOTION: Hanson moved to approve the Meeting Room Policy as recommend; Deneen seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Deneen AYE

Thometz AYE

Hanson AYE

All Approved.

Board of Trustees Review of Executive Session Minutes

As required by law, Bodewes presented the biannual review of Executive Session Minutes to determine which should be kept private or made public. Bodewes confirmed that the retention practice of indefinitely retaining Executive Session minutes pertaining to personnel matters are at the advisement of Library legal counsel. The 2018 Director review will be released. The Executive Session file will be reviewed again in January 2020.

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

Deneen moved to retain as private all Executive Session minutes pertaining to personnel matters. The 2018 Director review will be released. Thometz seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Deneen AYE

Thometz AYE

Hanson AYE

All Approved

There being no other business, Foster moved to adjourn at 8:16 p.m. Carrol seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, August 27, 2019.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary