



**Thomas Ford Memorial Library**  
Library Board of Trustees Minutes  
August 27, 2019

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

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

Also present: Eleanor Grimm, Bodewes, Lewandowski

**MOTION: Minutes of the July 23, 2019 meeting of the Board of Trustees**

Foster moved to approve as presented the minutes of the July 23, 2019 meeting of the Board of Trustees. Yeakey seconded the motion. All approved.

**Treasurer's Report**

Foster reviewed the July 2019 financial report and vendor list. Tax revenue continues to be received. It was noted that final costs for architect and construction services were paid. All other income and expenditures were of the ordinary sort. A budget line revision for Building Improvement Fund #935 will be prepared for the September meeting to adjust estimated to actual expenditures.

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

Library Operating Fund #920	\$754,732.18
Graham Trust Fund #925	\$273,058.46
Building Maintenance Fund #930	\$47,497.89
Building Improvement Fund #935	\$118,943.10
Capital Fund #970	\$105,872.33
Timber Trails Fund #950	\$68,680.98
Debt Retirement Fund #940	\$150,472.86
Vendor List June 2019	\$243,113.78

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

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

Roll Call:

Foster AYE

Carroll AYE

Thometz AYE

Yeakey AYE

Fahrenbach AYE

All Approved.

**Librarian's Report**

- **Teen Liaison.** Eleanor Grimm, a student at St. Ignatius, will serve as teen liaison to the Board of Trustees for the new school year. Ellie shared ideas and goals for the upcoming year, with interests in current events and volunteering. Teen recruitment activities are underway. The trustees welcomed Ellie and offered their encouragement and support.

- **New Electronic Services.** Three electronic services were launched this month. The new **online event calendar** allows patrons to sign up online for programs and reserve study rooms. The **SWAN mobile library app** provides real-time, mobile access to the consortium-wide catalog. Patrons can search the catalog, access downloadable/streaming resources, place holds, and manage family library cards. **Find More Illinois**, a statewide culture pass program, allows residents to use their library card to receive discounts at museums and other historical sites in Illinois; this service complements the popular Museum Adventure Pass. Patron and staff feedback for the new services has been very positive.
- **WS Business Donations.** Local businesses were again generous in their support of the Summer Reading and Activity Programs through donation of prizes for participants and financial support for programs. A list of all 37 businesses appears in the Fall newsletter. A special shout out for the wonderful prize baskets donated by the Community Bank of Western Springs. We were also pleased to have the support of the Chicago Cubs, Chicago Bulls, Chicago White Sox, and the Kane County Cougars.
- **The Fall Newsletter** issue is full of Library activities and programs September through December. The newsletter will be in residences by the end of August.
- **Staff Updates.** The Library welcomes to the Circulation Department Sara Berling, Carrie Hogan, and Brianna Guzman. We're also excited to welcome Sarah Wilson as Youth Services Librarian, and Madison Pickett as Tween Programmer just in time for the return to school schedules.
- **Ford Family connection.** Recent correspondence from Eleanor Ford Hensel, granddaughter of Thomas, was shared. Bodewes has been enjoying an ongoing exchange with Mrs. Ford Hensel.
- **Departmental reports** were presented.

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

**Communications:** Letter from Eleanor Ford Hensel; notice that Library has been named "Neighborhood Favorite" from the Nextdoor Western Springs website.

#### **Committees:**

Bodewes noted that September begins the budget process. Committees will be activated over the next couple of months.

#### **Finance**

##### **Building Improvement Fund Recap**

Bodewes reviewed the status of the Building Improvement Fund #935. After payment of the final Shales McNutt Construction (SMC) bill and final furniture bills, a fund balance of approximately \$28,000 remains. Projects being explored to utilize remaining funds are: various shelving (free materials shelf, Friends shelving for stair lobby), circulation lobby display, and carpet upgrade for the Board Room and Study Room A.

##### **Personnel Committee**

The Library Personnel Policy is slated for review in keeping with the Policy Review Schedule FY19. Bodewes and Library department heads have been updating the policy to reflect current standards. The personnel committee will meet for the purpose of reviewing the revised Library Personnel Policy (draft). The draft policy will be presented at the September Board meeting, then submitted for legal counsel review, and be presented for ratification at the November Board meeting. The policy will go into effect January 2020.

##### **Building and Grounds**

Yeakey reported. Seasonal HVAC and landscaping activities were done. Library interior refinements continue with the re-installation of memorial and other gifted art, and the donation of plants by the Western Springs Garden Club.

**Old Business**

**Summer Activity Recap**

Bodewes reported on the Library's tremendously successful summer program season. Eight thousand program attendees in two months! Summer reading and activity club participation of 1,220 is 10% of Village population! The trustees congratulated the Library staff. Staff is brainstorming regarding Summer 2020.

**Staff In-Service Day**

Lewandowski reported. The Library was closed on August 23, for a staff In Service. Meeting at the Library, staff shared post-renovation patron feedback, sampled new technology/e-services and reviewed service standards, and explored new spaces (including reviewing safety protocols). Lunch was generously supported by a patron donation given in appreciation for the staff's outstanding customer service and attitudes during the renovation. Departmental meetings were held after lunch. The closing was posted on the website, front door, and on social media to inform Library users.

**New Business**

**Review of Fund Balance Policy**

In keeping with the Policy Review Schedule FY19, Bodewes presented for review the Library's Fund Balance Policy (TFML Policy No. 25).

**MOTION:** Yeakey moved to approve the Fund Balance Policy as presented; Thometz seconded the motion.

Roll Call:

Foster AYE

Carroll AYE

Thometz AYE

Yeakey AYE

Fahrenbach AYE

All Approved.

**Review of Investment Policy**

In keeping with the Policy Review Schedule FY19, Bodewes presented for review the Library's Fund Balance Policy (TFML Policy No. 16). A non-substantive change was made.

**MOTION:** Foster moved to approve the Investment Policy as recommend; Thometz seconded the motion.

Roll Call:

Foster AYE

Carroll AYE

Thometz AYE

Yeakey AYE

Fahrenbach AYE

All Approved.

There being no other business, Yeakey moved to adjourn at 8:09 p.m. Thometz seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, September 24, 2019.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary