



Thomas Ford Memorial Library
Library Board of Trustees Minutes
September 24, 2019

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

Roll call: Foster, Deneen, Fahrenbach, Carroll, Thometz, Hanson, Yeakey (arr. 7:09 p.m.)

Also present: Bodewes, Lewandowski

MOTION: Minutes of the August 27, 2019 meeting of the Board of Trustees

Foster moved to approve as presented the minutes of the August 27, 2019 meeting of the Board of Trustees. Thometz seconded the motion. All approved.

Treasurer's Report

Foster reviewed the August 2019 financial report and vendor list. Tax revenue continues to be received.

Bodewes reported that the annual State of Illinois per capita grant in the amount of \$16,218.75 was received.

All other income and expenditures were of the ordinary sort.

Fund balances and Vendor List for August 2019 are:

Library Operating Fund #920	\$960,819.83
Graham Trust Fund #925	\$273,058.46
Building Maintenance Fund #930	\$73,329.90
Building Improvement Fund #935	\$28,461.95
Capital Fund #970	\$106,171.76
Timber Trails Fund #950	\$68,680.98
Debt Retirement Fund #940	\$185,732.87
Vendor List August 2019	\$189,941.64

MOTION: August 2019 Treasurer's Report and Vendor List

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

Roll Call:

Foster AYE

Deneen AYE

Fahrenbach AYE

Carroll AYE

Thometz AYE

Hanson AYE

All Approved.

Librarian's Report

- **September is National Library Card Sign Up Month.** The Library has issued over 300 new library cards so far this year. Fifty-six percent of residents have an active library card, up from 51% in 2018.
- **LaGrange Public Library goes fine-free.** Not charging fees on late return of materials is a trend that is slowly gaining popularity in the Chicago area; LaGrange Library is the first near neighbor to adopt this. The Board discussed the Library's policy on fines. No action is required at this time.

- **The Fall Newsletter** covers September- November programming and news, including Fall Cookie Decorating, various history lectures, the ever-popular Cupcake Wars, and children's Halloween Magic Show. The Library's first poetry slam was a success with 30 attendees. The Friends of the Library Book and Bake Sale is October 25-27.
- **FY20 Budget** is discussed later on the agenda.
- **Departmental reports** were presented.
- **Teen Liaison** report will be given at the next meeting. A strong response to the call for teen volunteers was noted.

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

Communications: Letter from Field Park School thanking children's associate Catherine Dudley for assistance with material resources for students in support of the new LADSE special education multi-needs classroom at Field Park School. Letter from Hinsdale Bank with paid loan documents for the 10-year general obligation promissory note for the 2009 roof replacement.

Bodewes shared the recent visit of Jan Conkrite (great-granddaughter of Thomas and Edith) visit and the donation of a Ford family photo/portrait featuring Newell Ford (son of Thomas and Edith) and James Ford (great-grandson of Thomas and Edith) sharing a book at the Library. A history of the Ford Library is being planned.

Committees:

Finance

FY20 Budget. Foster called for an October meeting of the Finance Committee for the purpose of budget planning. Bodewes reviewed the budget process and timeline. Draft #1 of the FY20 budget will be reviewed at the October Board Meeting.

Building and Grounds

Yeakey reported. All facility activities were of the ordinary sort. Vendor services are being reviewed.

Personnel Committee

Hanson reported. The committee met on September 18 for the purpose of reviewing the revised Library Personnel Policy (draft). The draft policy has been submitted for legal counsel review and will be presented at the November Board meeting.

Foundation

Hanson reported on the September 17 meeting. The annual appeal mailing is set for mid-October. A recent request for information from a trust attorney has sparked an information initiative directed at local estate planners.

Friends

Thometz reported. At the September 11 meeting support was approved for various adult and children Library programs: fall cookie decorating, dog training tips, the Halloween magic show, and Welcome Baby program. Friends will participate in the Village Fall Fest to promote FOL membership and the fall book/bake sale. The sale is being promoted on Facebook. All were encouraged to volunteer and/or support the Friends, without whom many Library programs would not be possible. The Board expressed appreciation for generous support of the Friends.

Old Business

Building Improvement Fund

After final payment of bills, a fund balance of approximately \$28,000 remains. Projects being explored to utilize remaining funds include: carpet upgrade for Board Room and Study Room A, shelving for stair lobby for the Friends perpetual book sale, free materials shelf, and self-check station for Children's Department. Any balance at year end will be transferred from Building Improvement Fund #935 into Building Maintenance Fund #930.

New Business

Modified FY19 Budget

Bodewes reviewed the Modified FY19 Budget. The budget was modified to update Building Improvement Fund #935 projected estimates to actual expenditures.

MOTION: Modified FY19 Budget

Carroll moved to approve as presented the Modified FY19 Budget. Deneen seconded the motion.

Roll Call:

Foster AYE

Deneen AYE

Fahrenbach AYE

Yeakey AYE

Carroll AYE

Thometz AYE

Hanson AYE

All Approved.

There being no other business, Yeakey moved to adjourn at 8:00 p.m. Deneen seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, October 22, 2019.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary