



**Thomas Ford Memorial Library**  
Library Board of Trustees Minutes  
April 23, 2019

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

Roll Call: Foster, Wenstrup, Fahrenbach, Thometz, Greska, Deneen, Hanson (arrival at 7:20 p.m.)

Also present: Meg Yeakey, Bodewes, Lewandowski

**MOTION: Minutes of the March 2019 meeting of the Board of Trustees held on April 2, 2019**

Wenstrup moved to approve as presented the minutes of the April 2, 2019 meeting of the Board of Trustees. Foster seconded the motion. All approved.

**Treasurer's Report**

Bodewes reviewed the March 2019 financial report and vendor list. A supplemental vendor list for December 2018-updated was also presented. It was noted that the first installment of tax revenue has been received. Renovation expenses are reflected in the Building Improvement fund. All other expenses of the usual sort.

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

Library Operating Fund #920	\$793,095.87
Graham Trust Fund #925	\$269,884.19
Building Maintenance Fund #930	\$58,877.93
Building Improvement Fund #935	\$1,227,004.34
Capital Fund #970	\$104,039.80
Timber Trails Fund #950	\$116,485.82
Debt Retirement Fund #940	\$10,390.95
Vendor List December 2018-updated	\$843.68
Vendor List March 2019	\$368,338.00

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

Greska moved to approve the March 2019 Treasurer's Report and vendor list and the December 2018-updated vendor list. Wenstrup seconded the motion.

Roll Call:

Foster AYE

Wenstrup AYE

Fahrenbach AYE

Hanson AYE

Thometz AYE

Greska AYE

Deneen AYE

All Approved.

**Librarian's Report**

- **Fund Transfer. The Timber Trails Fund** was created with impact funds received from the developers of the Timber Trails subdivision. It was determined during FY19 budget planning to use a portion of the Fund for the Library interior renovation project. The transfer of funds in the amount of \$50,000 from the Timber Trails Fund #950 to the Building Improvement Fund #935 is addressed later on the agenda.
- **Summer Reading Programs and Summer Library Challenge.** This year's Youth theme will be "Universe of Stories." The Adult and Teen/Tween theme will be "Page to Screen." Activities and event arrangements are being finalized, including a Movie in the Park showing of "Lord of the Rings" organized in partnership with the WS Parks. It promises to be a very entertaining and fun summer.
- **Our signature event "An Evening at the Opera"** will be held on May 5th at First Congregational. This is the 23rd year for this event and Trustees are encouraged to attend.
- **Staff News.** The Library welcomes Alina Moore as Youth Services Associate. On April 10, staff enjoyed a luncheon (Café Salsa) given by the Board in recognition of the outstanding work and positive attitudes during the Library renovation. Greska thanked Lewandowski for overseeing the disposition of renovation-related surplus furnishings and materials; passing it forward and avoiding contributing to landfill waste is much appreciated.
- **Departmental reports** were presented. **Teen Liaison Report** will be given at the next regular meeting.
- **Board Election and Transition Plan.** Jean Carroll, Cheryl Hanson, and Meg Yeakey were elected on April 2. Retiring Trustees Greska and Wenstrup will attend their final meeting in May. The new Trustees will be officially sworn in by the Village Clerk, and will then be seated at the May meeting, after which retiring Trustees will depart. Officers will be elected at the May meeting.
- **The Western Springs Elected Officials Retirement Dinner** will be held on May 3. The semi-annual event is held for all Village, Library, and Park Board trustees. Retiring Trustees will be honored and new Trustees will be welcomed.
- **Trustees were reminded that Annual Statements of Economic Interest** must be completed by elected officials by April 30, 2019. Bodewes will facilitate any pending submissions.

**Visitors/Public Comment:** Trustee-elect Meg Yeakey attended as a guest.

**Communications:** None

**Committees:**

**Finance**

**Timber Trails Fund Transfer to Building Improvement Fund**

The FY19 budget, accepted by the Board in November 27, 2018, specifies the transfer of funds in the amount of \$50,000 from Timber Trails Fund #950 to Building Improvement Fund #935.

**MOTION:** Wenstrup motioned to transfer funds in the amount of \$50,000 from Timber Trails Fund #950 to Building Improvement Fund #935 as specified in the FY19 budget. Deneen seconded the motion.

Roll Call:

Foster AYE

Wenstrup AYE

Fahrenbach AYE

Hanson AYE

Thometz AYE

Greska AYE

Deneen AYE

All Approved.

### **Building and Grounds : Foster**

- A wireless security alarm system is scheduled for installation by Johnson Controls (formerly Tyco), the Library's current service provider. The update is required to accommodate the new configuration of the Library interior; also, parts for the outdated system are no longer available. The quote is \$7,707.
- The security camera system is also being updated to accommodate the new layout. Heritage Technology Systems, the Library's current service provider, will add new and reposition existing cameras. The quote is \$5,000.
- Mortenson Roofing will make the necessary repairs to the west exterior wall of the Library showed accumulative interior water damage. so that renovation construction along the west wall may be completed. The quote is \$3,000.

### **Foundation**

Bodewes reported on the April 16 meeting. Director terms were renewed. The Foundation support of renovation-related improvements continues with the financing of technology for two new study rooms. The expanded stroller parking area made possible by the Foundation has been especially popular during story times. Further capital improvement opportunities may be considered in the fall. The Foundation will sponsor the live entertainment at the Library Block Party on June 15.

### **Friends : Wenstrup**

Ann Weithers is stepping aside after five years as President of the Friends. Beth Clemens will serve as the new President. The Fall book/bake sale will be held on October 25- 27, with set up on October 19; book donation collection will resume in June. Wenstrup asked the Board to consider providing enhanced shelving in the slate lobby/stair for the Friends passive book sale. Thometz will serve as the new Library Board Liaison to the Friends. Wenstrup will continue to be active with the Friends. The next meeting is May 8.

### **Old Business**

#### **Renovation Update**

Bodewes reported that Renovation Phase Two is on budget and on schedule for completion by June 1. Phase Two began on March 18; areas closed include the Circulation area, Adult Service workroom, Youth Services office, and the Story Room, and the first floor restrooms. Adult Services and Youth Services, and the lower level restrooms are open. Programming has resumed in the Community Room. A temporary Circulation Desk is in place. Designated-Alternate projects are being considered to utilize unused contingency funds.

A Library Block Party will be held on June 15 at 3:00-7:00 p.m. The community event will thank residents for their support and showcase the updated Library. The family-oriented event will take place inside the Library and on Chestnut Street, and include live performances (Frankie Ace, swing band), food, games and activities. The Library will have extended service hours. The special use permit was approved by the Village Board on April 8; Fire and Police Departments are being consulted regarding street safety. A staff committee is steering the planning.

### **New Business**

#### **Officer and Committee Assignments**

Bodewes presented an overview of Library Board Officers and Committees. Officers will be elected at the May meeting after new Trustees are seated. Board Committees will be further discussed in May with Committee assignments delegated in June or July.

**Review of Computer Use Policy**

In keeping with the Policy Review Schedule FY19, Bodewes presented for review the Library's Computer and Internet Use Policy (TFML Policy No. 4). The policy was extensively revised in 2017; no changes were recommended.

**MOTION: Greska moved to approve the Computer Use Policy as presented. Fahrenbach seconded the motion.**

Roll Call:

Foster AYE

Wenstrup AYE

Fahrenbach AYE

Hanson AYE

Thometz AYE

Greska AYE

Deneen AYE

All Approved.

Greska moved to adjourn at 8:06 p.m. Fahrenbach seconded the motion. All ayes.

**The next regular meeting of the Board of Trustees will be held on Tuesday, May 28, 2019.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary