



**Thomas Ford Memorial Library – Library Board of Trustees Minutes**  
March 2019 meeting held on April 2, 2019

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

Roll Call: Foster, Fahrenbach, Deneen, Hanson, Wenstrup, Thometz

Absent: Greska

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the February 26, 2019 meeting of the Board of Trustees**

Wenstrup moved to approve as presented the minutes of the February 26, 2019 meeting of the Board of Trustees. Hanson seconded the motion. All approved.

**Treasurer’s Report**

Bodewes reviewed the February 2019 financial report and vendor list. A supplemental vendor list for December 2018-updated was also presented.

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

Library Operating Fund #920	\$442,610.54
Graham Trust Fund #925	\$269,677.29
Building Maintenance Fund #930	\$22,284.58
Building Improvement Fund #935	\$1,492,506.72
Capital Fund #970	\$103,930.47
Timber Trails Fund #950	\$116,363.42
Debt Retirement Fund #940	\$6,927.30
Vendor List December 2018-updated	\$855.71
Vendor List February 2019	\$440,340.43

**MOTION: February 2019 Treasurer’s Report and Vendor List**

Wenstrup moved to approve the February 2019 Treasurer’s Report and vendor list and the December 2018-updated vendor list. Thometz seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Deneen AYE

Hanson AYE

Wenstrup AYE

Thometz AYE

All Approved.

**Librarian’s Report**

Annual Report is a summary of library activity for FY 2018 as reported to the State of Illinois. Here are some percentages to accompany the raw numbers in this report.

Physical circulation was down by about 5%

Digital circulation was up by about 25%

Adult and Juvenile reference inquiries remained constant with last year

Database use was down by about 25%  
Computer use was down by about 10%  
Adult and Juvenile programming numbers remained constant  
Teen and Tween program attendance was up by 25%  
Library visits were up by 8%

#### Elected Officials Retirement Dinner

The Western Springs Elected Officials Retirement Dinner will be held on May 3. As in previous years, our retiring trustees (Mary and Gary) will be honored and our new trustees will be welcomed. You will all receive invitations in the mail soon. This is a semi-annual event held for all Village, Library, and Park Board trustees.

#### National Library Week

National Library Week is April 7 through April 13. We will be celebrating with decorations and reminders to members about the significance of the Library to the community. Banners promoting the Library are displayed on light poles around the Village.

#### Furniture Disposition

The disposition of surplus Library furniture is complete. Much of the surplus furniture was repurposed, ending up in resident's homes, McClure and Laidlaw schools, several libraries and school districts around Illinois, and local charitable organizations such as Sharing Connections which helps low income people transition out of homelessness.

Board Election. The following candidates for Library Trustee were selected by the Western Springs Caucus: Jean Carroll (Precinct 5); Cheryl Hanson (At-Large); Meg Yeakey (Precinct 6 - 2 year term). The election is April 2, 2019. New trustees will be seated at the May meeting.

**Annual Statements of Economic Interest** must be completed by all elected officials by May 1, 2019. Statements are expected to arrive via email in February or March.

**Departmental reports** were presented.

**Teen Liaison Report** will be given at the next regular meeting.

**Visitors/Public Comment:** None

**Communications:** None

#### **Committees:**

#### **Finance**

##### **FY18 Audit Compliance Letters**

The audit is underway. Library auditor Sikich will send each Trustee an audit compliance letter with a fraud questionnaire to be completed and returned.

#### **Building and Grounds**

The current security alarm system will require updating to accommodate the new configuration of the Library interior; also, parts for the existing system are no longer available. A wireless system is being considered.

The west exterior wall of the Library showed interior water damage. Mortenson Roofing will make the necessary repairs so that renovation construction along the west wall may be completed.

**Foundation**

Bodewes reported on the January 15 Foundation meeting. Funding was approved to provide an expanded stroller parking area on the lower level, a project which had been designated an alternate in the renovation plan. Lewandowski reported that the 2018 annual appeal has raised more than \$11,500.

**Old Business**

**Renovation Update**

Bodewes reviewed project status and timeline. The project is on schedule and on budget. Construction commenced with the Library closed to the public January 7 through January 18. Phase Two will begin March 18 Work should be completed by June 1. Phase One work completed includes: repositioning of Adult and Youth collections, building of a new study room and a comfort room, overhaul of lower level restrooms, and electrical upgrades and painting throughout the building; AS and YS public desks will be installed shortly. Attention is being paid to the disposition of surplus furnishings etc. through libraries, schools, not-for-profits, as well as library patrons.

**Staff In-Service**

Lewandowski reported. The Library was closed on Friday, December 14 for staff In-Service. Staff reviewed life safety procedures (fire drills, etc.) and discussed preparations for the start of construction. Departmental meetings were held after lunch. The closing was posted on the website, front door, and on social media to inform Library users.

On January 17 and 18, staff engaged in the team building activity of restoring the Library to full service. Many books/collections were shifted, and interim public and staff spaces prepared to continue to provide the best customer service throughout Phase One of the renovation. Shout out to all staff for the job well done!

**New Business**

**2019 Policy Review Schedule**

The 2019 Policy Review Schedule was presented. Policy review is a principal responsibility of the Board. Policy recommendations are made by department heads and the Library Director and presented to the Board for review. Select policies follow a mandated review schedule; all others are on a rotating review schedule. **MOTION:** Fahrenbach moved to accept the 2019 Policy Review Schedule. Deneen seconded the motion. All approved.

**Personnel Committee**

Fahrenbach reported that Bodewes, Greska and she met and .....she and Greska met with Bodewes to Library Director evaluation activities have been completed. Trustees approved remote participation in Executive Session by absent Hanson.

Fahrenbach moved to adjourn at 8:08 p.m. Foster seconded the motion. All ayes.

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

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary