



Thomas Ford Memorial Library
Library Board of Trustees Minutes
April 28, 2020

Due to coronavirus restrictions the meeting was held electronically.

Fahrenbach called the meeting to order at 7:05 p.m. Fahrenbach confirmed that no member of the public was in attendance.

Roll call: Present: Carroll, Deneen, Fahrenbach, Foster, Hansen, Yeakey Absent: Thometz

Also present: Bodewes, Lewandowski

MOTION: Minutes of the March, 31, 2020 meeting of the Board of Trustees

Foster moved to approve as presented the minutes of the March 31, 2020 meeting of the Board of Trustees.

Deneen seconded the motion. All approved.

Treasurer's Report

Bodewes reviewed the March 2020 treasurer's report. Property tax revenue continues to be received. Expense for HVAC repair was noted. All other expenditures are of the usual sort.

March 2020 fund balances and vendor list:

Library Operating Fund #920	\$968,350.20
Graham Trust Fund #925	\$274,984.06
Building Maintenance Fund #930	\$89,646.60
Building Improvement Fund #935	\$11,771.98
Capital Fund #970	\$106,876.70
Timber Trails Fund #950	\$69,208.39
Debt Retirement Fund #940	\$140,442.69
Vendor List March 2020	\$100,390.75

MOTION: March 2020 treasurer report and vendor list

Foster moved to approve the March 2020 treasurer's report and vendor list. Deneen seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Foster AYE

Hansen AYE

Yeakey AYE

All approved.

Librarian's Report

Next Steps

Library Staff has created a model for limited library services that will comply with health directives and keep both our staff and patrons safe. The plan for limited reopening is presented later on the agenda.

Programs

Library staff has resumed all programming online. We have had a very positive response to virtual story times, lectures, and trivia games. The first story time had 80 participants, and the Eleanor Roosevelt historic portrayal had 100 participants. Expanded use of virtual event-hosting platforms, i.e. Zoom, is being researched. We continue to ramp up online programming opportunities and plan to have a robust summer calendar of online events.

Digital Services

Use of digital services has spiked during the closure as expected. Staff has been working with vendors to make using them as simple as possible; all restrictions and limits have been removed and all services formerly available only in the Library have been made available remotely. Database use is high and some platforms have seen extremely high usage growth, i.e. Kanopy (movies) use is up 197%, Axis360 (ebooks) is up 88%, Hoopla (multimedia) is up 26% and Media on Demand (e- and audiobooks) is up 41%.

Village Partnership – Honorary Pet Mayor of Western Springs

Porter Kulat has been elected the Honorary Pet Mayor of WS. A shout out goes to the eleven worthy candidates, and to the hundreds who voted in the election held via the Library's Facebook page. The Honorary Pet Mayor will receive a certificate from Village President Alice Gallagher as well as the distinction of serving as the first Pet Mayor in Village history. Thank you to local teens Hazel Stocco and friends for proposing the fun way to engage the community during the time at home.

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

Communications: There were no communications.

Committees:

Foundation

Bodewes reported on the April 28 annual meeting. Anne Kozak was elected chair and John Ericson elected vice-chair; Andy Gore continues as treasurer and Kristy Scriba continues as secretary. Leslie Karas was thanked for her six-year service as chair; she continues on the Board. Mary Greska, former president of the Library Board of Trustees, joins the Foundation Board.

Old Business

None.

New Business

Library Response to Coronavirus. Following the Governor's modified stay-at-home order extending restrictions through May, plans have been activated to offer limited services. RAILS and SWAN are proceeding with system support plans for local limited services. Inter-library loans have been suspended indefinitely. The TFML book drop will open on May 4 with curbside service targeted for mid-May.

Bodewes reviewed plans for a limited reopening of the Library.

- Personal protective equipment and sanitizing/disinfecting supplies are being procured.
- Onsite staff will be limited to maintain safe distancing and limit contact exposure.
- Returned books and all other incoming materials will be quarantined for 72 hours.
- Service hours will be Monday through Saturday 10:00 a.m. to 6:00 p.m.
- The main entrance will be converted to a walk-up window for curbside service.

- Materials will be placed on hold online or by phone. Checkout will be for three weeks with no renewal. Fines will be temporarily suspended.
- Service updates are being communicated via website, social media, patron emails, phone system, as well as on the Village website.
- Staff will also continue to work from home.

The Board expressed strong support for all staff efforts during this unprecedented and uncertain time.

There being no other business, Fahrenbach moved to adjourn at 7:59 p.m. Deneen seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, May 26, 2020.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary