



**Thomas Ford Memorial Library**  
Library Board of Trustees Minutes  
February 25, 2020

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

Roll call: Foster, Fahrenbach, Carroll, Thometz, Deneen

Absent: Hanson, Yeakey

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the January 28, 2020 meeting of the Board of Trustees**

Carroll moved to approve as presented the minutes of the January 28, 2020 meeting of the Board of Trustees. Thometz seconded the motion. All approved.

**Treasurer's Report**

Foster reviewed the financial reports for December 2019/13<sup>th</sup> Month and January 2020. The 13<sup>th</sup> Month vendor list included expenses incurred in 2019 and paid in January. A final Treasurer's Report for 2019 will be presented at the March meeting. The January report shows fewer expenses during the first weeks of the year. All expenditures are of the usual sort.

**December 2019/13<sup>th</sup> Month Vendor List:** \$18,428.78

**Fund balances and Vendor List for January 2020 are:**

Library Operating Fund #920	\$427,879.62
Graham Trust Fund #925	\$271,178.54
Building Maintenance Fund #930	\$23,643.72
Building Improvement Fund #935	\$15,141.98
Capital Fund #970	\$105,179.01
Timber Trails Fund #950	\$117,749.49
Debt Retirement Fund #940	\$362.84
Vendor List January 2020	\$84,462.88

**MOTION: December 2019/13<sup>th</sup> Month and January 2020 Treasurer's Report and Vendor Lists**

Foster moved to approve the December 2019/13<sup>th</sup> Month and January 2020 Treasurer's Report and Vendor Lists. Deneen seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Thometz AYE

Deneen AYE

All approved.

**Librarian's Report**

- **Voter Registration.** Bodewes, Lewandowski, Matthew Wenslauski and Sandy Frank received training from the League of Women Voters to assist patrons with registering to vote. The Library has received requests for this service.
- **FY2019 Audit.** Initial fieldwork for the FY2019 audit has been completed and Bodewes has met with auditors.

- **The Self-Check Kiosk** in the Children's Department has been enthusiastically embraced by children and parents. Usage statistics have been included in the monthly stats report; January usage reflects 10% of total circulation! Additional canvas bags have been purchased for the new checkout location.
- **Annual Statements of Economic Interest** must be completed by May 1. The statements will be sent to Trustee Library emails.
- **Departmental Reports** were presented. Bodewes noted that January statistics reflect the anniversary for the closure last year.
- **Summer Programming** is underway. The Library Block Party has been scheduled for June 13. The Big Read selection is *Pride and Prejudice* by Jane Austen.

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

**Communications:** *ILA Reporter Magazine* feature on improved library buildings included a showcase of the Thomas Ford renovation. *Kidlist* online parent resource feature on ten best local libraries for kids in 2020. Thank you letter from the Green Team/First Congregational Church for the Library's support of the holiday light collection program.

### **Committees:**

#### **Finance**

All Trustees present confirmed receipt of the audit compliance letter. Completed letters should be returned to auditor Sikich.

#### **Building and Grounds**

- A quote from Mortenson Roofing for roof/gutter repair at the southeast corner of the Library was accepted in the amount of \$7,000.
- Overgrown bushes were removed along the west service corridor of Library to allow for ease of access by waste collector.
- Yeakey, Bodewes and Lewandowski met to review projects and prioritize for 2020 and beyond. A top priority for 2020 is installing a cellphone signal booster.

### **Old Business**

#### **Renovation Funds Update**

Bodewes reported that remaining renovation funds have been expended for: Children's Department self-check kiosk, Board Room and Study Room carpet, various chairs (Board Room, Study Rooms, Teen Room), various shelving/storage (graphic novels, free materials, filing), and Teen Room laptops.

### **New Business**

**2020 Board Action Calendar** was presented and accepted without change. The Board Action Calendar is a guideline; the schedule may change but it serves to outline actions for the year. During discussion, Fahrenbach expressed interest in reviewing Library policy regarding use of meeting space by for-profit organizations.

Fahrenbach reported that a meeting has been set with Village President Gallagher and other community leadership to share plans and activities for the coming year.

There being no other business, Deneen moved to adjourn at 7:43 p.m. Thometz seconded the motion. All approved. **The next regular meeting of the Board of Trustees will be held on Tuesday, March 31, 2020.**

Respectfully submitted,  
Kathleen Lewandowski, Recording Secretary