



**Thomas Ford Memorial Library**  
Library Board of Trustees Minutes  
March 31, 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: Fahrenbach, Thometz, Deneen, Yeakey, Foster      Absent: Carroll, Hanson  
Also present: Bodewes, Lewandowski

**MOTION: Minutes of the February 25, 2020 meeting of the Board of Trustees**

Deneen moved to approve as presented the minutes of the February 25, 2020 meeting of the Board of Trustees. Yeakey seconded the motion. All approved.

**Treasurer’s Report**

Bodewes reviewed the final treasurer’s report for FY2019. All funds are balanced and within budget. The February 2020 treasurer’s report was also reviewed. Income and expenditures are of the usual sort.

**Final FY2019 fund balances:**

Library Operating Fund #920	\$577,038.03
Graham Trust Fund #925	273,725.91
Building Maintenance Fund #930	\$34,181.38
Building Improvement Fund #935	\$9,328.52
Capital Fund #970	\$106,740.67
Timber Trails Fund #950	\$69,049.01
Debt Retirement Fund #940	\$10,478.39

**February 2020 fund balances and vendor list:**

Library Operating Fund #920	\$557,216.05
Graham Trust Fund #925	\$273,957.99
Building Maintenance Fund #930	\$40,264.77
Building Improvement Fund #935	\$3,767.16
Capital Fund #970	\$106,862.63
Timber Trails Fund #950	\$69,128.68
Debt Retirement Fund #940	\$43,863.92
Vendor List February 2020	\$197,947.97

**MOTION: Final FY2019 and February 2020 treasurer’s reports and vendor list**

Foster moved to approve the Final FY2019 and February 2020 treasurer’s reports and vendor list. Deneen seconded the motion.

Roll Call:  
Fahrenbach AYE  
Thometz AYE  
Deneen AYE  
Yeakey AYE  
Foster AYE

All approved.

### Librarian's Report

- **Coronavirus Response** and **Library Annual Report** are discussed later on the agenda.
- **Annual Statements of Economic Interest** are due by May 1.

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

Communications: There were no communications.

### Committees:

#### **Building and Grounds**

Gutter and roof repairs at the southeast corner of the Library were completed by Mortenson Roofing. Removal of invasive 'weed' buckthorn trees as well as seasonal landscape work has been scheduled.

#### **Friends**

Thometz reported on the March 11 meeting. Linda McGuire and Donna Perkowski were elected as co-presidents of the Friends. Bonnie Engel was thanked for her service as interim president. The annual Book Sale will be held on October 23-25 with set up on October 17.

### Old Business

None.

### New Business

**Library Response to Coronavirus.** Following the recommendation of the Illinois Department of Health, the Library was closed on March 15. Materials due dates have been extended to May 1, holds frozen, and the bookdrop closed. Digital services on all platforms have been expanded. Programs have been canceled until June. Closure and service updates have been posted on the website and on social media, emailed to patrons, and recorded on the phone system.

Staff is working from home when possible. Department heads are developing an action plan for community engagement during the closure including online (Zoom!) club/group meetings (bookclub, writers group), digital programs (historic portrayal, trivia night), and storytimes. Scaled back summer programming plans are being considered. A *Staff Picks* feature was suggested by trustees. The Board expressed strong support for all staff efforts during this unprecedented and uncertain time.

In partnership with the Village, the Library is promoting through our Facebook page the election of a **Pet Mayor of Western Springs**. Community feedback has been positive!

**Annual Report (IPLAR)** is a summary of library activity for FY2019 as reported to the State of Illinois. Bodewes presented highlights and noted the impact of the renovation.

- Physical circulation was down by about 5%
- Digital circulation was up by about 29%
- Adult and Juvenile reference inquiries remained constant with last year
- Database use was up significantly by about 38%

- Computer use was down by about 25%
- Adult and Teen/Tween programming declined by 20%
- Juvenile programming increased by 20% as additional Storytimes were added
- Library visits were constant with last year

**National Library Week** is April 19 through April 25. Banners promoting the Library are displayed on light poles around the Village.

There being no other business, Deneen moved to adjourn at 7:29 p.m. Yeakey seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, April 28, 2020.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary