



Thomas Ford Memorial Library
Library Board of Trustees Minutes
December 3, 2019 (Combined November/December meeting)

Fahrenbach called the meeting to order at 7:04 p.m.

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

Also present: Grimm, Bodewes, Lewandowski

MOTION: Minutes of the October 22, 2019 meeting of the Board of Trustees

Carroll moved to approve as presented the minutes of the October 22, 2019 meeting of the Board of Trustees. Hanson seconded the motion. All approved.

Treasurer's Report

Foster reviewed the October 2019 financial report and vendor list. All funds are balanced. It was noted that the Building Fund/building line will be over budget due to unplanned but necessary repairs exposed during the renovation project. Funds remaining at year end in the Building Improvement Fund #935 will be transferred into the Building Maintenance Fund #930. The Debt Retirement Fund #940 has been designated for payment of the bond; this account was formerly designated for the 2009-2019 payment of the promissory note. All income and expenditures were of the ordinary sort.

Fund balances and Vendor List for October 2019 are:

Library Operating Fund #920	\$801,419.11
Graham Trust Fund #925	\$273,498.15
Building Maintenance Fund #930	\$53,789.46
Building Improvement Fund #935	\$28,461.95
Capital Fund #970	\$106,404.09
Timber Trails Fund #950	\$68,831.28
Debt Retirement Fund #940	\$189,428.63
Vendor List October 2019	\$106,969.02

MOTION: October 2019 Treasurer's Report and Vendor List

Foster moved to approve the October 2019 Treasurer's Report and Vendor List. Yeakey seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Yeakey AYE

Deneen AYE

Hanson AYE

Thometz AYE

All approved.

Librarian's Report

- **Planned Closure.** The library was closed until 1:00 p.m. on Friday, November 15 due to a planned power outage by Commonwealth Edison.
- **In-service Day.** The Library will be closed on Friday, December 6 for staff in-service. The staff of the River Forest Public Library will join TFML. Dr. Kate Marek, Director of the Dominican University School of Information Science, will give a presentation on the topic of organizational storytelling. The closing will be posted on the website, front door, and on social media to inform Library users.
- **TFML Newsletter** for December-January-February was delivered to residents in late November. The newsletter features many programs and activities planned to get Library patrons through the holidays.
- **TIFF District.** At the December 2 meeting the Village Board passed a resolution creating Tax Increment Finance District in downtown Western Springs. The Board discussed potential impact - if any - on the Library, which would be small.
- **FY20 Budget** is discussed in the Finance Committee report.
- **Departmental reports** were presented. Matthew's report included an impressive overview of the popularity of the new study rooms.
- **Teen Liaison Report.** Ellie reported that the Teen Board is scheduled to meet next week. A group of eight is expected to discuss possible teen-led projects.

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

Communications: Chicago Lighthouse letter of appreciation for children's books, Hinsdale Humane Society thank you in newsletter for support given through the TFML summer reading/activity programming.

Committees:

Finance

Minutes of October 15 2019 Finance Committee meeting

Foster motion to accept the minutes of the October 15 meeting of the Finance Committee. Fahrenbach seconded the motion. All ayes.

FY20 Budget and FY20 Levies

The Board accepted the FY20 Budget as presented. Bodewes and Foster attended the December 2 Village Public Hearing, where the FY20 Budget and Levies were presented and accepted. Adoption will be approved at the December 16 Village Board meeting and documents will be forwarded to the County for filing.

Foster moved that the FY20 Budget be accepted as presented. Carroll seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Yeakey AYE

Deneen AYE

Hanson AYE

Thometz AYE

All approved.

FY20 Levies

Levies for FY20 in the amount of \$1,733,300 were reviewed. This represents a 2.19% increase over FY19.

Library Operating Fund #920

Foster moved that a levy in the amount of \$1,257,822 be approved for the purpose of operating the Thomas Ford Memorial Library and providing FICA coverage in FY20. Fahrenbach seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Yeakey AYE

Deneen AYE

Hanson AYE

Thometz AYE

All approved.

Building Maintenance Fund #930

Foster moved that a levy in the amount of \$155.678 be approved for the purpose of maintaining and repairing the Library building and equipment during FY20. Foster seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Yeakey AYE

Deneen AYE

Hanson AYE

Thometz AYE

All approved.

IMRF

Foster moved that a levy in the amount of \$74,000 be approved for the purpose of providing IMRF coverage for Library employees during FY20. Thometz seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Yeakey AYE

Deneen AYE

Hanson AYE

Thometz AYE

All approved.

Bond

Foster moved that a levy in the amount of \$245,800 be approved for the purpose of General Obligation Bond repayment due in FY20. Hanson seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Yeakey AYE

Deneen AYE

Hanson AYE

Thometz AYE
All approved.

Building and Grounds

Yeakey reported. New carpet has been installed in the Board Room and Study Room A. Damaged/loose slate tiles inside the elevator were repaired at the same time. Minor plumbing work (toilet valve) was done under warranty. A paint/plaster issue in the Teen Room has been assessed by SMC and will be addressed in 2020. The annual fire inspection was conducted without issue.

Personnel Committee items were moved to end of agenda.

Friends

Thometz reported on the November 13 meeting. The Fall Book/Bake sale generated revenue of \$3,283. Funding requests for Adult and Youth programs were approved in the amount of \$735. Bonnie Engel will serve as interim president while the board seeks to restructure its organization and reinvigorate its membership. The Board expressed appreciation for the generous support of the Friends without whom many Library programs would not be possible. It also recognized the dedicated service of the members of the Friends board.

Foundation

The Foundation has been named as recipient of memorial contributions honoring Robert Bures, past president of the Library Foundation. The Bures Family has designated the memorial to the enhancement of the Fireplace Room. The Annual Appeal, mailed in mid-October, has received to date donations in the amount of \$7,010.

Old Business

Review of Patron Behavior Policy

Bodewes presented for review the Patron Behavior Policy (TFML Policy No. 7). The policy has been reviewed by legal counsel and recommendations incorporated.

MOTION: Fahrenbach moved to approve the Patron Behavior Policy as presented. Foster seconded the motion.

Roll Call:

Foster AYE
Fahrenbach AYE
Carroll AYE
Yeakey AYE
Deneen AYE
Hanson AYE
Thometz AYE
All Approved.

New Business

Per Capita Grant Application

The per capita grant is offered to all public libraries in Illinois each year. Bodewes briefly reviewed the 2020 grant application which will be sent to the State Library in December. State Library recommended reading for the Board was distributed. There were no questions.

Board of Trustees 2020 Calendar

The 2020 calendar was reviewed. Schedule issues should be emailed to Bodewes/Lewandowski. Fahrenbach moved to accept as presented the 2020 calendar. Foster seconded the motion. All approved.

Personnel Committee

Review of Personnel Policy

Committee chair Hanson presented a summary of recommended updates to the Library Personnel Policy (TFML Policy No. 2). Changes to benefits reflect best practice data gathered from comparable area libraries. Significant changes to policy include: benefit increases for part-time staff, addition of parental leave, and expansion of compassionate leave. The policy was reviewed by legal counsel and recommendations incorporated. The policy will go into effect on January 1, 2020.

MOTION: Foster moved to approve the Personnel Policy as recommended by the committee. Carroll seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Yeakey AYE

Deneen AYE

Hanson AYE

Thometz AYE

All approved.

Library Director Annual Review and Compensation

Hanson reported that Library Director evaluation activities have been completed by Library trustees, Library department heads and the Personnel Committee.

Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Thomas Ford Memorial Library

At 8:20 p.m. Fahrenbach moved to enter Executive Session. Foster seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Yeakey AYE

Deneen AYE

Hanson AYE

Thometz AYE

All approved.

Bodewes departed.

At 9:12 p.m. Fahrenbach moved to close Executive Session and reconvene regular meeting. Thometz seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Yeakey AYE

Deneen AYE

Hanson AYE
Thometz AYE
All approved.

Bodewes rejoined the meeting.

MOTION: Fahrenbach moved to approve the proposed Director's compensation package for 2020. Yeakey seconded the motion.

Roll Call:

Foster AYE
Fahrenbach AYE
Carroll AYE
Yeakey AYE
Deneen AYE
Hanson AYE
Thometz AYE
All approved.

The committee chair will meet with Bodewes in December.

There being no other business, Foster moved to adjourn at 9:15 p.m. Yeakey seconded the motion. All approved. **The next regular meeting of the Board of Trustees will be held on Tuesday, January 28, 2020.**

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary