



Thomas Ford Memorial Library
Library Board of Trustees Minutes
October 22, 2019

Carroll called the meeting to order at 7:05 p.m.

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

Absent: Deneen, Fahrenbach

Also present: Bodewes, Lewandowski

MOTION: Minutes of the September 24, 2019 meeting of the Board of Trustees

Foster moved to approve as presented the minutes of the September 24, 2019 meeting of the Board of Trustees. Hanson seconded the motion. All approved.

Treasurer’s Report

Foster reviewed the September 2019 financial report and vendor list. All income and expenditures were of the ordinary sort. All funds are balanced. Any funds remaining at year end in the Building Improvement Fund #935 will be transferred into the Building Maintenance Fund #930.

Fund balances and Vendor List for September 2019 are:

| | |
|--------------------------------|--------------|
| Library Operating Fund #920 | \$880,196.93 |
| Graham Trust Fund #925 | \$273,282.90 |
| Building Maintenance Fund #930 | \$63,990.21 |
| Building Improvement Fund #935 | \$28,461.95 |
| Capital Fund #970 | \$106,290.88 |
| Timber Trails Fund #950 | \$68,758.04 |
| Debt Retirement Fund #940 | \$189,428.63 |
| Vendor List August 2019 | \$105,701.10 |

MOTION: September 2019 Treasurer’s Report and Vendor List

Foster moved to approve the September 2019 Treasurer’s Report and Vendor List. Thometz seconded the motion.

Roll Call:

Foster AYE

Carroll AYE

Yeakey AYE

Hanson AYE

Thometz AYE

All Approved.

Librarian’s Report

- **The Library Foundation Annual Appeal** mailing arrived in homes last week. This sole fundraising effort is an integral part of the Foundation’s support of the Library.
- **Fall Festival.** The Library participated in the Village Fall Festival on October 5. Despite impending stormy weather, 210 people visited the Library tent – in a single hour! – enjoying a round of miniature golf and promotional item handouts. Shout out to Madison, Uma and Ted for the successful, albeit shortened, outreach event.

- **Teen Liaison.** Ellie reported (electronically) that the first meeting of the Teen Board will be held on December 5.
- **November and December Board Meetings** are discussed later on the agenda.
- **FY20 Budget** is discussed later on the agenda.
- **Departmental reports** were presented.

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

Communications: Art poster from Grand Avenue Preschool children thanking Youth Services for the storytime. Letter from Hinsdale Humane Society expressing appreciation for the donation from the TFML children's summer reading/adventure program. A patron note thanking the Circ staff for bookclub services.

Committees:

Finance

FY20 Budget

Preliminary documents for the 2020 budget were reviewed by the Library Board. In September, the Village Board of Trustees passed a resolution to approve the .02 Building and Maintenance Levy for 2020. The Library Board Finance Committee met on October 15 for a detailed reading of the draft FY20 budget. The Library Board will vote on the levies/final budget at the (November) December 3 meeting and the FY20 budget will be presented to the Village Board for adoption in December. These documents will then be forwarded to the County for filing.

Personnel Committee

Hanson reported. The committee met on September 18 for the purpose of reviewing the revised Library **Personnel Policy** (draft). The draft policy has been submitted for legal counsel review and will be presented at the November Board meeting. Hanson moved to accept the minutes; Carroll seconded. All approved. **Library Director 2019 evaluation** forms will be completed by Library trustees and department heads. The committee will meet in November to compile feedback, and will report at the November meeting which will be held on December 3.

Building and Grounds

Yeakey reported. The ejector pump system was repaired due to obstruction caused by a patron garment. General pit maintenance has been scheduled and a monitoring/remote alert system will be explored.

Friends

The Fall Book/Bake sale was a great success thanks to the many volunteers that worked and baked, and to the community that became Library Friends members and shopped. Leadership of the Friends organization will be changing due to the resignation of President Beth Clemen. The Board expressed appreciation for generous support of the Friends without whom many Library programs would not be possible, and for the service of Beth and the Friends Board.

Old Business

Building Appraisal and Valuation

A building appraisal has been scheduled for Fall 2019. The estimated cost is \$3,300.

New Business

November and December Board Meetings. The Library Board does not typically meet during the month of December due to holiday and travel schedules. As the scheduled November 26 meeting date falls during Thanksgiving week, the Board elected to move the November meeting to December 3.

Review of Reference Policy

Bodewes presented for review the Reference Policy (TFML Policy No. 9). No substantive changes were made.

MOTION: Yeakey moved to approve the Reference Policy with minor revisions as presented. Thometz seconded the motion.

Roll Call:

Foster AYE

Carroll AYE

Yeakey AYE

Hanson AYE

Thometz AYE

All Approved.

There being no other business, Foster moved to adjourn at 8:05 p.m. Yeakey seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, December 3, 2019.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary