



**Thomas Ford Memorial Library**  
Library Board of Trustees Minutes  
July 28, 2020

**The Board of Trustees is resuming in-person meeting in the Circulation reading area.** The meeting will follow all public health safety standards. Arrangements have been made to provide public access during the meeting.

Fahrenbach called the meeting to order at 7:00 p.m.

Roll Call:

Carroll AYE

Fahrenbach AYE

Foster AYE

Yeakey AYE

Hanson arrived 7:02

Absent: Deneen, Thometz

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the June 23, 2020 meeting of the Board of Trustees**

Foster moved to approve as presented the minutes of the June 23, 2020 meeting of the Board of Trustees.

Yeakey seconded the motion.

Roll Call:

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Yeakey AYE

All approved.

**Treasurer's Report**

Bodewes reviewed the June 2020 treasurer's report. Materials purchasing has resumed, including large annual databases. Also noted were landscaping expenses (seasonal and the project to remove trees/shrubs), and PPE supplies. Lewandowski reported that Covid related expenses as of the June Treasurer's Report are approximately \$3,000; an additional \$4,000 will be reflected on the July Treasurer's Report for plexishields for public service desks. Covid expenses are being tracked for reimbursement consideration under the Cares Act for Local Government Covid Relief. All income and other expenditures are of the usual sort.

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

Library Operating Fund #920	\$683,279.04
Graham Trust Fund #925	\$275,663.67
Building Maintenance Fund #930	\$66,004.90
Building Improvement Fund #935	\$3,767.16
Capital Fund #970	\$107,237.12
Timber Trails Fund #950	\$69,370.92

Debt Retirement Fund #940	\$112,066.82
Vendor List June 2020	\$114,014.66

**MOTION: June treasurer report and vendor list**

Hanson moved to approve the June 2020 treasurer’s report and vendor list. Yeakey seconded the motion.

Roll Call:

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Yeakey AYE

All approved.

All approved.

**Librarian’s Report**

- **Departmental reports** and statistics were presented.
- **Safety Shielding.** The opening the Library building for limited service anticipated for July 1 was amended to July 6 due to a delay in installation of safety shields for the public service desks. A materials shortage delayed the production of the shields.
- **Publicity.** The Library has been the focus of several news items throughout the last few months. Our closure, reopening, and digital programing have been featured in *The Doings*, *Suburban Life*, *The Patch*, and other publications. We are also featured in the national advertising campaign of Library Furniture International. LFI was a major vendor during the renovation and we continue to have a productive relationship with them.
- **Policy Review.** In order to keep online meetings streamlined and brief, the 2020 policy review schedule had been paused. This month policy review will resume with at least two policies for review each month.
- **SWAN Update.** Bodewes shared that he has been re-elected to the SWAN Board and retained as president of the board. This will be his third year as SWAN Board President. The Library Board congratulated Bodewes on his re-election and expressed support of his role in the SWAN consortium, which comprises 100 member libraries.

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

**Communications:** None.

**Committees:**

**Finance**

Bodewes presented the mid-year review of Funds and Investments. All funds are balanced.

**Building and Grounds: Yeakey**

- A number of the pendant light fixtures installed during the 2019 renovation have been malfunctioning. Working with SMC Construction Management and Anchor Electric, four of the 26 fixtures have been repaired. Arrangements are being made to correct the issue on all fixtures at no cost to the Library.
- Ceiling tiles damaged during the recent HVAC water leak are being replaced. An electrician will complete the final replacement of a specialty tile surrounding a smoke detector.
- The cooling coil in an HVAC unit is being replaced.

The Building and Grounds Committee will meet in the fall to discuss projects for 2020 and plans for 2021.

## Old Business

### **Limited Service Update**

The Library building reopened on July 6. Patrons make materials selections and check out directly - "browse, grab and go." Reopening has gone smoothly, averaging 130-150 people per day with full compliance to mask and capacity guidelines. The greeter post has been helpful during the transition and will be discontinued.

- Hours remain Monday through Saturday, 10:00 a.m. to 6:00 p.m.
- Masks are required to enter the building and capacity limits have been established as outlined in the Governor's Executive Order. Capacities: Youth Services (over age 2) - maximum 16; Adult/Teen Services - maximum 12.
- There is no patron seating. Adult Service public computer use is by appointment only. Meeting rooms are closed, as are the train and water tower in the Children's Department.
- Additional services, i.e. reciprocal borrowing, interlibrary loans, etc., have resumed.
- Library safety protocols are in place, including plexiglass shields at public service desks, social distancing signage, materials quarantine, personal protective equipment and sanitizing supplies.

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

## New Business

### **Review of Safe Child Policy**

Bodewes presented for review the Safe Child Policy (TFML Policy No. 18). This policy was updated in 2017; no changes are recommended.

**MOTION:** Hanson moved to approve the Safe Child Policy as presented. Foster seconded the motion.

### **Review of Confidentiality of Library Records Policy**

Bodewes presented for review the Confidentiality of Library Records Policy (TFML Policy No. 19). The policy, based on statute and written by Library legal counsel, requires periodic review. No revisions were made.

**MOTION:** Yeakey moved to approve the Confidentiality of Library Records Policy as presented. Carroll seconded the motion.

### **Review of Board of Trustees Executive Session Minutes**

The biannual review of Executive Session Minutes to determine which should be kept private or made public is required by law. At the advisement of Library legal counsel, it is recommended that Executive Session minutes pertaining to personnel matters be indefinitely retained. The director's 2019 review was released from the Executive Session File. The Executive Session file will next be reviewed in July 2020. The Board accepted the recommendation.

### **MOTION: Retention and Release of Board of Trustee Executive Session Minutes**

Foster moved to release the 2019 director's annual review from the Executive Session files. Yeakey seconded the motion.

There being no other business, Hanson moved to adjourn at 7:40 p.m. Carroll seconded the motion.

Roll Call:

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Yeakey AYE  
All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, August 25, 2020.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary