



Thomas Ford Memorial Library
Library Board of Trustees Minutes
June 23, 2020

Due to coronavirus restrictions the meeting was held electronically.

Fahrenbach called the meeting to order at 7:03 p.m. Fahrenbach confirmed that no member of the public was in attendance.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Foster AYE

Thometz AYE

Yeakey AYE

Absent: Hanson

Also present: Bodewes, Lewandowski

MOTION: Minutes of the May 26, 2020 meeting of the Board of Trustees

Yeakey moved to approve as presented the minutes of the May 26, 2020 meeting of the Board of Trustees.

Carroll seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Foster AYE

Thometz AYE

Yeakey AYE

All approved.

Treasurer's Report

Bodewes reviewed the May 2020 treasurer's report. Property tax revenue continues to be received. All income and expenditures are of the usual sort. Noted expenses: annual periodicals service and SWAN consortium fees.

May 2020 fund balances and vendor list:

Library Operating Fund #920	\$799,854.60
Graham Trust Fund #925	\$275,332.15
Building Maintenance Fund #930	\$77,775.85
Building Improvement Fund #935	\$9,328.52
Capital Fund #970	\$107,061.42
Timber Trails Fund #950	\$69,327.88
Debt Retirement Fund #940	\$111,373.96
Vendor List May 2020	\$125,488.47

MOTION: May 2020 treasurer report and vendor list

Yeakey moved to approve the May 2020 treasurer's report and vendor list. Carroll seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Foster AYE

Thometz AYE

Yeakey AYE

All approved.

Librarian's Report

Departmental reports and statistics were presented.

EAV for FY19 is discussed later on agenda.

Library Building Reopening

- The target building opening date is July 1 (subject to change). Hours will remain Monday through Saturday, 10:00 a.m. to 6:00 p.m. Patrons will be asked to make materials selections and check out directly - "browse, grab and go." Curbside service will cease when the building reopens.
- Masks will be required to enter the building and capacity limits will be followed as outlined in the Governor's Executive Order. A greeter will welcome and direct patrons, and monitor department capacities (Youth Services (over age 2) - maximum 16; Adult/Teen Services - maximum 12). There will be no seating. Adult Service public computer use will be by appointment only. Meeting rooms will be closed, as well as the train and water tower in the Children's Department.
- Additional services, i.e. reciprocal borrowing, interlibrary loans, etc., are expected to resume in early to mid-July.
- 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.

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

Communications: Correspondence from Ford family member Christy Ford Olson (of Sioux Falls SD), great-granddaughter of Thomas, was shared. Ms. Olson presented family documents for the Library archives and offered as a donation an heirloom rocking chair.

Committees:

Finance

2019 Tax Agency Report

Bodewes reviewed the Tax Agency Report (Draft) from the Cook County Assessor's Office, which is the final determination for tax disbursement/revenues the Library will receive in its current fiscal year FY20. The 2019 Village EAV, which is limited by PTELL to 5 percent or the rate of inflation, whichever is less, was \$751,969,026. The impact on the Building Maintenance Fund budget, the levy for which is .02% of the EAV as determined by law, will be a shortfall of \$5,284. This was expected and a contingency of \$25,000 was built into the budget. Other funds were minimally impacted.

Building and Grounds: Yeakey

- Landscaping work is ongoing. Nuisance/weed trees in the northwest corner of the property that were brought to our attention by a neighbor have been removed. A number of overgrown bushes/stumps near the building have also been removed; replacement planting is planned for later in the year.
- Regular routine maintenance, i.e. generator, elevator, has resumed.
- A roof leak in the circulation lobby has been investigated by Mortenson Roofing and Oakbrook Mechanical. It was determined to be an HVAC issue and was repaired. Planning for replacement of the flat roof is slated for the Fall Building and Grounds Committee meeting.

Old Business

None.

New Business

Resolution for .02% Building Maintenance Levy

Every year the Library must request the Village to levy a tax for the maintenance of this public building. The Library, through the Village, has levied this tax for many years.

MOTION: Building Maintenance Levy

Yeakey moved that a Building Maintenance tax in the amount of .02% of the value of all taxable property in the Village be levied for the purpose of maintenance, repairs, and alterations of the Library building and equipment for the fiscal year beginning January 1, 2021. Carroll seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Foster AYE

Thometz AYE

Yeakey AYE

All approved.

There being no other business, Yeakey moved to adjourn at 7:41 p.m. Carroll seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Foster AYE

Thometz AYE

Yeakey AYE

All approved.

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

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary