



Thomas Ford Memorial Library
Library Board of Trustees Minutes
August 25, 2020

The meeting was held in the Circulation reading area. All public health safety standards were followed. Public access was available.

Presentation of Audit Summary for FY19 by Brian LeFevre, Auditor, Sikich LLP

LeFevre reviewed the audit summary noting that the Library financial reporting and management narrative rated the highest opinion possible. The audited FY19 financial statement will be posted on the Library's website.

Fahrenbach called the meeting to order at 7:22 p.m.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Thometz AYE

Yeakey AYE

Absent: Foster, Hanson

Also present: Bodewes, Lewandowski

MOTION: Minutes of the July 28, 2020 meeting of the Board of Trustees

Carroll moved to approve as presented the minutes of the July 28, 2020 meeting of the Board of Trustees.

Yeakey seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Thometz AYE

Yeakey AYE

All approved.

Treasurer's Report

Bodewes reviewed the July 2020 treasurer's report. Tax revenue continues to arrive. Notable expenses: resumed materials purchasing and protective shields for public desks. All other expenditures are of the usual sort. Bodewes noted that year-to-date spending in some account lines is significantly below budget due to public health directives. Bodewes will follow up on the Board proposal that Staff Development funds - designated for conferences, in service training, appreciation, etc. - be allocated for staff recognition in appreciation of the excellent work done under challenging conditions.

July 2020 fund balances and vendor list:

Library Operating Fund #920	\$811,091.44
Graham Trust Fund #925	\$275,738.57
Building Maintenance Fund #930	\$86,377.15
Building Improvement Fund #935	\$3,767.16
Capital Fund #970	\$107,276.86
Timber Trails Fund #950	\$69,396.63
Debt Retirement Fund #940	\$154,399.46
Vendor List July 2020	\$98,936.21

MOTION: July treasurer report and vendor list

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

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Thometz AYE

Yeakey AYE

All approved.

Librarian's Report

- **Statistics and Departmental Reports** were presented. Statistics are beginning to reflect the return to service. Library foot traffic, 130-150 people per day, remains consistent; physical item checkouts, approximately 330 per day, are approaching prior year levels. Digital circulation is at record highs and database use has skyrocketed. Online programming has proven to be very successful as well. The Library staff is very encouraged by the community's return to the Library.
- **Summer Reading and Library Challenge.** Our first virtual Summer Reading and Library Challenge Programs were a big success with 133 adult participants, 102 teens, and 221 children. While the in-person components were missed by both staff and patrons, participants of all ages enjoyed the programs, won prizes, and participated in online programming. The Adult, Teen, and Youth departments were recognized for the huge amount of time and effort that put into making Summer Reading and Library Challenge happen in the midst of a pandemic.
- **The Fall Newsletter** will be in residences on August 26. The issue provides program information for September through December. The newsletter returns to its usual format after a condensed Summer Newsletter due to necessary programming reduction.

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

Communications: None.

Committees:

Building and Grounds: Yeakey

- An operating issue with the pendant light fixtures installed during the 2019 renovation is being corrected at no cost to the Library. Working with SMC Construction Management and Anchor Electric, five of the 26 fixtures have been repaired to date.
- The cooling coil in an HVAC unit is being replaced.
- A remaining leak-damaged specialty ceiling tile will be replaced pending electrician service.

The Building and Grounds Committee will meet in the Fall to discuss 2020 projects and plan for 2021. Committee members are Yeakey (chair), Foster, Thometz and Deneen. Projects/plans include WIFI service and cell phone service extenders, and a capital reserve 5-10 year schedule for a new roof and HVAC system.

Old Business

Limited Service Update

The Library in August looked very similar to the Library in July. Since reopening the building on July 6, service has gone smoothly, averaging 130-150 people per day with full compliance to “browse, grab and go” as well as mask and capacity guidelines. Adult Service public computer use is by appointment only; there is no patron seating or meeting room use. The greeter post, helpful during the transition, was discontinued.

Patron in-person use is busiest at opening and after lunch and slows appreciably 2:00 pm to closing. We are watching use trends to gauge impact as school begins. Changes will be considered on a monthly basis based on directions from government/health department, traffic flow, and patron feedback. The Board expressed strong support for all staff efforts during this unprecedented and uncertain and ever changing time.

New Business

Timber Trails Fund Policy Review

Bodewes presented for review the Timber Trails Fund Policy (TFML Policy No. 21). No changes were recommended.

MOTION: Deneen moved to approve without amendment the Timber Trails Fund Policy. Carroll seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Thometz AYE

Yeakey AYE

All approved.

Volunteer Policy Review

Bodewes presented for review the Volunteer Policy (TFML Policy No. 14). A discussion was had on the shift of much volunteering to formal partnerships, i.e. LT Transitions, student community service etc. No changes to the policy were recommended.

MOTION: Carroll moved to approve without amendment the Volunteer Policy. Deneen seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Thometz AYE

Yeakey AYE

All approved.

There being no other business, Deneen moved to adjourn at 8:00 p.m. Yeakey seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Thometz AYE

Yeakey AYE

All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, September 22, 2020.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary