



Thomas Ford Memorial Library
Library Board of Trustees Minutes
September 22, 2020

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

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

Roll Call:

Deneen AYE

Fahrenbach AYE

Foster AYE Hanson

AYE

Thometz AYE

Yeakey AYE

Absent: Carroll

Also present: Bodewes, Lewandowski, Zicarelli

MOTION: Minutes of the August 25, 2020 meeting of the Board of Trustees

Hanson moved to approve as presented the minutes of the August 25, 2020 meeting of the Board of Trustees. Deneen seconded the motion. Roll Call:

Deneen AYE

Fahrenbach AYE

Foster AYE Hanson

AYE

Thometz AYE

Yeakey AYE All

approved.

Treasurer's Report

Bodewes reviewed the August 2020 treasurer's report. Slowed tax revenue reflects the Cook County Covid-19 Relief ordinance postponing the due date of second installment of property taxes to October 1, 2020. All expenditures are of the usual sort.

The CARES Act announced a program for coronavirus relief support to local governments. The Library has been tracking PPE expenditures with the Village and will be included in the Village's application. It was noted that municipal libraries applying independently are eligible for up to \$5,000 in relief funds.

August 2020 fund balances and vendor list:

| | | |
|--------------------------------|----------------|--------------|
| Library Operating Fund #920 | \$1,006,582.21 | Graham Trust |
| Fund #925 | \$275,771.16 | |
| Building Maintenance Fund #930 | \$112,107.98 | |
| Building Improvement Fund #935 | \$3,767.16 | |
| Capital Fund #970 | \$107,294.15 | |
| Timber Trails Fund #950 | \$69,407.82 | |
| Debt Retirement Fund #940 | \$209,063.62 | |
| Vendor List August 2020 | \$97,162.58 | |

MOTION: August treasurer report and vendor list

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

Roll Call:

Deneen AYE

Fahrenbach AYE

Foster AYE Hanson

AYE

Thometz AYE

Yeakey AYE All

approved.

Librarian’s Report

- **Teen/Tween Services presentation.** Gianna Zicarelli, Teen librarian, discussed teen/tween services. All programming at this time is virtual or grab and go. The first meeting of the Teen Board was held on September 20 led by Teen Liaison and LT student Genesis Magpayo. YouTube channel video demonstrations on food, crafting, tech tools, and take and make crafts have been very popular. The new Book Box Book Club has 22 participants since launching this week. The Board shared Gianna’s excitement for the happenings in the Teen/Tween Department.
- **FY21 Budget** process and timeline is discussed later on the agenda. Draft #1 of the budget will be reviewed at the October Board Meeting.
- **Library Card Sign Up Month.** September is National Library Card Sign Up Month. About 100 cards have issued so far this year. Additionally, 68 residents signed up for online-only cards during the closure, an option offered for the first time this year. Currently, 55% of village residents have a library card.
- **Staff Updates.** The Library is pleased to welcome three new staff members. Desi Alvarez and Victoria Salvato joined the Youth Services department as dedicated YS pages, and Ari Jameel joined as Circulation Clerk. Best wishes to our student staff who have departed for their college adventures.
- **Statistics and Departmental Reports** were presented.

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

None.

Committees:

Finance

FY21 Budget. A meeting of the Finance Committee was called for October 27 immediately preceding the regular Board meeting for the purpose of budget planning. Bodewes reviewed the budget process and timeline. Draft #1 of the FY21 budget will be reviewed at the October Board Meeting. The final budget will

be presented for approval at the combined November/December meeting. The approved budget will be presented to the Village Board at the Village Board meeting in December.

Building and Grounds: Yeakey

- The replacement of the pendant light fixtures installed during the 2019 renovation is pending. SMC Construction Management is working with the manufacturer. The replacement of the 26 fixtures is at no cost to the Library.
- Proposals are being reviewed for cellular phone signal booster and Wifi service extenders. The cell phone booster will provide dependable cellular service in the Library's lower level. Wifi service will extend outside the building along Chestnut Street for the convenience of patrons. The work will be completed in 2020.
- A capital reserve 5-10 year schedule for a new roof and HVAC system will be developed in 2021.

Foundation Report

Hanson reported on the September 19 meeting. The Foundation voted to approve the donation of 75 chairs for the Program Room. The Board expressed appreciation to the Foundation for its generous gift which will delight Library patrons. The 2020 appeal will begin mid-October. Hanson recognized Lewandowski for her support of the appeal - past and present.

Old Business

Staff Recognition and Professional Development

Bodewes followed up on the Board's staff appreciation suggestion. The Board expressed strong support for all staff efforts during the unprecedented, uncertain and ever changing time. In the absence this year of staff inservice and appreciation programs and in recognition of the excellent work done under challenging conditions, gift cards will be presented to each staff member. Professional development continues without inperson conferences and meetings by participation in virtual classes (ie, mental health, design and technical skills), and with professional organization memberships.

Limited Service Update

Library services continue smoothly. Changes to service will be considered on a monthly basis based on directions from government/health department, traffic flow, and patron feedback.

New Business

Social Media Policy Review

Bodewes presented for review the Social Media Policy (TFML Policy No. 27). After discussion it was requested that the attorney review the policy for possible updates since its 2016 creation. The policy will be submitted for approval at the October meeting.

There being no other business, Yeakey moved to adjourn at 7:55 p.m. Yeakey seconded the motion. **The next regular meeting of the Board of Trustees will be held on Tuesday, October 27, 2020.**

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary