



Thomas Ford Memorial Library
Board of Trustees
Minutes of the October 27, 2020 Meeting

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 7:02 p.m.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Thometz AYE

Yeakey AYE

Also present: Bodewes, Lewandowski, Ziccarelli, Keira Sullivan – Teen Liaison

MOTION: Minutes of the September 22, 2020 meeting of the Board of Trustees

Hanson moved to approve as presented the minutes of the September 22, 2020 meeting of the Board of Trustees. Foster seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Thometz AYE

Yeakey AYE

All approved.

Treasurer’s Report

Bodewes reviewed the September 2020 treasurer’s report. Tax revenue continues to arrive slowly due to the deferred due date of October 1, 2020. Noted: SWAN quarterly fees and final HVAC repair invoices. All expenditures are of the usual sort.

September 2020 fund balances and vendor list:

Library Operating Fund #920	\$926,293.30
Graham Trust Fund #925	\$275,796.64
Building Maintenance Fund #930	\$100,922.42
Building Improvement Fund #935	\$3,767.16
Capital Fund #970	\$107,307.67
Timber Trails Fund #950	\$69,416.57
Debt Retirement Fund #940	\$214,078.55
Vendor List September 2020	\$120,990.10

MOTION: September treasurer report and vendor list

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

Roll Call:

Carroll AYE

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, introduced Keira Sullivan, new liaison to the Board. Keira discussed meetings, programming ideas and making connections using social media. An upcoming initiative will provide grab-and-go Study Packages for Virtual Finals Week (replacing Exam Cram) which include earplugs, school supplies, screen wipes, stress relievers and, of course, snacks.
- **2021 Budget** is discussed later on the agenda.
- **The Library Foundation** Annual Appeal has begun; the mailer arrived in homes last week. This is the Foundation's only fundraiser each year and is an important part of its successful support of the Library. Early response has been strong! Also, two bequests in the amounts of \$10,000 and \$4,000 were received.
- **Staff Appreciation.** Bodewes conveyed a message of thanks from the library staff to the Board for its considerate gift. The staff is very pleased with the gift cards and truly appreciates the Board's support.
- **November Board Meeting schedule** is discussed later on the agenda.
- **Statistics and Departmental Reports** were presented.

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

Communications: A card from staff thanking the Board for its considerate gift. The State Per Capita check was received.

Committees:

Finance

FY21 Budget

Preliminary documents for the 2021 budget were presented to the Library Board. In September, the Village Board of Trustees passed a resolution to approve the .02 Building and Maintenance Levy for 2021. The Library Board Finance Committee met immediately preceding today's regular Full Board meeting for a detailed reading of the draft FY21 budget. The Library Board will vote on the levies/final budget at the (November) December 1 meeting and the FY21 budget will be presented to the Village Board for adoption in December. These documents will then be forwarded to the County for filing.

Building and Grounds: Yeakey

- Work has begun on the cellular signal booster and Wifi extender projects. 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.
- Exterior door refinishing or replacement will be revisited in 2021.

Old Business

Review of Social Media Policy

Bodewes presented for review the Social Media Policy (TFML Policy No. 27). The policy has been amended to include updated language from the Library attorney. The policy was approved as presented.

MOTION: Foster moved to approve the Social Media Policy with amendments as presented. Carroll seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Thometz AYE

Yeakey AYE

All approved.

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

November and December Board Meetings. The Library Board does not typically meet during the month of December due to holiday schedules. As the scheduled November 24 meeting date falls during Thanksgiving week, the Board elected to move the November meeting to December 1.

Review of Materials Selection Policy

Bodewes presented for review the Materials Selection Policy (TFML Policy No. 5). Minor revisions were made to the policy to remove obsolete collections, i.e. pamphlets, computer discs, plays.

MOTION: Yeakey moved to approve the Materials Selection Policy with minor revisions as presented.

Thometz seconded the motion.

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Thometz AYE

Yeakey AYE

All approved.

There being no other business, Deneen moved to adjourn at 7:42 p.m. Hanson seconded the motion.

The next regular meeting of the Board of Trustees will be held on Tuesday, December 1, 2020.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary