



Thomas Ford Memorial Library
Board of Trustees
Minutes of the January 26, 2021 Meeting

Due to coronavirus restrictions the meeting was held virtually.

Fahrenbach called the meeting to order at 7:02 p.m. Fahrenbach confirmed that no member of the public was in attendance.

Present: Carroll, Deneen (joined 7:10), Fahrenbach, Foster, Hanson, Thometz, Yeakey

Also present: Bodewes, Lewandowski

MOTION: Minutes of the December 1, 2020 (combined November/December) meeting of the Board of Trustees

Hanson moved to approve as presented the minutes of the December 1, 2020 meeting of the Board of Trustees. Yeakey seconded the motion.

Roll Call:

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Thometz AYE

Yeakey AYE

All approved.

Treasurer's Report

Bodewes reviewed the November and December 2020 treasurer's reports. All funds are balanced. All expenditures are of the usual sort. FY2020 13th month expenditures will be reported in January 2021. CARES Act funding is pending. A year-end review will be presented at the February meeting.

November 2020 fund balances and vendor list:

Library Operating Fund #920	\$765,786.89
Graham Trust Fund #925	\$274,310.31
Building Maintenance Fund #930	\$86,220.78
Building Improvement Fund #935	\$3,767.16
Capital Fund #970	\$107,328.22
Timber Trails Fund #950	\$69,429.86
Debt Retirement Fund #940	\$16,562.20
Vendor List November 2020	\$337,276.29

MOTION: November 2020 treasurer's report

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

Roll Call:

Carroll AYE

Deneen AYE

Fahrenbach AYE

Foster AYE
Hanson AYE
Thometz AYE
Yeakey AYE
All approved.

December 2020 fund balances and vendor list:

Library Operating Fund #920	\$681,049.39
Graham Trust Fund #925	\$274,327.35
Building Maintenance Fund #930	\$81,045.72
Building Improvement Fund #935	\$2,497.83
Capital Fund #970	\$107,337.32
Timber Trails Fund #950	\$69,435.75
Debt Retirement Fund #940	\$17,264.86
Vendor List December 2020	\$96,502.76

MOTION: December 2020 treasurer's report

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

Roll Call:

Carroll AYE
Deneen AYE
Fahrenbach AYE
Foster AYE
Hanson AYE
Thometz AYE
Yeakey AYE
All approved.

Librarian's Report

- **2021 Elections.** The 2021 elections for the Library Board will be held on April 6. The five open seats will be filled by Peggy Fahrenbach (second term) and Carol Foster (second term), and newcomers Dan Montgomery, Ann Marie Kartsounes, and Stephen Baker. As always, all Village board races are uncontested.
- **Performance Appraisals.** Staff performance appraisals are typically completed during the month of January. Due to the effects of the pandemic, we are revisiting goals and objectives from last year. Staff raises went into effect in the first paycheck of 2021.
- **Foundation Donation.** The new chairs for the Program Room have arrived! Purchased with a generous gift from the Foundation, the upgraded chairs will have a profound impact on the comfort level of our programming space. We are grateful for the ongoing support of the Foundation.
- **Statements of Economic Interest.** All elected officials must complete an annual Statement of Economic Interest by May 1 each year. Those statements typically arrive by email during the month of February and March.
- **Statistics and Departmental Reports** were presented.

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

Communications: None.

Committees:

Building and Grounds: Yeakey

- The newly installed cellular signal booster and WiFi extender have been working great, respectively providing dependable cell service in the Library's lower level, and outside WiFi service along Chestnut Street from Wolf Road to Lawn Avenue. Thanks to Heritage Technologies for the good work done.
- A necessary generator repair was completed.
- Burglar alarm services are now being provided by Illinois Alarm Service Inc.

Personnel: Hanson

The Library Director review process for 2020 has been modified due to the unusual year. Trustee feedback will be incorporated into the review; committee chair Hanson will meet with the Library Director in February.

Foundation

Bodewes reported on the quarterly meeting held on January 19. Long-time Foundation board member, former Library board president and all-around outstanding member of the community, Liz Burns has retired from the Foundation as she has moved to warmer climes. The Board expressed appreciation for Liz and her many contributions to the Library. Topics discussed include board recruitment, investments and possible expenditures, and donor recognition. The Foundation-funded new seating for the Program Room has been delivered and awaits the return to in-person programs at the Library. Lewandowski reported that the 2020 Appeal has to date received donations in the amount of \$12,245.

Old Business

Limited Service Update

The Library reopened to the public on January 25 with a return to the limited service model used during 2020 - browse, grab and go only, masks/physical distancing required, etc. Staff and patrons alike were very happy with the first two days of reopening! Curb service will be available upon request.

New Business

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 Executive Session file will next be reviewed in July 2021. The Board accepted the recommendation.

MOTION: Fahrenbach moved to retain as private all Executive Session minutes pertaining to personnel matters. Carroll seconded the motion.

Roll Call:

Carroll AYE
Deneen AYE
Fahrenbach AYE
Foster AYE
Hanson AYE
Thometz AYE
Yeakey AYE
All approved.

Board of Trustees Calendar/March 2021 Meeting Date

The March meeting will be held on March 30 to accommodate Spring Break and travel schedules. A motion will be included on the February agenda.

There being no other business, Hanson moved to adjourn at 7:45 p.m. Yeakey seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, February 23, 2021.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary