



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the December 1, 2020 (Combined November/December) Meeting

Due to coronavirus restrictions the meeting was held electronically.

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

Present: Carroll (joined 7:15), Fahrenbach, Foster, Hanson, Thometz, Yeakey (joined at 7:20)

Absent: Deneen            Also present: Bodewes, Lewandowski

**MOTION: Minutes of the October 27, 2020 meeting of the Board of Trustees**

Foster moved to approve as presented the minutes of the October 27, 2020 meeting of the Board of Trustees.

Foster seconded the motion.

**Roll Call:**

Fahrenbach AYE

Foster AYE

Hanson AYE

Thometz AYE

All approved.

**Treasurer's Report**

Foster reviewed the October 2020 treasurer's report. All funds are balanced. Additional tax revenue was received. The SOI per capita grant was received. All expenditures are of the usual sort.

**October 2020 fund balances and vendor list:**

|                                |              |
|--------------------------------|--------------|
| Library Operating Fund #920    | \$876,099.23 |
| Graham Trust Fund #925         | \$274,917.59 |
| Building Maintenance Fund #930 | \$99,948.27  |
| Building Improvement Fund #935 | \$3,767.16   |
| Capital Fund #970              | \$107,318.79 |
| Timber Trails Fund #950        | \$69,423.76  |
| Debt Retirement Fund #940      | \$226,535.02 |
| Vendor List October 2020       | \$139,790.36 |

**MOTION: October 2020 treasurer report and vendor list**

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

**Roll Call:**

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Thometz AYE

Yeakey AYE

All approved.

**Librarian's Report**

- **Unplanned Closure.** The Library closed on November 23 due to an employee exposure and related staff quarantines. The anticipated re-opening is Monday, December 7. Our experience executing rapid changes to the library service model and emergency closings enabled a swift response to alert patrons and make all of the necessary changes to our system. The Library has been professionally deep cleaned and fogged for the safety of the staff and the public.
- **Foundation Gift.** In place of their annual luncheon for the staff, the Library Foundation has given every staff member a gift card to Mariano's grocery store to celebrate the holiday. The staff appreciated the considerate and generous gift during an especially difficult holiday season. Many thanks to the Foundation!
- **TFML Newsletter.** The December-January-February issue of the newsletter was delivered to homes in Western Springs this week. It features many virtual programs and activities planned to get our patrons through the holidays. As virtual and digital programming has extended far beyond our initial expectations, patrons seem to be comfortable participating in online events and programming attendance remains high.
- **Statistics and Departmental Reports** are not included due to quarantine.

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

**Communications:** None.

**Committees:**

**Finance**

**Minutes of October 27, 2020 Finance Committee meeting**

Foster moved to accept the minutes of the October 27 meeting of the Finance Committee. Carroll seconded the motion. All ayes.

**FY21 Budget and FY21 Levies**

The Board accepted the FY21 Budget as presented. Bodewes and Foster will attend the December 7 Village Public Hearing, where the FY21 Budget and Levies will be presented and accepted. Adoption will be approved at the December 21 Village Board meeting and documents will be forwarded to the County for filing.

**FY21 Budget**

Foster moved that the FY21 Budget be accepted as presented. Yeakey seconded the motion.

**Roll Call:**

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Thometz AYE

Yeakey AYE

All approved.

**FY21 Levies**

Levies for FY21 in the amount of \$1,784,865 were reviewed. This represents a 3.31% increase over FY20.

**Library Operating Fund #920**

Foster moved that a levy in the amount of \$1,287,502 be approved for the purpose of operating the Thomas Ford Memorial Library and providing FICA coverage in FY21. Yeakey seconded the motion.

**Building Maintenance Fund #930**

Foster moved that a levy in the amount of \$165,373 be approved for the purpose of maintaining and repairing the Library building and equipment during FY21. Yeakey seconded the motion.

**IMRF**

Foster moved that a levy in the amount of \$76,000 be approved for the purpose of providing IMRF coverage for Library employees during FY21. Yeakey seconded the motion.

**Bond**

Foster moved that a levy in the amount of \$255,990, including a 5% allowance for loss, be approved for the purpose of General Obligation Bond repayment due in FY21. Yeakey seconded the motion.

**Roll Call for all FY21 Levy Motions:**

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

**Building and Grounds: Yeakey**

Installation of the cellular signal booster and Wifi extender has been completed and is working well. The cell phone booster provides dependable cellular service in the Library's lower level; Wifi service is extended outside the building along Chestnut Street from Wolf to Lawn for the convenience of patrons.

**Personnel: Hanson**

The 2020 Library Director review process will be modified due to the unusual year. Trustees should contribute feedback to be incorporated into the review. The committee chair will discuss with the Director in January.

**Foundation**

Lewandowski reported that the Annual Appeal has to date received \$7,625 from 75 donors.

**Old Business**

**Limited Service Update**

Following State and Public Health Department Advisory the Library resumed curbside service on November 18. An unplanned closure due to staff quarantine began on November 23. Curbside service is expected to resume on December 7.

**New Business**

**Board of Trustees 2021 Calendar**

The 2021 calendar was reviewed. Schedule issues should be emailed to Bodewes/Lewandowski. Foster moved to accept as presented the 2021 calendar. Hanson seconded the motion. All approved.

There being no other business, Foster moved to adjourn at 7:49 p.m. Hanson seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, January 26, 2021.** Bodewes will send our periodic updates.

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary