



Thomas Ford Memorial Library
Board of Trustees
Minutes of the February 23, 2021 Meeting

Fahrenbach called the meeting to order at 7:08 p.m.
Present: Carroll, Fahrenbach, Foster, Yeakey (by telephone as allowed in bylaws)
Absent: Deneen, Hanson, Thometz
Also present: Bodewes, Lewandowski

MOTION: Minutes of the February 23, 2021 meeting of the Board of Trustees

Foster moved to approve as presented the minutes of the February 23, 2021 meeting of the Board of Trustees. Carroll seconded the motion.

Roll Call:

Carroll AYE
Fahrenbach AYE
Foster AYE
Yeakey AYE
All approved.

Treasurer’s Report

Bodewes reviewed the December-13th month 2020 and January 2021 treasurer’s reports. The December-13th month report lists 2020 expenditures paid in 2021. Additional FY20-13th month expenditures will be reported next month. The January 2021 expenditures of note are the annual insurance premiums. All other expenditures are of the usual sort.

December-13th Month 2020 vendor list:

Vendor List December-13th Month 2020 \$98,271.67

MOTION: December-13th Month 2020 vendor list

Carroll moved to approve the December-13th Month 2020 treasurer’s report and vendor list. Foster seconded the motion.

Roll Call:

Carroll AYE
Fahrenbach AYE
Foster AYE
Yeakey AYE
All approved.

January 2021 fund balances and vendor list:

Library Operating Fund #920	\$582,628.64
Graham Trust Fund #925	\$274,343.43
Building Maintenance Fund #930	\$73,497.70
Building Improvement Fund #935	\$2,497.83
Capital Fund #970	\$107,345.92
Timber Trails Fund #950	\$69,441.31

Debt Retirement Fund #940 \$17,739.47
Vendor List January 2021 \$97,968.67

MOTION: January 2021 treasurer's report

Carroll moved to approve the January 2021 treasurer's report and vendor list. Foster seconded the motion.

Roll Call:

Carroll AYE
Fahrenbach AYE
Foster AYE
Yeakey AYE
All approved.

Librarian's Report

- **Extreme Weather Closures.** Due to extreme weather conditions, the Library closed early on February 11 and 15 and all day on February 16. It is our practice that when local schools announce closures or when driving conditions become dangerous for staff to close the building.
- **Audit Fieldwork.** Initial fieldwork for the FY 2020 audit has been completed and Bodewes has met with the auditors.
- **Vaccinations.** Public library employees are not (as of today) included in any preferred group and will be vaccinated with the general public in the non-essential group 2. There has been discussion statewide about putting public library employees in group 1c. Both staff and patrons look forward to when library staff can be vaccinated and services can slowly begin to resume.
- **Statements of Economic Interest.** Annual Statements of Economic Interest must be submitted by May 1 each year. Trustees should contact Bodewes if they have not yet received the email.
- **The Spring Newsletter** has just been delivered.
- **Statistics and Departmental Reports** were presented

Teen Liaison Report – Due to schedule conflicts, teen liaison Keira Sullivan will submit a report for the next meeting.

Lewandowski reported that Foundation appeal donations are \$14,305.

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

Communications: Letter from the First Congregational Church's GreenTeam thanking the Library for serving as a collection location for the holiday lights recycling program.

Committees:

Finance

Audit Compliance Letters to Trustees should be completed and returned to Sikich.

Building and Grounds

Yeakey reported. Snow removal services were in high use this month. The replacement of all pendant light fixtures on the main level has been completed. The new Children's Department book display fixture has been scheduled for installation.

Old Business

Board of Trustees Calendar/March 2021 Meeting Date

MOTION: The March meeting will be held on March 30 to accommodate Spring Break and travel schedules. Foster moved to accept the motion. Carroll second. All approved.

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. The feedback from staff and patrons alike has been very positive. In response to patron inquiries, the Library will be open one evening a week beginning in March. Planning for the Library to resume additional services will be dependent on public vaccination schedules.

New Business

The Annual Report (IPLAR) is a summary of library activity for FY2020 as reported to the State of Illinois. Bodewes presented highlights and noted the impact of the pandemic. The full report is also available.

2021 Board Action Calendar was presented and accepted without change. The Board Action Calendar is a guideline; the schedule may change but it serves to outline actions for the year.

There being no other business, Carroll moved to adjourn at 7:46 p.m. Foster seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, March 30, 2021.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary