



Thomas Ford Memorial Library
Board of Trustees
Minutes of the April 27, 2021

Fahrenbach called the meeting to order at 7:03 p.m.

Present: Deneen, Fahrenbach, Foster, Hanson (arr. 7:11 p.m.), Thometz

Absent: Carroll, Yeakey

Also present: Kartsounes, Montgomery, Bodewes, Lewandowski

Fahrenbach welcomed and extended introductions to Trustees-Elect Ann Marie Kartsounes and Dan Montgomery attending the meeting as guests.

MOTION: Minutes of the March 30, 2021 meeting of the Board of Trustees

Foster moved to approve as presented the minutes of the March 30, 2021 meeting of the Board of Trustees.

Deneen seconded the motion. All approved.

Treasurer's Report

Bodewes reviewed the March 2021 treasurer's report. Tax revenue continues to be received. All expenditures are of the usual sort.

March 2021 fund balances and vendor list:

Library Operating Fund #920	\$936,931.81
Graham Trust Fund #925	\$274,356.34
Building Maintenance Fund #930	\$118,690.71
Building Improvement Fund #935	\$2,497.83
Capital Fund #970	\$107,352.82
Timber Trails Fund #950	\$69,445.67
Debt Retirement Fund #940	\$100,541.18
Vendor List March 2021	\$95,174.00

MOTION: March 2021 Treasurer's Report

Deneen moved to approve the March 2021 treasurer's report and vendor list. Thometz seconded the motion.

Roll Call:

Deneen AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Thometz AYE

All approved.

Librarian's Report

- **Board Election and Transition Plan.** Stephen Baker, Ann Marie Kartsounes and Dan Montgomery were elected to the Library Board of Trustees on April 6. Retiring Trustees Abbie Deneen, Kathleen Thometz

and Meg Yeakey will attend their final meeting in May. The new Trustees will be officially sworn in by the Village Clerk and will then be seated, after which retiring Trustees will depart. Officers will be elected at the May meeting. It was noted that the semi-annual Western Springs Elected Officials Retirement Dinner which honors retiring officials and welcomes new officials will not be held this year. A training session for new Trustees will be held in June.

- **The Summer Reading Program and Summer Library Challenge** returns virtually. This year's Youth theme will be "Reading Colors your World" In Adult and Teen Services, the theme will be "Read Around the World." All departments are currently finalizing activities and events and we are looking forward to a very busy summer of online and virtual programs.
- **Marketing Coordinator.** Interviews have begun for our new Marketing Coordinator position. This new position will consolidate responsibility for the Library's newsletter design, social media platforms and marketing materials for programs and services.
- **Staff News.** The Library is pleased to welcome Shannon Arendt as Youth Services associate and Jennie Stevens as Adult Services Librarian. Best wishes to Alina Moore and Jessica Dyer as they embark on new jobs.
- **Statistics and Departmental Reports** were presented. The Teen Liaison Report is included in the Departmental Reports.

Visitors/Public Comment: Trustees-Elect Ann Marie Kartsounes and Dan Montgomery were the only visitors. There was no public comment.

Communications: None.

Committees:

Finance: Update on the Building Improvement Fund moved to the May 2021 meeting.

Building and Grounds

Yeakey reported. It was a quiet month around the building. The new Children's Department book display fixture is installed and being enjoyed.

Foundation

Bodewes reported on the April 20, 2021 meeting. Terms for Directors Ericson, Karas, Kozak and Scriba will be renewed, and Jodie Distler, attorney and estate planner, will be invited to join the Board filling the vacancy left by Liz Burns' retirement. The 2020 Appeal was successful with \$14,300 in donations. Personalized thank you notes were sent to donors; donor recognition will be included in the Library's Fall newsletter. An Investment Policy was reviewed and adopted. A discussion regarding an online donation option is scheduled for the July meeting.

Old Business

Service Model Update

Materials quarantine has ended, easing the flow of materials for both patrons and staff. Some seating has returned, computer use has been extended and will not require a reservation, newspapers are available. Study rooms remain closed. Service hours remain the same - Monday, Wednesday through Saturday 10:00 a.m. to 6:00 p.m., Tuesday evenings to 8:00 p.m., closed on Sunday. Services will continue to expand dependent on public vaccination schedules and continued improvement of public health statistics.

New Business

Board Committee Assignments

Bodewes presented an overview of Library Board Committees – Finance, Building and Grounds, Personnel. Committees are outlined in Library bylaws but are set at the discretion of the Board. Trustees will submit ranked preferences and the Board President will slate committee assignments as well as liaisons to the Library Foundation and Library Friends.

Graham Fund Policy Review

Bodewes presented for review the Graham Fund Policy (TFML Policy No. 15). The Graham Fund was created by a donation of \$250,000 in 1999 to be used primarily for staff development. The Board approved the recommendation to update the policy to reflect practice, as follows: *15.3 Expenditure of Funds 15.31 All proposed expenditures for the Graham Fund in excess of the amount budgeted for the Graham Fund in the current fiscal year must come before the Board.* Several minor non-substantive changes were also made.

MOTION: Hanson moved to approve as recommended the Graham Fund Policy. Foster seconded the motion.

Roll Call:

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

There being no other business, Hanson moved to adjourn at 7:50 p.m. Deneen seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, May 25, 2021.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary