



Thomas Ford Memorial Library
Board of Trustees
Minutes of the August 24, 2021

Foster called the meeting to order at 7:01 p.m.

Present: Baker, Carroll, Foster, Hanson, Kartsounes (arr. 7:05 p.m.), Montgomery Absent: Fahrenbach
Also present: Brian LeFevre, Bodewes, Lewandowski

Presentation of Audit Summary for FY20 by Brian LeFevre, Auditor, Sikich LLP

LeFevre reviewed the FY20 audit summary noting that the Library financial reporting and management narrative rated the highest opinion possible. The audited FY20 financial statement will be posted on the Library’s website.

MOTION: Minutes of the July 27, 2021 meeting of the Board of Trustees

Montgomery moved to approve as presented the minutes of the July 27, 2021 meeting of the Board of Trustees. Foster seconded the motion. All approved.

Treasurer’s Report

Foster reviewed the July 2021 treasurer’s report. All funds are balanced. Property tax revenue has been delayed; the annual State Per Capita grant was posted. The insurance claim (book return/bike rack replacement) reimbursement is in Building Fund. Database purchases including Creative Bug were noted. All other expenditures are of the usual sort.

July 2021 fund balances and vendor list:

Library Operating Fund #920	\$697,180.37
Graham Trust Fund #925	\$274,400.81
Building Maintenance Fund #930	\$133,158.49
Building Improvement Fund #935	\$0
Capital Fund #970	\$107,376.61
Timber Trails Fund #950	\$69,461.16
Debt Retirement Fund #940	\$119,592.31
Vendor List July 2021	\$114,549.69

MOTION: July 2021 Treasurer’s Report

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

Roll Call:

- Baker AYE
- Carroll AYE
- Foster AYE
- Hanson AYE
- Kartsounes AYE
- Montgomery AYE
- All approved.

Librarian's Report

- **The Library Signage Project** has begun. The scope of the project is to develop an original sign concept and installation that will address interior signage needs throughout the building; this is the planned next step to follow the 2019 interior renovation. The Library management team will meet this week with ASI Signage Innovations, the company that will design, fabricate and install the new signage. All of the departments are looking forward to the project.
- **Summer Reading Programs** – The second virtual Summer Reading Program was a big success. Participants of all ages enjoyed the program, won prizes, and participated in online programs. There were 114 adult participants, 154 teens, and 647 children this year – an increase from last year's numbers. Bodewes and the Board expressed congratulations to the Adult, Teen, and Youth departments for planning and executing outstanding Summer Reading Programs despite challenging circumstances.
- **The Fall Newsletter** will be out this week. The issue covers September through December and includes virtual and in-person programming, service highlights, and the list of donors to the Foundation's Annual Appeal. Bodewes recognized Izzy Gut, the Library's new Marketing Coordinator, for a job very well done.
- **Statistics and Departmental Reports** were presented.

Staff Presentation: Uma Nori, Head of Youth Services

Uma presented an overview of the department. Providing customer service to children, parents/caregivers and educators is the primary goal of the Youth Services Department. The YS team – Sarah Wilson, Catherine Dudley, Mary Noe, Paul Cushing and Shannon Arendt – maintains a standard of excellence in all responsibilities: reference, readers' advisory, and planning and execution of programs. When in-person programming was not possible, staff adapted and offered virtual and hybrid programming. Trustees enjoyed learning about Sneezle Packs and 1000 Books before Kindergarten programs. The Board thanked Uma for the informative presentation and congratulated the Youth Services team for the successful summer programming. The Head of the Adult Services Department will present in October.

Visitors/Public Comment: None.

Communications:

Patron family letter of appreciation and farewell to the Youth Services staff for years of entertainment and knowledge.

Committees:

Building and Grounds

Carroll provided an update on current activities and issues.

- Replacement of the damaged book return and bike rack, including necessary cement work, is in process and is expected to be completed in mid-September.
- Fabrication of replacement pendant lights for the main level is underway. Bodewes met with the architect to discuss the project. The manufacturer is replacing the defective pendant lights installed during the renovation to our satisfaction. The renovation architect and construction management team of Product Architecture+Design and Shales McNutt Construction continue to represent the Library's interests in this matter.
- The Library coordinated with the Village and Recreation Department for an electronics recycling pickup. Certificates of destruction will be provided for our files.

Old Business

Service Model

Masks are required inside the Library by all patrons and staff. The Library continues to follow all CDC, IDPH and Cook County mandates and recommendations.

New Business

Computer Use Policy Review

The Computer Use Policy will be revised and presented at the September Board meeting.

There being no other business, Hanson moved to adjourn at 8:04 p.m.; Carroll seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, September 28, 2021.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary