



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

Fahrenbach called the meeting to order at 7:02 p.m.

Present: Baker, Fahrenbach, Foster, Kartsounes, Montgomery (arr. 7:05 p.m.) Absent: Carroll, Hanson

Also present: Bodewes, Lewandowski

MOTION: Minutes of the June 22, 2021 meeting of the Board of Trustees

Baker moved to approve as presented the minutes of the June 22, 2021 meeting of the Board of Trustees.

Foster seconded the motion. All approved.

Treasurer's Report

Foster reviewed the June 2021 treasurer's report. Funds are balanced and lines healthy at the half-year point. Expenditures of note: EBSCO and auditor payment. All expenditures are of the usual sort.

June 2021 fund balances and vendor list:

Library Operating Fund #920	\$804,235.69
Graham Trust Fund #925	\$274,396.97
Building Maintenance Fund #930	\$129,052.16
Building Improvement Fund #935	\$0
Capital Fund #970	\$107,374.55
Timber Trails Fund #950	\$69,459.83
Debt Retirement Fund #940	\$119,592.31
Vendor List June 2021	\$111,818.73

MOTION: June 2021 Treasurer's Report

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

Roll Call:

Baker AYE

Fahrenbach AYE

Foster AYE

Kartsounes AYE

Montgomery AYE

All approved.

Librarian's Report

• **Book Drop Incident**

On the evening of July 9 a vehicle struck the library book drop and bike rack and both were damaged beyond repair. No one was injured in the accident. An insurance claim has been filed and replacement items have been ordered; concrete work will also be necessary. While the library is without an on-site book return all of our neighboring libraries are accepting TFML returns in their outdoor book drops.

- **Per Capita Grant**
- The letter from the State of Illinois awarding our annual Per Capita Grant was received. The Per Capita Grant is administered by the State Library and is awarded to all public libraries in Illinois. The award amount is based on population and the total appropriation available. The grant amount increased this year to \$19,138.13, approximately \$3,000 higher than expected. The extra funds will be allocated for digital resources, a category with recent high demand.
- **Library Audit**
The Library's FY 2020 audit is complete. Auditor Brian LeFevre from Sikich will present and discuss the audit at an upcoming board meeting.
- **Staff Update**
Adult Services Librarian Jennie Stevens has been named Young Adult Librarian of the Year by the Illinois Library Association. Before joining our team last month, Jennie was the YA Librarian at Naperville Public Library. Also, Bodewes was re-elected President of the SWAN Board; this will be his fourth term served. The Board congratulated both on their professional accomplishments. Kartsounes encouraged pursuing opportunities to spot light staff news to patrons.
Statistics and Departmental Reports were presented. The first departmental presentations will be at the August meeting.

Visitors/Public Comment: None.

Communications:

Patron letter of appreciation to Children's Staff for support of summer camp activities; letter of appreciation for support of the Home2Home Project through the donation of magazines to a rehomed veteran; articles in *Western Springs Living* on Kidslist/Library partnership playdates in the park and featuring Reading Suggestions for Kids compiled by the Youth Services staff.

Committees:

Finance

Review of Investments. Bodewes presented for review the six-month Library asset summary. The majority of investment funds are being held through the Illinois Funds, a fully-secured investment pool for public funds. A remaining certificate of deposit is scheduled to be closed upon maturity in September 2021.

Building and Grounds

Lewandowski reported that the annual roof inspection was conducted; the roof is in good condition, silicone sealer was applied in several areas. Bodewes provided an update on the defective pendant lights installed during the renovation. The manufacturer will replace all fixtures 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.

Friends

Montgomery reported on the July 14 meeting. Finances were reviewed; funding to support winter programming will be approved at the next meeting. Planning for the Spring 2022 book sale is underway.

Foundation

Bodewes reported on the July 20 meeting. New members are Jodie Distler and Anne Marie Kartsounes. Finances were reviewed and Library special project funding was discussed. Enthusiastic support was expressed for the upcoming Library signage project, the next phase of the Library renovation. The Library is currently

undertaking the signage design phase; the Foundation will support the fabrication and installation phase next year. It was agreed to move forward with developing an online donation option and a donor management system with the goal to be operational by the fall Annual Appeal. A consultant will be retained to assist with this process.

Old Business

Service Model

There are no changes to the current service model. The Library continues to follow all CDC and IDPH recommendations and is prepared to respond as changing public health conditions warrant. Library staff wears masks while on the public floor.

New Business

Emergency (Medical) Policy Review

The updated Emergency (Medical) Policy will be vetted by the Library legal counsel and presented at a future meeting.

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 January 2022. The Board accepted the recommendation.

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

Roll Call:

Baker AYE

Fahrenbach AYE

Foster AYE

Kartsounes AYE

Montgomery AYE

All approved.

It was noted that Open Meetings Act (OMA) training for Trustees is pending the repair of the Illinois Attorney General's web page. There is no set completion date for the website repairs at this time. Public body members and designees are not penalized for failure to complete the electronic training within the statutory time periods.

There being no other business, Montgomery moved to adjourn at 8:17 p.m.; Kartsounes seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, August 24, 2021.

Respectfully submitted,

Kathleen Lewandowski

Recording Secretary