



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the June 22, 2021

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

Present: Baker, Carroll (7:05 p.m.), Fahrenbach, Foster, Hanson (7:09 p.m.), Kartsounes, Montgomery

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the May 22, 2021 meeting of the Board of Trustees**

Montgomery moved to approve as presented the minutes of the May 22, 2021 meeting of the Board of Trustees. Carroll seconded the motion. All approved.

**Treasurer's Report**

Foster reviewed the May 2021 treasurer's report. All expenditures are of the usual sort.

**May 2021 fund balances and vendor list:**

Library Operating Fund #920	\$908,832.15
Graham Trust Fund #925	\$274,390.68
Building Maintenance Fund #930	\$135,733.93
Building Improvement Fund #935	\$0
Capital Fund #970	\$107,371.18
Timber Trails Fund #950	\$69,457.65
Debt Retirement Fund #940	\$120,066.40
Vendor List May 2021	\$127,597.70

**MOTION: May 2021 Treasurer's Report**

Baker moved to approve the May 2021 treasurer's report and vendor list. Hanson seconded the motion.

**Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

**Librarian's Report**

• **Current Service Model**

In response to the State's move to Phase Five of the Restore Illinois Plan, a number of services have resumed. The following changes are currently and/or will be fully in place by July 1:

- Vaccinated individuals may enter the library without a face covering.
- All furniture is returning to the floor.
- Study Rooms will open for patron use.

- All public computers will be available.
- The Children's Department reading train and water tower will open.

Safety measures, such as masks for unvaccinated individuals, children and staff, spacing precautions, and additional cleaning will continue.

- **Summer Reading**

All three Summer Reading Programs have begun and are off to a great start. As of June 17, 522 children, 127 teens and 85 adults are already participating! It is great to see all of the kids back in the Library for the summer. This year's community-wide book club Village Read pick is *Pride and Prejudice* by Jane Austen. Complimentary books are available at the Circulation desk and registration for related programming/discussions has been very enthusiastic.

- **New Trustee Orientation**

The orientation meeting was held immediately prior to this regular meeting. Topics discussed were legal responsibilities, scope of duties, the Open Meetings Act, as well as Library operations i.e. budget process, strategic plan, importance of intellectual freedom, Board policies, and pending building projects.

- **Staff News**

The Library is pleased to welcome Kathy Mielecki as a part-time Adult Services Librarian and AJ Kuta as a temporary Circulation Clerk.

- Statistics and Departmental Reports were presented. Departmental presentations will begin in August.

**Visitors/Public Comment:** None.

**Communications:** *Children and Libraries* publication cover featured a Thomas Ford youth patron participating in the Therapaws program and an article with Youth Services Head Uma Nori. *The Trustee Fact File* was distributed.

**Committees:**

**Building and Grounds**

Lewandowski reported. A HVAC condenser motor is being replaced. This is a usual summer occurrence. The sprinkler system has been adjusted in compliance with Village water conservation schedules.

**Old Business**

**Board Committee Assignments for 2021-2023**

Fahrenbach presented Library Board Committees assignments: Finance – Foster (chair), Baker, Carroll; Building and Grounds – Carroll (chair), Foster, Hanson, Montgomery; Personnel – Hanson (chair), Baker, Kartsounes. Additionally, Montgomery will serve as Liaison to the Library Friends and Kartsounes will serve as Liaison to the Library Foundation.

**New Business**

**Resolution for .02% Building Maintenance Levy**

Every year the Library must request the Village to levy a tax for the maintenance of this public building. The Library, through the Village, has levied this tax for many years.

**MOTION: Building Maintenance Levy**

Foster moved that a Building Maintenance tax in the amount of .02% of the value of all taxable property in the Village be levied for the purpose of maintenance, repairs, and alterations of the Library building and equipment for the fiscal year beginning January 1, 2022. Kartsounes seconded the motion.

**Roll Call:**

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

**Prohibited Gifts Policy Review**

Bodewes presented for review the Prohibited Gifts Policy (TFML Policy No. 13). This policy specifically follows the law and no change is required.

**MOTION:** Hanson moved to approve as recommended the Prohibited Gifts Policy. Carroll seconded the motion.

**Roll Call:**

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

There being no other business, Carroll moved to adjourn at 7:51 p.m.; Kartsounes seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, July 27, 2021.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary