



Thomas Ford Memorial Library
Board of Trustees
Minutes of the October 26, 2021

Fahrenbach called the meeting to order at 7:04 p.m.

Present: Baker, Carroll, Fahrenbach, Foster, Hanson, Kartsounes, Montgomery

Also present: Bodewes, Lewandowski, Frank

MOTION: Minutes of the September 28, 2021 meeting of the Board of Trustees

Hanson moved to approve as presented the minutes of the September 28, 2021 meeting of the Board of Trustees; Montgomery seconded the motion. All approved.

Treasurer's Report

Foster reviewed the September 2021 treasurer's report. All funds are balanced. Property tax revenue has begun to be received. Notable income and expenditures: the State Per Capita Grant was received; payment was made for the replacement of a sump pump. All other income and expenditures are of the usual sort.

September 2021 fund balances and vendor list:

Library Operating Fund #920	\$791,245.99
Graham Trust Fund #925	\$274,407.80
Building Maintenance Fund #930	\$142,931.24
Building Improvement Fund #935	\$0
Capital Fund #970	\$107,380.34
Timber Trails Fund #950	\$69,463.57
Debt Retirement Fund #940	\$169,465.60
Vendor List September 2021	\$107,870.73

MOTION: September 2021 Treasurer's Report

Baker moved to approve the September 2021 treasurer's report and vendor list; Carroll seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

Librarian's Report

Department Head Presentation: Sandy Frank, Head of Circulation

Sandy provided an overview of the Library's Circulation Department, team members and services provided. Circulation staff provides vital customer service to every Library patron. Along with skilled processing of materials, the Circ Desk staff fosters daily connections with Library patrons building meaningful community relationships. The Circ Department also provides support for 36 community+ book clubs garnering much

positive feedback. Bodewes noted that throughout the coronavirus pandemic with all the various Library service models the Circ Staff provided continuity of excellent patron service with unfailingly positive attitudes. He also recognized Sandy's tenure of 25+ years. In response to a query regarding fines, Sandy stated that the Library's current practice on fines is patron friendly, and that she supports a future without fines. The Board thanked Sandy for providing an inside look at Circulation. The Head of the Technical Services Department will present in November.

- **2022 Budget** is discussed later on the agenda.
- **The Library Foundation** Annual Appeal has begun; the mailer arrived in homes last week. This is the Foundation's only fundraiser each year and is an important part of its successful support of the Library. Early response has been strong and the new online donation feature has been very well-received.
- **Staff Appreciation.** Bodewes conveyed a message of thanks from the library staff to the Board for its considerate gift of TFML hooded sweatshirts. The staff appreciates the Board's support.
- **November Board Meeting schedule** is discussed later on the agenda.
- **Statistics and Departmental Reports** were presented.

Visitors/Public Comment: None.

Communications:

There were no communications.

Committees:

Finance

FY22 Budget

Preliminary documents for the 2022 budget were presented to the Library Board. The Library Board Finance Committee met immediately preceding today's regular Full Board meeting for a detailed reading of the draft FY22 budget. Earlier this month the Village Board of Trustees passed a resolution to approve the .02 Building and Maintenance Levy for 2022. The Library Board will vote on the levies and final budget at the November 30 meeting. The FY22 budget will be presented by Bodewes to the Village Board for adoption at the December 6 meeting; Library Board President Fahrenbach and Treasurer Foster will also attend. These documents will then be forwarded to the County for filing.

Building and Grounds

Carroll reported. All activities were of the usual seasonal sort: the sprinkler system serviced/turned off, fireplace inspected/serviced, fire suppression inspection/service completed, and snow/ice management services contracted. The quieter month was welcome following a very busy one.

Old Business

Library Director Annual Review

Hanson reported. The 2021 Library Director evaluation form will be distributed by email to Board members prior to the November meeting. The Personnel Committee chair (Hanson) will provide the Director with a summary in December 2021. Included in the Director review process is a discussion of library-wide goals. The committee will assess and revise the Director review process in 2022.

In response to Kartsounes's query, Bodewes outlined the annual staff review process. Bodewes will in December meet with each staff member to discuss library-wide goals and the individual's pay rate and paid time off benefit for the coming year. Departmental staff reviews are completed by department heads in January.

New Business

November and December Board Meetings

The Library Board does not typically meet during the month of December; the November meeting will be the last regular meeting 2021. Because the meeting would fall during Thanksgiving week, the Board elected to move the November meeting to November 30.

There being no other business, Foster moved to adjourn at 7:41 p.m.; Montgomery seconded the motion. All approved.

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

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary