



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the September 28, 2021

Fahrenbach called the meeting to order at 7:00 p.m.

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

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the August 24, 2021 meeting of the Board of Trustees**

Foster moved to approve as presented the minutes of the August 24, 2021 meeting of the Board of Trustees; Montgomery seconded the motion. All approved.

**Treasurer’s Report**

Foster reviewed the August 2021 treasurer’s report. All funds are balanced. Property tax revenue has been delayed. Noted expenses: SWAN quarterly fees, database purchases. All expenditures are of the usual sort.

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

Library Operating Fund #920	\$601,180.37
Graham Trust Fund #925	\$274,404.20
Building Maintenance Fund #930	\$123,573.06
Building Improvement Fund #935	\$0
Capital Fund #970	\$107,378.42
Timber Trails Fund #950	\$69,462.33
Debt Retirement Fund #940	\$119,740.52
Vendor List August 2021	\$114,078.53

**MOTION: August 2021 Treasurer’s Report**

Baker moved to approve the August 2021 treasurer’s report and vendor list; Hanson seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Montgomery AYE

All approved.

**Librarian’s Report**

**Staff Presentation: Matthew Wenslauskis, Head of Adult Services**

Matthew presented an overview of the Adult Services Department. He introduced the members of the AS team – Rachel Hoover, Jennie Stevens, Lily Mayfield and Matthew are Adult Service Librarians; Gianna Rentka and Madison Pickett serve Library teens and tweens – and described their responsibilities, the collections each selects/maintains and the programs each hosts. The department also provides reference/information services, computer/technology support, book club support, and conducts school visits for middle and high schools. Rachel maintains the Library website and provides other IT support. The Board

thanked Matthew for the informative presentation. The Head of the Circulation Department will present in November.

- **FY22 Budget.** The FY22 budget process is discussed later on the agenda. Chairs of the Building and Grounds Committee and Personnel Committee will meet with Bodewes in October to discuss 2022 expenditures.
- **The Library Signage Project.** There is an onsite team meeting tomorrow with the ASI Signs designer and project manager to begin the concept work and obtain feedback on initial ideas. A second review is scheduled for late October. The project is to develop, fabricate and install an original sign concept that will address interior signage needs throughout the building; this is the planned next step following the 2019 interior renovation. Fabrication and installation will take place in 2022.
- **Fine Free Libraries.** The Board will continue to monitor the topic and revisit next year. While fines can be a barrier to service this has not been an issue at Thomas Ford; our fine revenue is not significant and patron-friendly practices ease the process. In the past year nearly 40% of suburban Chicago libraries have become fine free, including many neighboring libraries.
- **Staff Updates.** The Library is pleased to welcome three new staff members. Lily Mayfield is a new Adult Services Librarian, and Monika Kreuger and Liesel Metz have joined the Circulation Department.
- **Statistics and Departmental Reports** were presented.

Visitors/Public Comment: None.

Communications:

There were no communications.

Committees:

**Finance**

**FY22 Budget.** A meeting of the Finance Committee was called for October 26 immediately preceding the regular Board meeting for the purpose of budget planning. Bodewes reviewed the budget process and timeline. Draft #1 of the FY22 budget will be reviewed at the October Board Meeting. The final budget will be presented for approval at the combined November/December meeting. The approved budget will be presented to the Village Board at the Village Board meeting in December.

**Building and Grounds**

Carroll provided an update on current activities and issues. It's been a busy facility month.

- Replacement of the damaged book drop and bike rack, including necessary cement work, has been completed. Library patrons and staff welcome their return.
- A sump pump (one of two) failed due to obstruction and was replaced. A replacement pump held in onsite reserve avoided disruption; an additional pump was also purchased for reserve.
- The elevator is scheduled for installation of a new compressor valve. This significant repair should resolve persistent operational issues.
- HVAC service was necessary and of the usual sort.
- Efforts continue to resolve the faulty lighting issue on the main level. The manufacturer is committed to replacing the pendant lights (installed during the renovation) to our satisfaction. An onsite meeting is scheduled with representatives from the manufacturer (RBW), the distributor (KSA) and our electrician (Anchor). Interim fixtures will be installed as necessary pending complete resolution. 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 September 8 meeting. Funding was approved for Youth Services holiday costume event and Welcome Baby Books program. Book donations have been robust. A Mini Book Sale will be held on November 6–7.

**Foundation**

Bodewes reported on the September 21 meeting. The Foundation received a generous gift from the Jean Sobek trust. The Annual Appeal will begin in mid-October. The new donor management system, Little Green Light, will be in place and an online donation feature has been added. The Confidentiality Policy was reviewed; signed copies will be retained in the Foundation files.

**Old Business**

**Staff Recognition and Professional Development**

In the absence for the second year of staff in-service and appreciation programs and the Board’s recognition of the excellent work done under challenging conditions, TFML branded hooded sweatshirts will be presented to each staff member. Professional development continues with professional organization memberships and participation in virtual classes. Trustees may purchase TFML sweatshirts for their personal use.

**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**

**Medical Emergencies Policy Review**

In keeping with the Policy Review Schedule FY21, Bodewes presented for review the Library’s Medical Emergencies Policy (TFML Policy No. 8). The policy was streamlined for clarity and vetted by the Library attorney. Non-substantive changes were made.

**MOTION:** Hanson moved to approve the Medical Emergencies Policy as recommended; Foster seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Montgomery AYE

All approved.

**Computer Use Policy Review**

Illinois library law requires that this policy be reviewed every two year. Bodewes presented for review the Library’s Computer Use Policy (TFML Policy No. 4). The Internet Use Policy section was amended to remove the sentence “*The user must have a valid, current library card.*”

**MOTION:** Carroll moved to approve the Computer Use Policy as amended; Hanson seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Montgomery AYE

All approved.

There being no other business, Baker moved to adjourn at 8:14 p.m.; Montgomery seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, October 26, 2021.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary