



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the February 22, 2022

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

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

Also present: Bodewes, Lewandowski, Izzy Gut

**MOTION: Minutes of the January 25, 2022 meeting of the Board of Trustees**

Montgomery moved to approve as presented the minutes of the January 25, 2022 meeting of the Board of Trustees; Carroll seconded the motion. All approved.

**Treasurer's Report**

Foster reviewed the December-13th Month 2021 treasurer's report and the January 2022 treasurer's report and vendor list. The year ends well under budget. \$31,000 of additional 13<sup>th</sup> Month expenditures were reported; final reporting will be in March. The January 2022 treasurer's report reflects notable annual expenditures – insurance, self check, database, licenses.

**December-13th Month 2021 Treasurer's Report**

Library Operating Fund #920	\$812,321.46
Graham Trust Fund #925	\$272,946.32
Building Maintenance Fund #930	\$132,900.61
Capital Fund #970	\$107,394.30
Timber Trails Fund #950	\$69,472.61
Debt Retirement Fund #940	\$25,410.32

**January 2022 Treasurer's Report**

Library Operating Fund #920	\$706,189.93
Graham Trust Fund #925	\$274,046.61
Building Maintenance Fund #930	\$129,338.97
Capital Fund #970	\$107,394.30
Timber Trails Fund #950	\$69,472.61
Debt Retirement Fund #940	\$25,410.32
January 2021 Vendor List	\$109,393.23

**MOTION: December-13th Month 2021 Treasurer's Report and January 2022 Treasurer's Report**

Montgomery moved to approve the December-13th Month 2021 treasurer's report and the January 2022 treasurer's report and vendor list; Foster seconded the motion.

**Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Kartsounes AYE  
Montgomery AYE  
All approved.

### **Librarian's Report**

Departmental Presentation: Izzy Gut, Marketing Coordinator

Izzy provided an overview of the marketing coordinator activities at the Library. Since joining Thomas Ford in June 2021 in this newly created role, Izzy is focused on all aspects of promoting Library services and events to the community. She is responsible for the design/production of the quarterly newsletter, strategic social media engagement, the online newsletter and varied other projects. In addition, Izzy contributes to the planning of special events, such as the Library 90<sup>th</sup> anniversary celebration later this year. As a recent resident of Western Springs, Izzy is keen to foster community connections and the feeling of "You Belong Here." The Board shared their enthusiasm for the evolving look of the newsletter and the Library's social media presence and thanked Izzy for providing a close up of marketing at the Library.

- **The Illinois Public Library Annual Report (IPLAR)** has been completed and accepted by the Illinois State Library. A summary of the report is found later on the agenda. The full report is available in print or as a PDF.
- **Audit Fieldwork.** Initial fieldwork for the FY 2021 audit has been completed. Bodewes met virtually with the auditors and letters from the auditors sent to Trustees.
- **Staff News.** The Library welcomes two new staff members this month: Anne Kowalski, Teen and Tween librarian, and Cassie Freeman, Children's Associate. The Library is pleased to be fully staffed for the new season.
- **Statements of Economic Interest** must be completed annually by all elected officials by May 1. Trustees typically receive the SEI via email in March.
- **Statistics and Departmental Reports** were presented.

**Visitors/Public Comment:** None.

### **Communications:**

Thank you letters from The Chicago Lighthouse Children's Development Center for donated books and computer, and The Green Team/FCCWS for serving as a holiday lights recycling collection location. Digital correspondence with local resident connection Herb Alius gifting the Library with a beautiful original photograph of the Library's exterior entrance.

### **Committees:**

#### **Finance**

Audit compliance letters have been received by all Trustees and will be completed and returned to Sikich.

#### **Building and Grounds**

Carroll reported. Repair of the first floor pendulum lights was completed by the manufacturer with the installation of new circuit boards. This resolves the ongoing issues experienced with the fixtures since the 2019 renovation. The elevator emergency phone has been replaced with an upgraded phone that is compatible with the VOIP (internet) phone service. The conversion to VOIP phones has been seamless, including during an internet outage. HVAC service was required which is customary for the season.

#### **Personnel Committee**

Kartsounes reported. The Personnel Committee met immediately prior to this regular Board meeting for the purpose of the annual director review. Hanson will meet with Bodewes in the coming week.

**Old Business**

**Library Service Update**

In accordance with State and IDH guidelines, the Library will become mask optional effective February 28. Staff members are encouraged to wear masks during the transition period. Library services and programming will resume in full without restrictions. Sanitizing stations, use of air purifiers and enhanced cleaning will continue.

**New Business**

**The Annual Report (IPLAR)** is a summary of library activity for FY2021 as reported to the State of Illinois. Bodewes presented highlights and noted the impact of the pandemic. The full report is also available.

**2022 Board Action Calendar** was presented and accepted without change. The Board Action Calendar is a guideline; the schedule may change but it serves to outline actions for the year.

There being no other business, Carroll moved to adjourn at 8:00 p.m.; Montgomery seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, March 22, 2022.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary