



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the January 25, 2022

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

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

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the November 30, 2021 meeting of the Board of Trustees**

Hanson moved to approve as presented the minutes of the November 30, 2021 meeting of the Board of Trustees; Montgomery seconded the motion. All approved.

**Treasurer's Report**

Foster reviewed the November 2021 treasurer's report and the December–13th Month 2021 treasurer's report and vendor list. Property tax revenue continues to be received. Noted annual expenditures are Google Apps (email) and the building bond. 2021 13th month expenditures will continue to be paid in February 2022.

**November 2021 Treasurer's Report**

Library Operating Fund #920	\$925,602.58
Graham Trust Fund #925	\$274,044.57
Building Maintenance Fund #930	\$153,727.69
Building Improvement Fund #935	\$0
Capital Fund #970	\$107,384.63
Timber Trails Fund #950	\$69,466.35
Debt Retirement Fund #940	\$25,410.01

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

Foster moved to approve the November 2021 treasurer's report; Kartsounes seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

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

Library Operating Fund #920	\$833,260.01
Graham Trust Fund #925	\$274,051.07
Building Maintenance Fund #930	\$143,232.89
Building Improvement Fund #935	\$0
Capital Fund #970	\$107,387.17
Timber Trails Fund #950	\$69,467.99

Debt Retirement Fund #940                      \$25,410.32  
December 2021 Vendor List                      \$105,162.86

**MOTION: December–13th Month 2021 Treasurer’s Report**

Foster moved to approve the December–13th Month 2021 treasurer’s report; Kartsounes seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

**Librarian’s Report**

- **Illinois Libraries Present.** The library staff is excited to participate in the new library programming consortium “Illinois Libraries Present.” With the success of virtual programming and facilitated by RAILS, several area libraries have combined resources to host virtual author events this year beginning with author Silvia Moreno-Garcia. Author events of this scale can be expensive to produce; pooling resources allows libraries to offer the virtual programs to larger audiences. When multiple taxing bodies share resources that arrangement is governed by an intergovernmental agreement (IGA). The IGA, a standard form agreement, for this partnership is presented later on the agenda.
- **Staff Performance Appraisals** are typically completed during the month of January. Goals and objectives from 2021 will be revisited and 2022 goals will be set. Staff have received their new pay rates and paid time off summaries. Staff raises went into effect in the first paycheck of 2022.
- **90th Anniversary Year.** 2022 marks the 90th Anniversary of the Thomas Ford Memorial Library and the construction of our building. Throughout the year we are planning special promotional events and historical reminders for our residents about the history of the Library. Our newsletters and social media accounts will highlight interesting historical information about the Library and the Ford Family’s contribution to Western Springs. A 90th Anniversary event is also being planned for later in the year.
- **Statements of Economic Interest.** All elected officials must complete an annual Statement of Economic Interest by May 1 each year. Those statements typically arrive by email during the month of February and March.
- **Staff In-Service and Appreciation.** The Library was closed on December 10 for an In-Service Day. The closure was posted at the Library, on the website and on social media. The day included a Director’s update, safety presentation, departmental meetings and boxed lunch. TFML hooded sweatshirts were distributed at the meeting – and staff members have been regularly and happily wearing them since. A warm thank you was expressed to the Board for the considerate gift.
- **Statistics and Departmental Reports** were presented.

**Visitors/Public Comment:** None.

**Communications:**

Laidlaw Elementary School delightful student letters of appreciation for all the Library does for the community, Rotary Club of LaGrange thank you letter for serving as a collection location for its Secret Santa program supporting 950+ local children, a beautiful original photograph of the Library at night taken by a close neighbor.

## Committees:

### **Building and Grounds**

Carroll, Bodewes and Lewandowski met to discuss and prioritize 2022 projects. Along with the interior signage project already discussed, priority projects include refreshing of all exterior doors and wood entry casings, and update of the Technical Services workroom. In addition, smaller updates in the server area, janitorial storeroom, and Board Room are scheduled. No building issues to report.

### **Personnel Committee**

The Personnel Committee will meet on February 22 immediately prior to the regular Board meeting. Hanson will then meet with Bodewes. The committee will rework the review process during 2022.

### **Library Foundation**

Kartsounes reported on the January 18 meeting. The 2021 appeal has been very successful. Along with the consistent generous community support, the mission of the Foundation has been invigorated by the online donation option and new donor database. The Foundation commended Lewandowski for her work with the implementation of the new database and management of appeal donations. Donor (appeal and general) recognition will be featured in the Spring newsletter. The Foundation was most pleased to approve funding for the Library interior signage project in the amount of \$28,000 with an option for additional funds. The project will be completed in 2022. Kartsounes commended Bodewes for his proficiency in partnering with Library support organizations.

## Old Business

### **Library Service Update**

The Library staffing contingency plan to shorten service hours that was prepared in December was not implemented. Staff absences, open positions, and scheduled vacations were managed without further incident. Library programming will be virtual until February 28. Large group gatherings were also cancelled.

## New Business

### **2022 Policy Review Schedule**

The 2022 Policy Review schedule was presented.

MOTION: Carroll moved to accept the Policy Review Schedule as presented; Baker seconded. All ayes.

### **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. It is the advisement of Library legal counsel that Executive Session minutes pertaining to personnel matters be indefinitely retained. The Board accepted Bodewes' recommendation that Executive Session minutes relating to a single personnel matter (hiring of the library director) be released at this time.

MOTION: Carroll moved that the following minutes be retained in the Executive Session file to be reviewed again in July 2022; Hanson seconded the motion.

- Personnel Matter: 1998 Personnel Matter (August 25, 1998, July 28, 1998, June 23, 1998, April 28, 1998, March 26, 1998, February 25, 1998)
- Personnel Matters and Staff Salaries: Personnel Matter (all minutes from 1998 Executive Sessions related to this); Second Personnel Matter (November 2007); Third Personnel matter (February 23, 2010, April 26, 2011); Fourth Personnel Matter (October 27, 2015)

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

MOTION: Kartsounes motioned that the following minutes be released from the Executive Session file; Hanson seconded the motion.

- Personnel Matter: Fifth Personnel Matter (July 26, 2016)

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

### **Illinois Libraries Present Joint Programming Agreement**

The newly established library programming consortium Illinois Libraries Present intergovernmental agreement was approved.

MOTION: Fahrenbach moved to approve the Illinois Libraries Present Joint Programming Agreement; Montgomery seconded.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

There being no other business, Baker moved to adjourn at 8:10 p.m.; Montgomery seconded the motion. All approved.

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

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary