



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the April 26, 2022

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

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

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the March 22, 2022 meeting of the Board of Trustees**

Carroll moved to approve as presented the minutes of the March 22, 2022 meeting of the Board of Trustees; Montgomery seconded the motion. All approved.

**Treasurer’s Report**

Bodewes reviewed the March 2022 treasurer’s report and vendor list. Strong tax revenue was noted; expenditures were of the usual sort.

**March 2022 Treasurer’s Report**

Library Operating Fund #920	\$1,246,756.91
Graham Trust Fund #925	\$272,406.88
Building Maintenance Fund #930	\$194,062.31
Capital Fund #970	\$107,410.01
Timber Trails Fund #950	\$69,482.77
Debt Retirement Fund #940	\$89,473.43
March 2022 Vendor List	\$105,975.39

**MOTION: March 2022 Treasurer’s Report**

Baker moved to approve the March 2022 treasurer’s report and vendor list; Carroll seconded the motion.

**Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Montgomery AYE

All approved.

**Librarian’s Report**

- **Delayed Tax Payments.** As previously reported, Cook County tax payments will likely be delayed up to six months. The Library has adequate fund balances to manage a delay of this kind. Should the delay extend into the 2023 fiscal year, it could complicate accounting and the audit process.
- **Summer Programming.** Our popular Summer Reading Program and Summer Library Challenge return this year. This year’s Youth theme will be “Oceans of Possibility” In Adult and Teen Services, the theme will be “Read S’more.” All departments are finalizing their activities and events and we are looking forward to a very busy summer of both in-person and virtual programs.

- **Statements of Economic Interest**, due by May 1, have been submitted.
- **Safe Deposit Box and Non-Harassment Policy** are discussed later on the agenda.
- **Statistics and Departmental Reports** were presented.

Visitors/Public Comment: None.

Communications: None.

### Committees:

#### **Building and Grounds**

Bodewes reported.

- In preparation for installation of new interior signage, Kwak Brothers Painting is scheduled the week of May 13 to remove obsolete signs, make repairs and paint. Other non-signage project related repairs will also be done at this time.
- Proposals from Heritage Technology were accepted for the following projects: add audio/visual capability to the Board Room (\$3,180), and upgrade server room, including battery backup (\$8,575).
- Effective July 1 the Library will be using Colley Elevator for elevator maintenance and service.
- The service corridor issue is under Village code enforcement review.

#### **Library Foundation**

Bodewes reported on the April 22 meeting. Elections were held with all officers re-elected for a two-year term: Anne Kozak, Chair; John Ericson, Vice-Chair; Kristie Scriba, Secretary; Andrew Gore, Treasurer. An analysis of the successful 2021 appeal was discussed; the new online donation option accounted for 31% of appeal donations. The Foundation looks forward to the completion of the signage project (made possible with Foundation funding), and discussed potential future Library projects. The Board expressed appreciation for the sustaining support of the Foundation. Lewandowski also shared staff appreciation to the Foundation for the break room stocking of snacks and treats during National Library Week.

### Old Business

#### **Library Safe Deposit Box**

The Library safe deposit box maintained at the Heartland Bank and Trust in Western Springs requires updated authorized users for access.

**MOTION:** Foster moved to approve Edward Bodewes, Library Director and Kathleen Lewandowski, Library Administrator as official representatives of the Library and authorized users of the Thomas Ford Memorial Library's Safe Deposit Box held at the Heartland Bank and Trust in Western Springs IL. All existing authorized users listed on the account will be removed. Baker seconded the motion.

#### **Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Montgomery AYE

All approved.

#### **Staff Professional Development**

In keeping with the library-wide goal of continuing professional development - and the resumption of in-person conferences, three staff members attended professional conferences during March and April: Uma

Nori, Head of Youth Services and Jennie Stevens, Adult Services Librarian attended the Public Library Association (PLA) Conference held in Portland, Oregon. Lily Mayfield, Adult Services Librarian attended the Art Libraries Society of North America (ARLIS/NA) conference held in Chicago. Conference reports were shared with the Board; conference reports and information are also shared with Library colleagues.

**New Business**

**Non-Harassment Policy Review**

Bodewes presented for review the Non-Harassment Policy (TFML Policy No. 3), formerly the Sexual Harassment Policy. The policy had been updated by Library legal counsel to reflect changes to statute and best practice and an outline memo provided. At the Board's request for clarification on several items, the policy will be resubmitted for further legal review and slated for approval at the May Board meeting. The Computer Use and Patron Behavior policies will be available for reference purposes at the May meeting.

There being no other business, Baker moved to adjourn at 8:04 p.m.; Carroll seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, May 24, 2022.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary