



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

Fahrenbach called the meeting to order at 7:01 p.m.

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

Also present: Bodewes, Lewandowski

MOTION: Minutes of the June 28, 2022 meeting of the Board of Trustees

Montgomery moved to approve as presented the minutes of the June 28, 2022 meeting of the Board of Trustees; Carroll seconded the motion. All approved.

Treasurer's Report

Foster reviewed the June 2022 treasurer's report (corrected page 6 noted) and vendor list. At mid-year all funds are balanced. Property tax revenue is anticipated to resume in November. All income and expenditures were of the usual sort.

June 2022 Treasurer's Report

Library Operating Fund #920	\$974,543.80
Graham Trust Fund #925	\$271,970.42
Building Maintenance Fund #930	\$182,403.01
Capital Fund #970	\$107,542.71
Timber Trails Fund #950	\$69,568.62
Debt Retirement Fund #940	\$133,721.44
June 2022 Vendor List	\$102,180.15

MOTION: June 2022 Treasurer's Report

Baker moved to approve the June 2022 treasurer's report and vendor list; Foster seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Foster AYE

Fahrenbach AYE

Montgomery AYE

All approved.

Librarian's Report

• **Per Capita Grant**

The letter from the State of Illinois awarding our annual Per Capita Grant was received. The Per Capita Grant is administered by the State Library and is awarded to all public libraries in Illinois. The award amount is based on population and the total appropriation available. The grant amount increased this year to \$20,102.78, approximately \$1,000 higher than expected due to the official increase in the Western Springs population as determined by the Census.

- **90th Anniversary**

On September 10 the Library will host a 90th Anniversary Celebration that will include entertainment for adults and children as well as activities and refreshments and more. Displays celebrating the history of the Library are located in the lobby and the entry hall. A bookmark, small brochure handout, and social media posts also commemorate this special anniversary year.

- **Staff Update**

We are pleased to announce that Lily Mayfield will be the new Teen and Tween Librarian. Lily has been a member of our Adult Services team for the last year and has recently earned her Masters of Library Science degree. We are also happy to welcome Lily Secord to the Youth Services Department as a page.

- **Statistics and Departmental Reports** were presented.

Visitors/Public Comment: None.

Communications: A news release announcing appointees to the Illinois State Library Advisory Committee (ISLAC), which include Bodewes.

Committees:

Building and Grounds

- Technology infrastructure projects – Board Room media installation, expansion of interior wifi access points, server room cleanup and rebuild – are scheduled during August. The Library will be closed on August 17 as internet, phone and server will not be available during the server room work.
- The exterior sprinkler system has been converted to the Hydrowise smart wifi irrigation control system. The system tracks weather forecasts and adjusts accordingly which will greatly reduce excess water usage.
- The family bathroom required plumbing service to clear the sewer line.

Friends

Montgomery reported on the July 13 meeting. Finances were reviewed and program funding was approved for the 90th Anniversary concert in the amount of \$1,000. Planning is underway for the Fall book sale scheduled for November 5–6. Book donation receiving has resumed.

Foundation

Bodewes reported on the July 19 meeting. Foundation members were very pleased with the new interior signage (a project funded by the Foundation) and happy to hear of the positive feedback from the community and staff. A review of finances and investments was held. The 2022 Appeal will launch on October 13; personal letters will be sent the following week.

Old Business

None.

New Business

Identity Protection Policy Review

The Library's Identity Protection Policy (TFML Policy No. 24) is based on Illinois statute and will be vetted by Library legal counsel and presented for approval at the August meeting.

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. At the advisement of Library legal counsel, it is recommended that Executive Session minutes pertaining to personnel matters be indefinitely retained. The Executive Session file will next be reviewed in January 2023. The Board accepted the recommendation.

MOTION: Baker moved to retain as private all Executive Session minutes pertaining to personnel matters. Montgomery seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Foster AYE

Fahrenbach AYE

Montgomery AYE

All approved.

There being no other business, Montgomery moved to adjourn at 7:38 p.m.; Foster seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, August 23, 2022.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary