



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the June 28, 2022

Fahrenbach called the meeting to order at 7:05 p.m.

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

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the May 24, 2022 meeting of the Board of Trustees**

Montgomery moved to approve as presented the minutes of the May 24, 2022 meeting of the Board of Trustees; Hanson seconded the motion. All approved.

**Treasurer’s Report**

Bodewes reviewed the May 2022 treasurer’s report and vendor list. Tax revenue continues to be received. Biannual interest was paid on the bond. All other expenditures were of the usual sort.

**May 2022 Treasurer’s Report**

Library Operating Fund #920	\$1,064,201.94
Graham Trust Fund #925	\$271,793.57
Building Maintenance Fund #930	\$187,677.75
Capital Fund #970	\$107,472.90
Timber Trails Fund #950	\$69,523.46
Debt Retirement Fund #940	\$67,927.26
May 2022 Vendor List	\$127,276.31

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

Hanson moved to approve the May 2022 treasurer’s report and vendor list; Kartsounes seconded the motion.

**Roll Call:**

Fahrenbach AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

**Librarian’s Report**

- **Fine Free.** The Library will become fine free effective July 1. Fine amnesty is underway and existing overdue fines will be cleared from patron accounts at the end of June. An announcement will be posted on social media platforms, print and digital newsletters and in-house promotional materials.
- **Summer Reading Programs** are off to an amazing start. To date 1,200 residents – 760 children, 210 teens/tweens and 230 adults – have signed up! The response to programming has been extremely strong and staff is excited for the rest of the summer.
- **Gathering on the Green.** On Friday June 27, over 350 community members visited the Library tent. Bodewes and Uma Nori promoted summer programming and gave away TFML tote bags, book marks

and temporary tattoos. These events are great opportunities to engage with the community and promote Library programs and services in a meaningful, local way.

- **Staff Updates.** We congratulate employee Mary Baker on her retirement this month and recognize her contributions as a member of our staff for 25 years! We are pleased to welcome new Pages Jack Hull and Francesca Perry to the Youth Services team.
- **Village Partner Appreciation.** Grace Turi, Director of Finance for the Village, will be retiring this year. The Board joins Bodewes in recognizing Turi's long-time, invaluable support of the Library. An official expression of appreciation from the Library will be arranged.
- **Policy Review.** The Materials Selection Policy and Circulation Policy are discussed later on the agenda.
- **Statistics and Departmental Reports** were presented.

Visitors/Public Comment: None.

Communications: None.

### Committees:

#### **Building and Grounds**

- Interior signage installation is nearly complete; the remaining signs are expected shortly. Staff and patron feedback is very positive. Much appreciation was expressed for the Library Foundation's generous funding of the project.
- Our landscaper significantly trimmed back the ivy on the building which had been growing into the gutters and roof tiles.
- Exterior door refurbishing is being explored.
- The annual generator maintenance was conducted.

### Old Business

#### **Materials Selection Policy Review**

Bodewes presented for approval the amended Library's Materials Selection Policy (TFML Policy No. 5).

**MOTION:** Montgomery moved to approve as presented the Materials Selection Policy; Kartsounes seconded the motion.

#### **Roll Call:**

Fahrenbach AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

### New Business

#### **Resolution for .02% Building Maintenance Levy**

Every year the Library must request the Village to levy a tax for the maintenance of this public building. The Library, through the Village, has levied this tax for many years.

#### **MOTION: Building Maintenance Levy**

Hanson moved that a Building Maintenance tax in the amount of .02% of the value of all taxable property in the Village be levied for the purpose of maintenance, repairs, and alterations of the Library building and equipment for the fiscal year beginning January 1, 2023. Montgomery seconded the motion.

#### **Roll Call:**

Fahrenbach AYE  
Hanson AYE  
Kartsounes AYE  
Montgomery AYE  
All approved.

**Circulation Policy Review**

In keeping with the Policy Review Schedule FY22, Bodewes presented for review the Library's Circulation Policy (TFML Policy No. 6). The policy was amended to reflect changes relating to overdue materials fines.

**MOTION:** Kartsounes moved to approve as presented the Circulation Policy; Hanson seconded the motion.

**Roll Call:**

Fahrenbach AYE  
Hanson AYE  
Kartsounes AYE  
Montgomery AYE  
All approved.

There being no other business, Montgomery moved to adjourn at 7:50 p.m.; Hanson seconded the motion.  
All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, July 26, 2022.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary