



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

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

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

Also present: Bodewes, Lewandowski

MOTION: Minutes of the February 22, 2022 meeting of the Board of Trustees

Baker to approve with non-substantive changes the minutes of the February 22, 2022 meeting of the Board of Trustees; Montgomery seconded the motion. All approved.

Treasurer's Report

Bodewes reviewed the December 2021, updated treasurer's report and the February 2022 treasurer's report and vendor list. Final 13th Month expenditures were reported. The February 2022 treasurer's report reflects the first installment of tax revenue; noted expenditures are SWAN quarterly fees and database renewals.

December 2021, updated Treasurer's Report

Library Operating Fund #920	\$827,655.75
Graham Trust Fund #925	\$272,946.43
Building Maintenance Fund #930	\$142,325.16
Capital Fund #970	\$107,394.30
Timber Trails Fund #950	\$69,472.61
Debt Retirement Fund #940	\$25,410.32

February 2022 Treasurer's Report

Library Operating Fund #920	\$833,502.26
Graham Trust Fund #925	\$272,384.50
Building Maintenance Fund #930	\$148,959.14
Capital Fund #970	\$107,401.21
Timber Trails Fund #950	\$69,477.08
Debt Retirement Fund #940	\$65,311.68
February 2022 Vendor List	\$98,249.81

MOTION: December 2021, updated Treasurer's Report and February 2022 Treasurer's Report

Hanson moved to approve the December 2021, updated treasurer's report and the February 2022 treasurer's report and vendor list; Carroll seconded the motion.

Roll Call:

- Baker AYE
- Carroll AYE
- Fahrenbach AYE
- Hanson AYE
- Kartsounes AYE

Montgomery AYE
All approved.

Librarian's Report

- **Programming Update.** The return to in-person programming has been welcome and successful. Youth Services storytimes and signature programs are full and the children are enjoying the storytime room and spending time with the librarians. Adult and teen programs are also very busy. Residents can once again enjoy the Knitting Circle, Writer's Society, Investment Group and all of our Language Conversation Classes in French, Spanish, German and Italian.
- **Professional Development.** As professional conferences return to an in-person model, staff will be participating in industry events with their peers. This month, Jennie Stevens from Adult Services and Uma Nori from Youth Services will attend the Public Library Association National Conference in Portland, Oregon. Lily Mayfield from Adult Services will attend the ARLIS (Art Library Society) conference here in Chicago next month.
- **National Library Week** is April 3 through April 9. The Library celebrates with decorations and reminders to members about the significance of libraries to communities. Banners promoting the Library are displayed on light poles around the Village, and social media posts highlight the week. In appreciation of the Library Staff, the Library Foundation will stock the Staff Room with beverages, snacks and treats for the week
- **FY21 Audit** compliance letters have been received by all Trustees and will be completed and returned to Sikich.
- **Statistics and Departmental Reports** were presented.

Visitors/Public Comment: None.

Communications:

Letters of appreciation from patrons to Youth Services (treats included), and to the Library for outstanding service.

Committees:

Building and Grounds

Usual maintenance and testing for HVAC and Fire systems was conducted. Bodewes informed the Board of an ongoing issue concerning the Village Club and the condition of the shared service corridor.

Personnel Committee

Hanson is scheduled to meet this week with Bodewes regarding his 2021 review.

Library Friends

Montgomery reported. At the March 9 meeting, Bonnie Engel resigned from her role as president. Darlene Howard was named as president. The Friends express thanks to Bonnie for her service as president. Funding was approved for Summer Reading Program prizes in the amount of \$900. Following the model of the successful Fall 2021 book sale, a book sale is planned for Fall 2022; book donations will be discussed at the May 11 meeting. Bodewes noted that the Library is accepting limited book donations from the community, which are in turn placed on the Library's Free Shelf.

Old Business

Library Service Update

On February 28 Library services and programming resumed in full without restrictions. In accordance with State and IDH guidelines, face coverings in the Library are optional. The transition has gone well.

New Business

Changes to Statement of Economic Interest

Bodewes reviewed changes to the Statement of Economic Interest. The changes have been reviewed by legal counsel. The completed form is due May 1, 2022.

Responsibilities of Library Board and Library Director Policy Review

Bodewes presented for review the Responsibilities of Library Board and Library Director Policy (TFML Policy No. 1). Hanson moved to approved with a non-substantive amendment; Carroll seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

There being no other business, Montgomery moved to adjourn at 8:11 p.m.; Baker seconded the motion. All approved.

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

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary