



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the May 24, 2022

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

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

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the April 26, 2022 meeting of the Board of Trustees**

Foster moved to approve as presented the minutes of the April 26, 2022 meeting of the Board of Trustees; Montgomery seconded the motion. All approved.

**Treasurer's Report**

Bodewes reviewed the April 2022 treasurer's report and vendor list. Strong tax revenue was noted. Notable expenditures were summer newsletter and SWAN fees, both quarterly. All other expenditures were of the usual sort.

**April 2022 Treasurer's Report**

Library Operating Fund #920	\$1,142,867.04
Graham Trust Fund #925	\$271,691.30
Building Maintenance Fund #930	\$191,982.63
Capital Fund #970	\$107,432.59
Timber Trails Fund #950	\$69,497.38
Debt Retirement Fund #940	\$95,197.17
April 2022 Vendor List	\$143,390.93

**MOTION: April 2022 Treasurer's Report**

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

**Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Kartsounes AYE

Montgomery AYE

All approved.

**Librarian's Report**

- **The Summer Newsletter** has been delivered to residents. The newsletter covers news, programs, and summer reading club activities June through August. We are looking forward to a very busy summer of both in-person and virtual programs.
- **Library Safe Deposit Box.** User authorizations have been updated: Edward Bodewes, Library Director and Kathleen Lewandowski, Library Administrator as official representatives of the Library are the

authorized users of the Thomas Ford Memorial Library's Safe Deposit Box held at the Heartland Bank and Trust in Western Springs. The safe deposit box was accessed and contents reviewed; contents include the Library deed, plat of survey, and Ford family correspondence related to the building.

- **Staff News.** The Teen Librarian position is open. Best wishes to Anne Kowalski in her new opportunity.
- **Director News.** Bodewes has been appointed to the Illinois State Library Advisory Committee. The committee makes recommendations on policies, services and management of the Illinois State Library. The term of service is July 1, 2022 until June 30, 2025. The Board congratulated Ted on his appointment and expressed its support for his participation in this committee.
- **Non-Resident Cards** are discussed later on the agenda.
- **Policy Review.** The Non-Harassment Policy and the Materials Selection 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 set for later this month.
- Painting has been completed in preparation for the upcoming installation of interior signage. Repair and paint projects in the Teen Room and near the Reading Train were also done.
- The sprinkler system had seasonal service and was turned on.
- The service corridor issue has been resolved. The corridor is clean, safe, and accessible.

#### **Friends**

Montgomery reported on the May 11 meeting. Finances were reviewed; funding to support programming will be approved at the next meeting. Planning for the November 5-6, 2022 mini book sale is underway. Acceptance of book donations will resume on July 1.

### Old Business

#### **Non-Harassment Policy Review**

Bodewes presented for approval the Non-Harassment Policy (TFML Policy No. 3), formerly the Sexual Harassment Policy. The amended policy underwent extensive legal review and reflects current statute and best practice.

**MOTION:** Carroll moved to approve as presented the Non-Harassment Policy; Montgomery seconded the motion.

#### **Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Kartsounes AYE

Montgomery AYE

All approved.

**New Business**

**Review of Non-Resident Card Cost**

The Thomas Ford Library offers library service to residents of surrounding communities without libraries. The Illinois State Library requires that the cost of a non-resident card be figured annually. Predicated on the average household support of the Library by residents, it is recommended that the cost of a non-resident card increase to \$400.00 from the current cost of \$390.00.

**MOTION:** Baker moved that the cost of a non-resident card purchased at the Thomas Ford Memorial Library increase to \$400.00 for the year beginning June 1, 2022 and ending May 31, 2023. Kartsounes seconded the motion. All approved.

**Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Kartsounes AYE

Montgomery AYE

All approved.

**Fine Free Materials Discussion**

Bodewes led a discussion on fine free materials considerations and a transition outline. The matter will be slated for a vote at the June Board meeting.

**Materials Selection Policy Review**

In keeping with the Policy Review Schedule FY22, Bodewes presented for review the Library's Material Selection Policy (TFML Policy No. 5). In addition to the recommended revisions presented, minor clarifying language will be added to *5.3 Gifts and Donations*. The amended policy will be slated for approval at the June Board meeting.

There being no other business, Foster moved to adjourn at 8:08 p.m.; Montgomery seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, June 28, 2022.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary