



Thomas Ford Memorial Library
Board of Trustees
Minutes of the October 25, 2022

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

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

Also present: Bodewes, Lewandowski

MOTION: Minutes of the September 27, 2022 meeting of the Board of Trustees

Foster moved to approve as presented the minutes of the September 27, 2022 meeting of the Board of Trustees; Baker seconded the motion. All approved.

Treasurer’s Report

Foster reviewed the September 2022 treasurer’s report and vendor list. Noted expenditures: gas bill, anniversary related programming, audit charge. All other income and expenses were of the usual sort.

September 2022 Treasurer’s Report

Library Operating Fund #920	\$674,927.03
Graham Trust Fund #925	\$273,192.17
Building Maintenance Fund #930	\$132,924.75
Capital Fund #970	\$108,025.00
Timber Trails Fund #950	\$69,880.61
Debt Retirement Fund #940	\$133,835.53
September 2022 Vendor List	\$138,357.35

MOTION: September 2022 Treasurer’s Report

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

Roll Call:

Baker AYE

Carroll AYE

Foster AYE

Montgomery AYE

All approved.

Librarian’s Report

- **FY23 Budget** is discussed later on agenda. Bodewes will meet the chairs of the Building and Grounds Committee and the Personnel Committee in October to discuss 2023 building and salary expenditures.
- **Foundation Appeal**
The Library Foundation Annual Appeal has begun and their mailer arrived in homes last week. This is the Foundation’s only fundraiser each year and it is an important part of their successful support of the Library. Lewandowski reported that donations are off to a robust start.

- **Staff Updates**

We are pleased to announce the promotion of Cassie Freeman to the full time Youth Librarian position previously held by Sarah Wilson who is taking a management position in another library. We are also happy to welcome Jeff Zagoudis and Carolyn Witkowski to the Circulation Desk.

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

Visitors/Public Comment: None.

Communications: No communications.

Committees:

Finance

FY23 Budget

Preliminary documents for the 2023 budget were presented to the Library Board. The Library Board Finance Committee met immediately preceding today's regular Full Board meeting for a detailed reading of the draft FY23 budget. On October 24 the Village Board of Trustees passed a resolution to approve the .02 Building and Maintenance Levy for 2023. The Library Board will vote on the levies and final budget at the November 29 meeting. The FY23 budget will be presented by Bodewes to the Village Board for adoption at the December 5 meeting; Library Board President Fahrenbach and Treasurer Foster will also attend. These documents will then be forwarded to the County for filing.

Building and Grounds

Seasonal winterizing and annual inspections were completed.

Old Business

Library Director Annual Review

The Personnel Committee will be reaching out in the coming month to the Trustees regarding the 2022 Library Director evaluation process. For the Board's information Bodewes outlined the staff review process – Bodewes meets with each staff member to discuss library-wide goals and the individual's pay rate and paid time off benefit for the coming year; departmental staff reviews are completed by department heads.

New Business

November and December Board Meetings

The Library Board does not typically meet during the month of December; the November meeting will be the last regular meeting 2022. Because the meeting would fall during Thanksgiving week, the Board confirmed moving the November meeting to November 29.

There being no other business, Foster moved to adjourn at 7:33 p.m.; Montgomery seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, November 29, 2022.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary