



Thomas Ford Memorial Library
Board of Trustees Minutes
April 22, 2025

Fahrenbach called the meeting to order at 7:00 p.m. Fahrenbach welcomed and extended introductions to Trustees-Elect Vincent Donnelly, Gail Graziani and Karen Hendrick attending the meeting as guests.

Present: Baker, Carroll, Fahrenbach, Fuelleman, Montgomery Absent: Foster, Kartsounes
Also present: Bodewes, Lewandowski, Donnelly, Graziani, Hendrick
Presenters: Malory Hettinga, Eloise Perkins, Lily Mayfield (departed 7:15 p.m.)

Minutes of the March 25, 2025 meeting of the Board of Trustees

MOTION: Montgomery moved to approve as presented the minutes of the March 25, 2025 regular meeting of the Board of Trustees; Fuelleman seconded the motion. All ayes.

Treasurer's Report

March 2025 Treasurer's Report

Carroll reviewed the March 2025 treasurer's report and vendor list. The majority of Spring tax revenue has been received. Interest income remains robust. Notable expenditures: Encyclopedia Britannica database annual subscription and Kelvyn Press (newsletter). All other income and expenses are of the usual sort.

March 2025 Treasurer's Report

Library Operating Fund #920	\$1,918,711.40
Graham Trust Fund #925	\$297,570.20
Building Maintenance Fund #930	\$115,756.88
Capital Fund #970	\$476,326.88
Timber Trails Fund #950	\$79,407.48
Debt Retirement Fund #940	\$175,189.83
March 2025 Vendor List	\$128,843.84

MOTION: March 2025 Treasurer's Report

Baker moved to approve the March 2025 treasurer's report and vendor list; Montgomery seconded the motion.

Roll Call:

Baker AYE
Carroll AYE

Fahrenbach AYE
Fuelleman AYE
Montgomery AYE
All approved.

Librarian's Report

Teen Board Report

Teen/Tween Librarian Mayfield introduced Teen Board members Malory Hettinga, President, and Eloise Perkins, Chief Organization Officer. Malory and Eloise reported that the Teen Board has 8 active members with 15 total members. Their key goal is creating a welcoming space with a focus on inclusiveness and group activities; the Room is updated monthly with new themes, decorations and activities. Other initiatives include establishing book clubs and sharing recommendations. They are very excited about summer programming. The Library Board thanked Malory and Eloise for the informative and enthusiastic presentation and congratulated the Teen Board on their excellent work advancing the teen/tween experience at the Library. This is the embodiment of the Library's slogan *You Belong Here*. The Teen Board will give occasional reports 3-4 times a year.

- **Congressional Visit.** We welcomed U.S. Congressman Sean Casten to the Library on April 11 for an official visit. The Congressman received a tour of the Library, was introduced to staff, and met with Administration to discuss the state of library funding in Washington and other issues facing libraries at a federal level.
- **Elected Officials Dinner.** The Village will hold the Elected Officials Dinner on Sunday, May 18. All trustees, including those newly elected, from the Village, Park and Library Boards are invited to attend the dinner.
- **2024 Audit Fieldwork.** Audit fieldwork has been completed and the final preparation of the audit has begun. There were no unexpected issues or problems. Anticipated delivery of the completed audit document is late summer.
- **Summer Reading and Library Challenge.** Our popular Summer Reading Program and Summer Library Challenge return this year with the theme "Level Up at Your Library." (Level up is a gaming expression that means to advance or improve yourself.) All departments are currently finalizing their activities and events for the Library-wide June 2 launch. We look forward to a busy summer of exciting programming. This year's program is fully funded by the Library Foundation.
- **The Summer Village Read** will be *The Hound of the Baskervilles*/Sherlock Holmes.
- **New Library banners** are displayed on light poles around the Village. The banners were updated to reflect the newly branded website and logo.
- **Department Head Presentations** to the Board will commence June through the Fall.
- **Professional Development, Statistics and Departmental Reports** were presented. It was noted that Jennie Stevens has been named chairperson of the 2028 iRead Committee. Lily Mayfield was named to the YALSA Edwards Award Committee.

Visitors/Public Comment: None.

Communications: None.

Committees:

Building and Grounds

Montgomery reported.

- The annual roof inspection was conducted; a damaged lead flashing on the plumbing vent on the asphalt shingle roof was replaced.
- Landscape sprinklers were seasonally serviced; two sprinkler heads replaced.
- Seasonal landscaping is underway. Some shrubs are slated for replacement.

Library Foundation

Bodewes reported on the April 15 Foundation meeting. It was announced that founding member Bonnie Engel has tendered her retirement from the Foundation. Bonnie's many contributions, including her dedication to the success of the annual appeal, were recognized with deep gratitude. The 2024 appeal was the most successful to date due to many generous donations at all giving levels. The Foundation expressed appreciation to Library staff by again providing breakroom snacks and lunch during National Library week. It was much appreciated by all! The Foundation committed to the sponsorship and funding of the Summer Reading and Library Challenge and associated programs. The Library Board expressed ongoing appreciation for the sustaining support of the Foundation.

Old Business

Library Board Election

Bodewes reported on the April 1 election. For the 2025-2029 term, Vincent Donnelly, Gail Graziani, and Karen Hendrick will serve on the Library Board, with Stephen Baker and Dan Montgomery serving second terms. The five Trustees will be sworn in prior to the May meeting. President Fahrenbach expressed her warm appreciation of the Library Director, Administrator and Staff as well as all the various Trustees for making her eight years of service as President of the Library Board so personally rewarding.

New Business

Board Officers and Committee Assignments

Bodewes presented for discussion an overview of Board Officer and Committee roles and responsibilities. Officers were nominated and will be elected at the May meeting. Board Committees – Finance, Building and Grounds, Personnel – are outlined in the Library bylaws and are set at the discretion of the Board. Trustees will submit ranked preferences and the Board President will slate committee assignments at the June meeting. The liaison to the Library Foundation will also be determined.

Medical Emergencies Policy Review

Bodewes presented for review the Medical Emergencies Policy (TFML Policy No. 8). This is a procedural policy; no substantive changes to the policy were recommended. The policy was accepted as presented.

MOTION: Fuelleman moved to approve as presented the Medical Emergencies Policy; Carroll seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Fuelleman AYE

Montgomery AYE

All approved.

All were reminded that the official swearing in ceremony of newly elected/re-elected Trustees will take place at 6:30 p.m. immediately prior to the May 27 regular Board meeting.

There being no other business, Carroll moved to adjourn at 7:43 p.m. Montgomery seconded the motion. All ayes.

The next regular meeting of the Board of Trustees will be held on Tuesday, May 27, 2025.

Respectfully submitted,

Kathleen Lewandowski

Recording Secretary