



Thomas Ford Memorial Library
 Board of Trustees Minutes
 February 24, 2026

Carroll called the meeting to order at 7:00 p.m.

Present: Baker, Carroll, Donnelly, Fuelleman, Hendrick, Graziani, Montgomery

Also present: Bodewes, Lewandowski, Daly (departed 7:20)

Minutes of the January 27, 2026 meeting of the Board of Trustees

MOTION: Montgomery moved to approve as presented the minutes of the January 27, 2026 meeting of the Board of Trustees; Donnelly seconded the motion. All approved.

Treasurer’s Reports

Montgomery reviewed the December 2025, Updated and January 2026 treasurer’s reports and vendor list. Delayed tax revenue has been received but not yet dispersed; it is expected to be included in FY2025. Notable December 2025, Updated expenditures were programming (Winter Reading), end of year spending for collections, and LED lighting project. January 2026 income and expense were minimal as is typical for January. Final 2025 expenses (13th Month) will be paid in March.

December 2025, Updated Treasurer’s Report

Library Operating Fund #920	\$389,508.11
Graham Trust Fund #925	\$298,472.31
Building Maintenance Fund #930	\$19,730.97
Capital Fund #970	\$489,251.64
Timber Trails Fund #950	\$81,564.73
Debt Retirement Fund #940	\$-50,644.92

January 2026 Treasurer’s Report

Library Operating Fund #920	\$244,654.15
Graham Trust Fund #925	\$298,667.14
Building Maintenance Fund #930	\$16,940.97
Capital Fund #970	\$489,251.64
Timber Trails Fund #950	\$81,386.38
Debt Retirement Fund #940	\$-50,644.92

January 2026 Vendor List \$148,588.96

MOTION: December 2025, Updated and January 2026 Treasurer’s Reports and Vendor List

Hendrick moved to approve the December 2025, Updated and January 2026 treasurer’s reports and the January 2026 vendor list; Carroll seconded the motion.

Roll Call:

- Baker AYE
- Carroll AYE
- Donnelly AYE
- Fuelleman AYE
- Graziani AYE
- Hendrick AYE
- Montgomery AYE
- All approved.

Librarian’s Report

Board Presentation: Beth Daly, Head of Technical Services

The Tech Services team, Beth and Nancy Kuta, is responsible for the processing of the approximately 75,000 items in the Library’s physical collection, entailing cataloguing, labeling, specialized collection (i.e. library of things) packaging, and conversions and repairs. Tech Services also works with the departments on special projects, e.g., collection repackaging for enhanced display shelving. Beth acknowledged her Library colleagues’ team-spirited support clearing backlog issues during an extended absence of TS staff. Ted recognized Beth’s 30-year tenure. The Board thanked Beth for the informative behind the scenes look at Technical Services; Beth then departed.

- **Annual Report.** The Library’s Annual Report to the State of Illinois, known as the Illinois Public Library Annual Report (IPLAR) has been completed and accepted by the Illinois State Library
- **Audit Fieldwork.** Initial fieldwork for the FY2025 audit has been completed. Bodewes met with the auditors and all trustees should have received a letter from the auditors with instructions for completion.
- **Retirement.** Sandy Frank has been the Head of Circulation at TFML for 30 years. We celebrated Sandy with a staff luncheon and gift last week. Sandy will be greatly missed and we wish her well on her next chapter. Our new Head of Circulation is Maura Terrado, who started this week.
- **Statements of Economic Interest.** All elected officials are required to complete an annual Statement of Economic Interest by May 1 each year. Those statements typically arrive by email during the month of February and March. by email during the month of February and March.
- **Library Foundation update.** The 2025 appeal the most successful annual appeal to date thanks to the generous support of our amazing Library community.
- **Staff Training.** Library staff is scheduled to complete naloxone training in keeping with the 2026 Illinois Local Library Act.
- **Statistics, Professional Development and Departmental Reports** were presented.

Visitors/Public Comment:

None.

Communications:

None.

Committees:

Building and Grounds

Montgomery reported that it was a relatively quiet month at the Library. Minor building alarm issues were addressed. The Library's parkway trees were trimmed.

Personnel

Baker thanked Board members for completing the Library Director annual review questionnaire. Meetings with key staff members provided additional feedback. Baker and Bodewes will meet in early March.

Old Business

FY2025 Audit Compliance Letters. Initial audit fieldwork has been completed. Bodewes met virtually with the auditors and letters from the auditors were sent to Trustees.

New Business

The Annual Report (IPLAR), a summary of Library activity for FY2025, has been completed and accepted by the Illinois State Library. Bodewes reviewed highlights. The numbers reflect a thriving library. The full report is also available.

2026 Board Action Calendar was presented and accepted without change. The Board Action Calendar is a guideline; the schedule may change but it serves to outline actions for the year.

There being no other business, Montgomery moved to adjourn at 7:53 p.m. Fuelleman seconded the motion. All ayes.

The next regular meeting of the Board of Trustees will be held on Tuesday, March 24, 2026.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary