



**Thomas Ford Memorial Library**  
Board of Trustees Minutes  
January 28, 2025

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

Roll Call: Baker, Carroll, Fahrenbach, Foster, Fuelleman, Montgomery Absent: Kartsounes

Also present: Bodewes, Lewandowski

**Minutes of the December 3, 2024 meeting of the Board of Trustees**

**MOTION:** Foster moved to approve as presented the minutes of the December 3, 2024 combined November/December regular meeting of the Board of Trustees; Montgomery seconded the motion. All ayes.

**Treasurer’s Report**

Carroll reviewed the November 2024 treasurer’s report and vendor list. Noted expenditures: Google email, SWAN quarterly fees, and Bond payment. All other income and expense is of the usual sort.

**November 2024 Treasurer’s Report**

Library Operating Fund #920	\$1,360,645.37
Graham Trust Fund #925	\$296,527.64
Building Maintenance Fund #930	\$201,559.03
Capital Fund #970	\$121,025.69
Timber Trails Fund #950	\$78,290.25
Debt Retirement Fund #940	\$67,655.62
November 2024 Vendor List	\$355,869.63

**MOTION: November 2024 Treasurer’s Report**

Montgomery moved to approve the November 2024 treasurer’s report and vendor list; Fuelleman seconded the motion.

**Roll Call:**

- Baker AYE
  - Carroll AYE
  - Fahrenbach AYE
  - Foster AYE
  - Fuelleman AYE
  - Montgomery AYE
- All approved.

Carroll reviewed the December 2024 treasurer’s report and vendor list. Operating revenue to date is \$78,500 over budget due mostly to robust interest rates and strong tax collection. Thirteenth month (end of year) expenses will continue to be paid. Noted expenditures are Children’s books. Also noted was a correction in per capita books. All other income and expense is of the usual sort.

**December 2024 Treasurer’s Report**

Library Operating Fund #920	\$962,625.70
Graham Trust Fund #925	\$297,717.04
Building Maintenance Fund #930	\$143,839.80
Capital Fund #970	\$471,509.91
Timber Trails Fund #950	\$78,290.25
Debt Retirement Fund #940	\$69,018.77
December 2024 Vendor List	\$124,087.61

**MOTION: December 2024 Treasurer’s Report**

Foster moved to approve the December 2024 treasurer’s report and vendor list; Montgomery seconded the motion.

**Roll Call:**

- Baker AYE
  - Carroll AYE
  - Fahrenbach AYE
  - Foster AYE
  - Fuelleman AYE
  - Montgomery AYE
- All approved.

**Librarian’s Report**

- **100 Years of Library Service.** 2025 marks the centennial anniversary of public library service in Western Springs. The referendum that established the library occurred in 1925 and the vote was 324 in favor, 138 against. The Western Springs Public Library opened a year later and was located in a downtown storefront on Grand Avenue. We will be celebrating this anniversary year with some special historical bookmarks, displays, and programs.
- **Staff Performance Appraisals** are being conducted during January and February. New vision statements for 2025 were reviewed together at the Staff In Service in December. Staff have received their new pay rates and paid time off summaries and will receive their performance appraisals in the next few weeks. Staff raises went into effect in the first paycheck of 2025.
- **Winter Reading Program.** Our third annual Winter Reading Challenge is underway. Sign-up started on January 3 and the challenge is open to everyone Grade 5 and older. Patrons who sign-up receive a TFML keychain. Everyone who reads 3 or more books this winter will also receive a cozy winter blanket!
- **Foundation Appeal** is discussed later on the agenda.
- **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.
- **Statistics, Professional Development and Departmental Reports** were presented.

**Visitors/Public Comment:** None.

**Communications:** Letter of appreciation from the Scott O’Dell Committee recognizing the contribution of Committee Co-Chair Uma Nori.

**Committees:**

**Building and Grounds**

Montgomery reported.

- Ice and snow management services have begun with several service days logged.
- Seasonal HVAC services were conducted.
- The elevator emergency telephone connection will be changed to landline this week.
- The Western Springs Garden Club holiday decorations again made the Library shine. The Board expressed appreciation for the support of the WSGC.

**Personnel**

**Library Director Annual Review.** The Personnel Committee chair will reach out before year end to Board members regarding the 2024 Library Director review. Feedback will also be gathered from key staff members. The process will be completed in January.

**Library Foundation**

Bodewes reported on the January 21 meeting. Finances, investments and policies were reviewed. The 2024 Appeal was very successful with donations of more than \$29,000. Izzy Gut and Kat Lewandowski were thanked for their assistance with the appeal. Bodewes will present possible projects for consideration at the April meeting. To express its appreciation of the Library staff, the Foundation will treat the staff celebration during National Library Week in April. Activities recognizing the Library Friends are planned for later in the year.

**Old Business**

**Library In Service and Staff Appreciation**

Lewandowski reported. The Library was closed on December 6 for Staff In Service. The day featured Library-wide news and updates, and a presentation/discussion on safety. Departmental presentations were made before breaking for individual meetings, after which staff enjoyed lunch at Davanti. The day was informative, useful and enjoyable. TFML-branded fleece jackets were gifted to the staff in appreciation for the good work done during 2024. Note: jackets were made available to trustees at cost. The closure was posted at the Library, on the website and on social media.

**New Business**

**2025 Policy Review Schedule**

The 2025 Policy Review schedule was presented and accepted.

MOTION: Carroll moved to accept the Policy Review Schedule as presented; Baker seconded. All ayes.

**Review of Board of Trustees Executive Session Minutes**

The biannual review of Executive Session Minutes to determine which should be kept private or made public is required by law. It is the advisement of Library legal counsel that Executive Session minutes pertaining to personnel matters be indefinitely retained.

MOTION: Baker moved that the following minutes be retained in the Executive Session file to be reviewed again in July 2025; Fuelleman seconded the motion. All ayes.

- Personnel Matters and Staff Salaries: Personnel Matter (all minutes from 1998 Executive Sessions related to this); Second Personnel Matter (November 2007); Third Personnel matter (February 23, 2010, April 26, 2011); Fourth Personnel Matter (October 27, 2015)

**LIMRiCC Intergovernmental Agreement – Unemployment Compensation Group Account**

Bodewes reviewed the updated Intergovernmental Agreement between the Library and LIMRiCC (Library Insurance Management and Risk Control Combination). Trustees received the full IGA by email in advance of the meeting. The changes were administrative and clarifying only. President Fahrenbach authorized use of her digital signature on the agreement.

**MOTION:** Baker moved that the Intergovernmental Agreement, amended November 15, 2023, between LIMRiCC and the Thomas Ford Memorial Library be approved as presented; Carroll seconded the motion.

**Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

Montgomery AYE

All approved.

There being no other business, Montgomery moved to adjourn at 7:57 p.m. Foster seconded the motion. All ayes.

**The next regular meeting of the Board of Trustees will be held on Tuesday, February 25, 2025.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary