



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

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

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

Also present: Bodewes, Lewandowski, Nori (departed 7:20 p.m.)

Minutes of the June 24, 2025 meeting of the Board of Trustees

MOTION: Baker moved to approve as presented the minutes of the June 24, 2025 regular meeting of the Board of Trustees; Fuelleman seconded the motion. All approved.

Treasurer's Report

June 2025 Treasurer's Report

Montgomery reviewed the June 2025 treasurer's report and vendor list. The majority of spring tax revenue has been received. Notable expenditures: newsletter costs, mid-year materials, digital services. In addition, it was noted that summer reading program expenses were funded by a Foundation donation. All other income and expenses are of the usual sort.

June 2025 Treasurer's Report

Library Operating Fund #920	\$1,046,675.82
Graham Trust Fund #925	\$298,744.93
Building Maintenance Fund #930	\$98,621.50
Capital Fund #970	\$479,509.96
Timber Trails Fund #950	\$79,938.76
Debt Retirement Fund #940	\$166,182.67
June 2025 Vendor List	\$145,554.94

MOTION: June 2025 Treasurer's Report

Fuelleman moved to approve the June 2025 treasurer's report and vendor list; Graziani seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fuelleman AYE

Graziani AYE

Hendrick AYE

Montgomery AYE

All approved.

Librarian's Report

Staff Presentation: Uma Nori, Head of Youth Services

Uma provided an overview of the Youth Services Department. The overarching mission of the department is to connect children with a love of reading! The YS team – Librarian Liesel Metz, Associate Erin Cleary, Assistants Mary Noe, Paul Cushing and Shilpa Hingwe, and Pages too – maintain a high standard of excellence serving children, parents, caregivers and educators in all areas: maintaining a welcoming space for fun and discovery, providing readers' advisory and reference, and offering engaging programs. End-of-year school visits bring excited children to the Library to share with their families the many summer activities being offered. The team has worked successfully to expand access to high-interest programs by scheduling repeat performances. Ted noted that Uma serves as Chair of the 2025 Scott O'Dell Award for Historical Fiction Selection Committee. The Board thanked Uma for the informative presentation and congratulated the Youth Services team for the successful summer programming.

- **The FY2024 Audit** is complete. Sikich will present the finalized copy at Library Board meeting in September. Digital copies be sent to Trustees in advance to allow time for review and preparation of questions for the auditor. Bodewes will provide a condensed narrative version of the audit that will be included with the audit document.
- **Per Capita Grant.** The letter from the State of Illinois awarding our annual Per Capita Grant was received. The Per Capita Grant is administered by the State Library and is awarded to all public libraries in Illinois. The grant amount this year is \$20,102.78. The award amount is based on population and the total appropriation available.
- **Staffing Updates.** We are pleased to welcome Ed Veguilla to the staff as part-time Circulation Clerk. Also, Julie Lillquist, a 24-year employee of TFML, has retired after many years working in Technical Services and Circulation. Julie has been a familiar, friendly face for many of our residents for over two decades.
- **In Service.** The Library will be closed on Friday, August 22 for our Fall Staff In Service. We have two staff days per year. The Fall In Service focuses on team building and is typically spent visiting a Chicago Area library, museum, or similar attraction. This year we are going to the Brookfield Zoo followed by lunch together a LaGrange restaurant.
- **Summer Reading Programs** have been very successful with 1,697 residents participating: 724 children, 371 teen/tweens, and 601 adults. The Board congratulated the Library Staff on the outstanding summer at the Library.
- **WS Garden Club** will be celebrating 100 years in Spring 2026. To mark the occasion the Garden Club has designated a gift to the Library to enhance its outdoor space.
- **Professional Development, Statistics and Departmental Reports** were presented.

Visitors/Public Comment:

None.

Communications:

State of Illinois annual per capital grant award letter, and letters from State of Illinois Comptroller Mendoza congratulating trustees on their election to the Library Board.

Committees:

Building and Grounds

Montgomery reported.

- HVAC usual maintenance was conducted.
- Woodworking projects (finishes) on east and main entrance doors is scheduled for late August.
- A potential LED conversation project is being explored. An update will be provided at the August meeting.

Library Foundation

Bodewes reported on the July 15 meeting. The Foundation conducted a review of finances. Bodewes shared an overview of the many summer programs funded by the Foundation, as well the fresh art inserts for display stands. The upcoming Annual Appeal was discussed; the scheduled launch is mid-October. It was noted that the dedication of the plaque honoring the Library Friends is being planned for the Fall. Future Library project funding opportunities will be considered at the January 2026 meeting.

Old Business

None.

New Business

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: Montgomery moved that the following minutes be retained in the Executive Session file to be reviewed again in January 2026; 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)

There being no other business, Fuelleman moved to adjourn at 7:45 p.m. Hendrick seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, August 26, 2025.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary