



**Thomas Ford Memorial Library**  
**Board of Trustees Minutes**  
**June 24, 2025**

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

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

Also present: Bodewes, Lewandowski, Wenslauskis (departed 7:15 p.m.)

**Minutes of the May 27, 2025 meeting of the Board of Trustees**

**MOTION:** Donnelly moved to approve as presented the minutes of the May 27, 2025 regular meeting of the Board of Trustees; Hendrick seconded the motion. All ayes.

**Treasurer's Report**

**May 2025 Treasurer's Report**

Bodewes reviewed the May 2025 treasurer's report and vendor list. The majority of Spring tax revenue has been received; interest income remains robust. Notable expenditures: summer reading expenses – funding provided by a Foundation donation (Special Programs offset line linked to Donations line); annual bond interest payment. All other income and expenses are of the usual sort.

**May 2025 Treasurer's Report**

Library Operating Fund #920	\$1,179,440.40
Graham Trust Fund #925	\$298,744.93
Building Maintenance Fund #930	\$106,661.35
Capital Fund #970	\$476,509.96
Timber Trails Fund #950	\$79,938.76
Debt Retirement Fund #940	\$166,149.71
May 2025 Vendor List	\$148,910.11

**MOTION: May 2025 Treasurer's Report**

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

**Roll Call:**

Baker AYE

Carroll AYE

Donnelly AYE

Fuelleman AYE  
Graziani AYE  
Hendrick AYE  
All approved.

### **Librarian's Report**

**Staff Presentation:** Matthew Wenslauskis, Head of Adult Services

Matthew presented an overview of the Adult Services Department. He introduced the AS team: Rachel Hoover, Jennie Stevens and Matthew are Adult Service Librarians; Lily Mayfield, Teen/Tween Librarian, and Madison Pickett serve teens and tweens. Responsibilities include the collections each selects/maintains and the programs each host. The department provides reference/information services, technology support, book club support, and conducts school visits; Rachel maintains the Library website and provides IT support. Library statistics database Collection HQ is used for collection management and development. The Library of Things collection continues to expand. The department is energized about the increased collaboration between Adult and Young Adult activities. The exciting growth of the Teen/Tween Department under Lily's leadership will be discussed by Lily during her presentation to the Board at a later meeting. The Board thanked Matthew for the informative presentation. The Head of the Youth Services Department will present in July.

- **The FY2024 audit** is nearing completion and the finalized audit will be presented by Sikich at a Library Board meeting later in the year, typically in September. There have been no unexpected obstacles during the audit process and the final financial analysis is a positive one.
- **Summer Reading Programs** are off to an amazing start with 1,085 residents signed up so far: 604 children, 318 teen/tweens, and 163 adults. The response to programming has been extremely strong and we are excited for the rest of the summer. Program swag was shared with the Board along with encouragement to participate and earn prizes.
- **Gathering on the Green** will be held on June 27. The Library tent will be staffed by Bodewes, Liesel Metz and Izzy Gut. Giveaway items this year include logo branded crayon boxes. This event always represents a great opportunity to engage with the community and market the Library in a meaningful, local way.
- **Board Updates.** All newly elected and re-elected trustees have been sworn in. All new trustees have completed their Open Meetings Act training and will complete the New Trustee Orientation on June 26.
- **Professional Development, Statistics and Departmental Reports** were presented.

**Visitors/Public Comment:** None.

### **Communications:**

Note of appreciation from the WS Garden Club for Youth Services Department support of Arbor Day activities.

Letter of thanks from Library super-user Stephen W. and family for regularly providing books to the Misericordia free library, which are enjoyed by the many residents.

Letter of appreciation from Tyler F. and family for the extraordinary service provided to enable the reading of all 180 books in the *Hardy Boys Mysteries* series. Over a period of three years, Library Staff obtained the books in series order and reader's pacing, utilizing inter-library loan.

**Committees:**

**Building and Grounds**

- The annual elevator inspection was conducted and passed.
- The annual generator maintenance was conducted.
- Library staff and storage spaces have been organized and excess furnishings cleared through the Village Clean Up. Thank you to S&D Prime Maintenance for assisting with the heavy lifting.
- The entry doors transom is slated for refinishing this year. The proposal is pending.
- HVAC seasonal issues continue.
- To mark the WS Garden Club's upcoming 100 year anniversary, a gift of two planters for the Library's entrance will be made in Spring 2026. The Library appreciates the enduring relationship with the Garden Club which brings beauty to our Library and the community.

**Old Business**

**Board Committee Assignments for 2025-2027**

Bodewes and Carroll presented Library Board Committee assignments: Finance – Fuelleman (chair), Donnelly, Baker, Montgomery; Building and Grounds – Montgomery (chair), Hendrick, Donnelly, Graziani; Personnel – Baker (chair), Graziani, Hendrick. Additionally, Fuelleman will serve as Liaison to the Library Foundation.

**New Business**

**Resolution for .02% Building Maintenance Levy**

Every year the Library must request the Village to levy a tax for the maintenance of this public building. The Library, through the Village, has levied this tax for many years.

**MOTION: Building Maintenance Levy**

Donnelly moved that a Building Maintenance tax in the amount of .02% of the value of all taxable property in the Village be levied for the purpose of maintenance, repairs, and alterations of the Library building and equipment for the fiscal year beginning January 1, 2026. Baker seconded the motion.

**Roll Call:**

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

**Meeting Room Policy Review**

Bodewes presented for review the Meeting Room Policy (TFML Policy No. 6). No substantive changes were recommended.

**MOTION:** Graziani moved to approve as presented the Meeting Room Policy; Hendrick seconded the motion.

**Roll Call:**

Baker AYE

Carroll AYE

Donnelly AYE

Fuelleman AYE

Graziani AYE

Hendrick AYE

All approved.

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

**The next regular meeting of the Board of Trustees will be held on Tuesday, July 22, 2025.**

Respectfully submitted,

Kathleen Lewandowski

Recording Secretary