



Thomas Ford Memorial Library
Board of Trustees Minutes
March 25, 2025

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

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

Also present: Bodewes, Lewandowski

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

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

Treasurer's Report

Carroll reviewed the December 2024, 13th Month treasurer's report. Property tax income lines reflect standard year-end auditor adjustments locating prior year tax revenue to the appropriate year. 13th Month expenses for the February reporting cycle were captured in the January treasurer's report due a timing anomaly.

December 2024, 13th Month Treasurer's Report

Library Operating Fund #920	\$956,642.90
Graham Trust Fund #925	\$296,527.64
Building Maintenance Fund #930	\$45,170.03
Capital Fund #970	\$471,509.91
Timber Trails Fund #950	\$78,603.49
Debt Retirement Fund #940	\$59,560.22

MOTION: December 2024, 13th Month Treasurer's Report

Baker moved to approve the December 2024, 13th Month treasurer's report; Fuelleman seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

All approved.

February 2025 Treasurer's Report

Carroll reviewed the February 2025 treasurer's report and vendor list. Spring tax revenue is starting to arrive. Expenditures reflect annual database, software and periodical subscriptions: Biography, Newsbank, Udemy, TBS, Swan, Morningstar. Also noted were replacement printers and snow removal. All other income and expenses are of the usual sort.

February 2025 Treasurer's Report

Library Operating Fund #920	\$918,711.40
Graham Trust Fund #925	\$296,362.18
Building Maintenance Fund #930	\$62,943.21
Capital Fund #970	\$473,209.24
Timber Trails Fund #950	\$78,887.12
Debt Retirement Fund #940	\$96,544.39
February 2025 Vendor List	\$139,995.09

MOTION: February 2025 Treasurer's Report

Baker to approve the February 2025 treasurer's report and vendor list; Fuelleman seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

All approved.

Librarian's Report

- **Computer Use Policy** is reviewed later on the agenda.
- **Professional Development.** Last year, several staff members were very active in professional activities at a national level. This year, we are pleased to see this professional development continue. Most recently, Uma presented a national webinar on library management and Lily has joined the YALSA Reluctant YA Readers Committee. Details of these activities and others are included in the March Professional Development Report.
- **National Library Week** is April 6 through April 12. The Library will celebrate with decorations, special social media posts, and reminders of the valuable relationship between the Library and this community. Banners promoting the Library are displayed on light poles around the Village. The Foundation will generously provide lunch and breakroom snacks for the staff.
- **Garden Club.** Our friends at the Western Springs Garden Club have generously offered to fund a gift to the library landscape in recognition of their 100-year anniversary in 2026. The Library has enjoyed a long partnership with the Garden Club; they add beauty with holiday decorations and fresh flower and plants for the lobby.
- **The 2025 Library Board Election** is discussed later on the agenda.
- **Professional Development, Statistics and Departmental Reports** were presented.

Bodewes provided a brief overview of recent federal government changes affecting libraries.

Visitors/Public Comment: None.

Communications: The Library has been featured in *Goodnight Western Springs* by local author Taylor D. Tomlinson. The book has been enthusiastically added to our collection.

Committees:

Building and Grounds

Bodewes reported.

- The annual fire safety monitoring system inspection and service was conducted.

- Two restroom hand dryers were replaced. The manufacturer provided at no cost replacements for all five handsfree dryers which were installed as part of the 2019 interior renovation.

Old Business

Election Timeline

Bodewes reviewed the election timeline. The Library Board election will be held on April 1. Three new Trustees will join the Board; Stephen Baker and Dan Montgomery will serve second terms. The Trustees-elect will attend the April meeting as guests. The five Trustees will be sworn in prior to the May meeting. Election of Officers will be held at the May meeting. Committee assignments will be determined following.

Statement of Economic Interest. Trustees were reminded that the annual Statement of Economic Interest submission deadline is May 1. Trustees-elect will receive a Statement of Economic Interest after being seated.

New Business

Computer Use Policy Review

Bodewes presented for review the Computer Use Policy (TFML Policy No. 4). No substantive changes to the policy were made. Non-substantive changes were made for clarity. The policy was accepted as presented.

MOTION: Carroll moved to approve as presented the revised Computer Use Policy; Fuelleman seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

All approved.

There being no other business, Carroll moved to adjourn at 7:44 p.m. Baker seconded the motion. All ayes.

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

Respectfully submitted,

Kathleen Lewandowski

Recording Secretary