



Thomas Ford Memorial Library
Board of Trustees Minutes
May 27, 2025

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

Present: Carroll, Donnelly, Fahrenbach, Foster, Fuelleman, Graziani, Hendrick, Montgomery

Absent: Baker, Kartsounes Note: Fahrenbach and Foster departed at 7:10 p.m.

Also present: Bodewes, Lewandowski

Minutes of the April 22, 2025 meeting of the Board of Trustees

MOTION: Fuelleman moved to approve as presented the minutes of the April 22, 2025 regular meeting of the Board of Trustees; Carroll seconded the motion. All ayes.

Board of Trustees Transition and Election of Officers for 2025–2027

Having been formally sworn in immediately prior to the regular Board meeting by Village Clerk Tymick, newly elected trustees Donnelly, Graziani, Hendrick, and second-term trustee Montgomery were seated for office. Retiring Board members Margaret Fahrenbach, Carol Foster and Ann Marie Kartsounes (absent) were thanked for their years of service and wished well in all future endeavors; flowers and books (to be added to the Library's collection in their honor) were presented. Fahrenbach and Foster expressed appreciation to the Board, Bodewes and Lewandowski for making their service as trustees so rewarding; they departed at 7:10 p.m. The slate of officer nominations was presented, discussed and elected.

MOTION: Election of Library Board Officers for 2025–2027

Fuelleman moved to elect Jean Carroll as Library Board President, Daniel Montgomery as Library Board Treasurer, and Stephen Baker as Library Board Secretary for the 2025–2027 term. Graziani seconded the motion. The motion was approved by acclamation.

Treasurer's Report

April 2025 Treasurer's Report

Bodewes reviewed the April 2025 treasurer's report and vendor list. The majority of Spring tax revenue has been received. Interest income remains robust. Notable income: \$10,000 donation from the Library Foundation to sponsor Summer Reading. Notable expenditures: Hoopla, Overdrive and periodical subscriptions. All income and expenses are of the usual sort.

April 2025 Treasurer's Report

Library Operating Fund #920	\$1,288,501.64
Graham Trust Fund #925	\$296,750.20
Building Maintenance Fund #930	\$113,045.65
Capital Fund #970	\$476,326.88
Timber Trails Fund #950	\$79,407.48
Debt Retirement Fund #940	\$182,565.45
April 2025 Vendor List	\$122,131.56

MOTION: April 2025 Treasurer's Report

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

Roll Call:

Carroll AYE

Donnelly AYE

Fuelleman AYE

Graziani AYE

Hendrick AYE

Montgomery AYE

All approved.

Librarian's Report

- **Non-Resident Cards** are discussed later on the agenda.
- **The Summer Newsletter** has been delivered to resident homes this week and is full of programs, news, and summer reading club activities. The Summer Reading Challenge programs are themed "Level Up at Your Library;" launch date is June 2. The program is funded by the Library Foundation. The Library will host several children's story times at the French Market and will again participate in Gathering on the Green on June 27. The Summer Village Read is be *The Hound of the Baskervilles*/Sherlock Holmes.
- **Property Tax Bill** second installment will again be delayed. Cook County reports an anticipated a delay of one-to-three months. While it is frustrating from an accounting standpoint, the Library's stable fund balances and strong reserves mean that the impact of these late bills for TFML is minimal.
- **New Trustee Orientation** will be scheduled in the upcoming month. The meeting will review the budget process, the strategic plan, the importance of intellectual freedom, Board policies, and pending building projects, as well as Freedom of Information and Open Meetings Act compliance. This meeting is useful to help new trustees understand their legal responsibilities, the scope of their duties, and the manner in which the Library operates.
- **Department Head Presentations** to the Board will commence in June and go through the Fall.
- **Professional Development, Statistics and Departmental Reports** were presented.

Board Member Email

New trustee email accounts are active and should be used for all official communications. The TFML Board Contact List will be distributed.

Visitors/Public Comment: None.

Communications: Letters of congratulation from State Representative Sean Morrison to newly elected Library Trustees; card of appreciation from the LADSE/Transitions participant Kyle K. and support team; McClure 7th Graders displayed *Ode to Thomas Ford Library* outside the Library!

Committees:

Building and Grounds

- The Library was briefly evacuated on May 22 due to an unidentified odor and hazy smoke on the lower level. WS Fire Department detected and shut down faulty/hot roof-top HVAC units and cleared reopening of the building.
- HVAC repairs were required; two RTUs needed part replacements.
- Landscape maintenance is underway with regular mowing and planting of annuals. An additional sprinkler head was replaced to expand coverage to the flower beds.
- The annual fire extinguisher maintenance was conducted.
- Our annual electronics waste recycling pickup was conducted. The service provides certificates of disposal.

Old Business

Committee Assignments

Bodewes presented for discussion an overview of Committee roles and responsibilities. Board Committees – Finance, Building and Grounds, Personnel – are outlined in the Library bylaws and are set at the discretion of the Board. Trustees will submit their ranked preferences and the Board President will slate committee assignments at the June meeting. The liaison to the Library Foundation will also be determined.

New Business

Review of Non-Resident Card

The Thomas Ford Library offers library service to residents of surrounding communities without libraries. The Illinois State Library requires that the cost of a non-resident card be figured annually. Predicated on the average household support of the Library by residents, it is recommended that the cost of a non-resident card increase to \$410.00 from the current cost of \$400.00.

MOTION: Fuelleman moved that the cost of a non-resident card purchased at the Thomas Ford Memorial Library increase to \$410.00 for the year beginning June 1, 2025 and ending May 31, 2026; Hendrick seconded the motion. All approved.

Responsibilities of Board and Director Policy Review

Bodewes presented for review the Responsibilities of Board and Director Policy (TFML Policy No. 1). No substantive changes to the policy were recommended. The policy was accepted as presented.

MOTION: Graziani moved to approve as presented the Responsibilities of Board and Director Policy; Donnelly seconded the motion.

Roll Call:

Carroll AYE

Donnelly AYE

Fuelleman AYE

Graziani AYE

Hendrick AYE

Montgomery AYE

All approved.

There being no other business, Montgomery moved to adjourn at 7:50 p.m. Fuelleman seconded the motion. All ayes.

The next regular meeting of the Board of Trustees will be held on Tuesday, June 24, 2025.

Respectfully submitted,

Kathleen Lewandowski

Recording Secretary