



Thomas Ford Memorial Library
Board of Trustees Minutes
October 22, 2024

Fahrenbach called the meeting to order at 7:03 p.m.

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

Also present: Bodewes, Lewandowski

Minutes of the September 24, 2024 meeting of the Board of Trustees

MOTION: Montgomery moved to approve as presented the minutes of the September 24, 2024 meeting of the Board of Trustees; Baker seconded the motion. All ayes.

Treasurer's Report

Carroll reviewed the September 2024 treasurer's report and vendor list. Noted expenditures: children's books, Ebooks and Wonderbooks. All other income and expense is of the usual sort.

September 2024 Treasurer's Report

Library Operating Fund #920	\$1,514,866.25
Graham Trust Fund #925	\$292,790.40
Building Maintenance Fund #930	\$210,101.16
Capital Fund #970	\$119,501.93
Timber Trails Fund #950	\$77,304.55
Debt Retirement Fund #940	\$295,929.45
September 2024 Vendor List	\$138,541.89

MOTION: September 2024 Treasurer's Report

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

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Montgomery AYE

All approved.

Librarian's Report

- **Library Website Launch.** The new website has launched and we couldn't be more pleased. Initial feedback from the community and staff has been resoundingly positive. The Board expressed

appreciation for the Foundation's generous sponsorship of the new website, and recognized the outstanding effort by Library staff for the final product.

- **2025 Budget** is discussed later on the agenda. Staff and department heads have met to discuss the budget lines relevant to their oversight; final numbers will be included in the draft budget to be presented at the November/December meeting.
- **Foundation Appeal.** The Library Foundation launched its annual appeal last week. Early response has been strong. This is the Foundation's only fundraiser each year and is an important part of their successful support of the library.
- **Intern.** From October 7 through October 18, the Library hosted an intern from the University of Freiburg in Germany. Johanna Jakob temporarily joined our staff and participated in operations in every department while learning about the American Public Library system. The experience was very positive for both Johanna and the Library.
- **Library Friends Book Sale** is Saturday, November 2, and Sunday, November 3. We anticipate a strong turnout for this final book sale. An official recognition of the Friends' significant place in the Library history and community since 1953 is being planned. The Board expressed appreciation for the Friends' dedicated and generous support of the Library through which many Library programs were made possible.
The process for book donations will transition to Library staff.
- **Professional Development, Statistics and Departmental Reports** were presented.

Visitors/Public Comment: None.

Communications: None.

Committees:

Finance

FY25 Budget

Preliminary documents for the FY25 budget were presented to the Library Board. The Library Board Finance Committee met immediately preceding the regular Board meeting for a detailed reading of the draft FY25 budget. The Library Board will vote on the levies and final budget at the combined November/December meeting on December 3. The approved FY25 budget will be presented by Bodewes to the Village Board for adoption at the December Village Board meeting. The documents will then be forwarded to the County for filing.

Building and Grounds

The fireplace was serviced for the upcoming cozy season. The annual backflow inspections were completed. An auxiliary antenna was added to ensure consistent connectivity of the elevator emergency phone. Re-inspection of the elevator will be scheduled.

Old Business

Review of Social Media Policy

Bodewes presented for review the Library's Social Media Policy (TFML Policy No. 27). The policy was reviewed by Library legal counsel, and presented for approval at the October meeting.

MOTION: Carroll moved to approve as presented the Social Media Policy; Montgomery seconded the motion.

Roll Call:

Baker AYE

Carroll AYE
Fahrenbach AYE
Foster AYE
Montgomery AYE
All approved.

New Business

Review of Materials Selection Policy

Bodewes presented for review the Materials Selection Policy (TFML Policy No. 5). Following discussion, it was agreed that changes to the policy will be reviewed by Library legal counsel, and presented for approval at the November/December meeting.

November and December Board Meetings

The Library Board does not typically meet during the month of December. Because the November meeting would fall during Thanksgiving week, the Board confirmed moving the November meeting to December 3. The combined November/December meeting on December 3 will be the last regular Board meeting for 2024.

There being no other business, Foster moved to adjourn at 7:37 p.m.; Carroll seconded the motion. All ayes.

The next regular meeting of the Board of Trustees will be held on Tuesday, December 3, 2024.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary