



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the April 25, 2023

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

Present: Carroll, Fahrenbach, Foster, Hanson, Kartsounes (arr. 7:04), Montgomery Absent: Baker

Also present: Bodewes, Lewandowski, Adam Fuelleman

Fahrenbach welcomed and extended introductions to Trustee-Elect Adam Fuelleman attending the meeting as a guest.

**MOTION: Minutes of the March 28, 2023 meeting of the Board of Trustees**

Montgomery moved to approve as presented the minutes of the March 28, 2023 meeting of the Board of Trustees; Carroll seconded the motion. All approved.

**Treasurer's Reports**

Bodewes presented an Addendum to the December–13th month 2022 Treasurer's Report for final 2022 expenditures in the amount of \$4,074.44. The March 2023 treasurer's report reflects significant delayed 2022 tax revenue; Bodewes noted that balances for both the Library Operating Fund and the Building Maintenance Fund will be unusually high in 2023 due to the three tax revenue periods. Noted expenditures are quarterly unemployment insurance, SWAN quarterly fees, and annual database renewals; all other income and expense is of the usual sort.

**March 2023 Treasurer's Report**

Library Operating Fund #920	\$956,596.15
Graham Trust Fund #925	\$278,447.76
Building Maintenance Fund #930	\$183,504.93
Capital Fund #970	\$110,298.28
Timber Trails Fund #950	\$71,351.17
Debt Retirement Fund #940	\$95,897.11
March 2023 Vendor List	\$158,447.42

**MOTION: March 2023 Treasurer's Report**

Hanson moved to approve the Addendum (final) December–13<sup>th</sup> month 2022 and the March 2023 treasurer's report and vendor list; Foster seconded the motion.

**Roll Call:**

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Kartsounes AYE

Montgomery AYE

All approved.

### Librarian's Report

- **National Library Week** is April 23 through 29. The Library is celebrating with decorations, special social media posts, and a giveaway of TFML sticky notes. Library banners are displayed on light poles around the Village. Library staff has been enjoying being treated all week courtesy of the Library Foundation. We appreciate our Library community.
- **Elected Officials Dinner.** The Village will hold the Retiring Elected Officials Dinner on May 12. All trustees, including those newly elected, from the Village, Park and Library Boards are invited to attend the dinner.
- **Passport Application Acceptance Program.** The Library has applied to become a designated Passport Acceptance Facility. Processing (accept, verify, submit) passport applications in a convenient, family-friendly location with daytime, evening and weekend hours would provide a welcome, value-added service for the community. Interesting note: 30-40% of passport applications are incorrect. The passport application fee is \$35; photo service will not be provided at the Library.
- **HR Source.** A preliminary meeting has been held with HR Source to discuss the evaluation and updating of our Personnel Policy. HR Source's legal and employment experts will be making recommendations for updates and changes to our policy to ensure it is up to date and compliant.
- **Summer Library Challenge.** Our popular Summer Reading Program and Summer Library Challenge returns this year with the theme "Find Your Voice." All departments are finalizing their activities and events and we are looking forward to a very busy summer of in-person programs. The Board expressed appreciation to the Library Friends for their support of summer programming.
- **Statistics, Departmental, and Professional Development Reports** were presented. It was noted that Uma Nori, Head of Youth Services, was named to the National Book Award Selection Committee for the Scott O'Dell Award for Historical Fiction; she also serves as the national co-chair of the ALSC Managing Children's Services Committee.

Visitors/Public Comment: Trustee-elect Adam Fuelleman was in attendance.

Communications: None.

### Committees:

#### **Building and Grounds**

Bodewes reported on building projects.

- Door replacement proposals are being gathered and reviewed.
- Landscape walkway paver project is in progress. Brickwork is expected to begin later this month. Spring planting is scheduled in early May.
- Roof repairs identified during the annual inspection are scheduled in April.

#### **Library Foundation**

Bodewes reported on the April 17 Foundation meeting. The 2022 Appeal was the most successful appeal to date with donations of \$18,800. A number of significant separate gifts were also received in 2022. Recent initiatives - personalized mailings, online donation option, planned giving outreach - as well as an increasing appreciation of libraries in recent years, contribute to the strong community support of the Library.

### Old Business

**Board Election and Transition Plan.** Jean Carroll and Adam Fuelleman were elected to the Library Board on April 4. Carroll will be serving a second term; Fuelleman will serve his first. The new Trustees will be

sworn in by the Village Clerk and will then be seated at the May meeting. Retiring Trustee Cheryl Hanson will be recognized for her service and then depart. Officers will be elected at the May meeting. A training session for new Trustees will be held in June.

**July Board Meeting**

The July 25, 2023 Board meeting has been canceled due to schedule conflicts.

**MOTION:** Montgomery moved to approve the cancelation of the July Board meeting; Foster seconded the motion. All approved.

**Statements of Economic Interest.** Trustees were reminded to complete the Statement of Economic Interest document which must be completed annually by all elected officials by May 1.

**New Business**

**Board Committee Assignments**

Bodewes presented an overview of Library Board Committees – Finance, Building and Grounds, Personnel. Committees are outlined in Library bylaws but are set at the discretion of the Board. Trustees will submit ranked preferences and the Board President will slate committee assignments as well as liaisons to the Library Foundation and Library Friends.

**Fund Balance Policy Review**

Bodewes presented for review the amended Fund Balance Policy (TFML Policy No. 25). Non-substantive changes to the policy were made. This policy is regularly vetted by Library auditors.

**MOTION:** Carroll moved to approve as presented the Fund Balance Policy; Montgomery seconded the motion.

**Roll Call:**

- Carroll AYE
- Fahrenbach AYE
- Foster AYE
- Hanson AYE
- Kartsounes AYE
- Montgomery AYE
- All approved.

There being no other business, Hanson moved to adjourn at 8:21 p.m.; Foster seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, May 23, 2023.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary