



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the April 23, 2024

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

Present: Baker, Carroll, Fahrenbach, Foster, Fuelleman, Kartsounes (arr. 7:06), Montgomery

Also present: Bodewes, Lewandowski

**MOTION: Minutes of the March 26, 2024 meeting of the Board of Trustees**

Fuelleman moved to approve as presented the minutes of the March 26, 2024 meeting of the Board of Trustees; Montgomery seconded the motion. All ayes.

**Treasurer’s Report**

Carroll reviewed the March 2024 treasurer’s report and vendor list. Significant tax revenue has been received. It was noted that wage lines reflect three payroll periods; notable expenditures are for Joseph Woodworking (doors) and Kelvyn Press (newsletter). All other income and expense is of the usual sort.

**March 2024 Treasurer’s Report**

Library Operating Fund #920	\$1,446,171.47
Graham Trust Fund #925	\$292,638.65
Building Maintenance Fund #930	\$215,852.76
Capital Fund #970	\$117,013.01
Timber Trails Fund #950	\$76,194.86
Debt Retirement Fund #940	\$175,975.69
March 2024 Vendor List	\$167,446.88

**MOTION: March 2024 Treasurer’s Report**

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

**Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

Kartsounes AYE

Montgomery AYE

All approved.

**Librarian’s Report**

- **May Board Packet.** Due to the timing of travel schedules the Board packet for the May meeting will be distributed in two parts. The customary packet, distributed the week before the meeting, will not include the treasurer’s report; the treasurer’s report will be distributed on the day of the meeting.

- **Donations Process.** Acceptance of book donations, as well as our book deselection processes, have resumed after being stopped for several weeks following the unexpected closure in March of the organization which collected our unused donations and material discards. A new vendor has been contracted and donation receiving and weeding is underway. Donations will be accepted year round.
- **Audit Fieldwork** has been completed and the final preparation of the audit has begun. No unexpected issues or problems were noted. Delivery of the completed audit document is anticipated for late summer.
- **Summer Library Programs.** Our immensely popular Summer Library Programs return! This year's Youth Services Summer Library Challenge theme will be "Adventure Begins at Your Library." The Adult and Teen theme is "Read, Renew, Repeat," a conservation and recycling tie-in. All departments are finalizing activities and events and we look forward to a very busy summer of in-person programs. Sign up begins June 3rd.
- **Statistics, Professional Development and Departmental Reports** were presented. Baker stated his appreciation of the Departmental Reports, finding the reports both enjoyable and helpful.

Visitors/Public Comment: None.

Communications:

A student-written letter of appreciation for books donated to their school (in Chicago); they stated that they like mystery books the best.

Committees:

**Building and Grounds**

Montgomery reported.

- Entrance vestibule woodwork refreshing has been completed.
- Spring grounds work has begun with mulching and mowing underway.
- Routine phone system maintenance was performed.

Bodewes reported that the exploratory process regarding the water detention area continues with discussions involving Village departments, engineers, and architects.

Foundation

Bodewes reported on the April 9 meeting. Andrew Gore announced his retirement from the Foundation. Mary Brown joined the Foundation Board. Elections were held: Director terms were renewed for Distler, Ericson, Karas, Kozak and Scriba; Officers are: Kozak, Chair; Distler, Vice-Chair, Ericson, Treasurer; Scriba, Secretary. Bodewes provided an update on the Library website project, which is funded by the Foundation. The Library Board expressed appreciation for the sustaining support of the Foundation. Lewandowski also shared staff appreciation to the Foundation for the breakroom stocking of snacks and lunch during National Library Week.

Old Business

**Statements of Economic Interest**

It was confirmed that all Trustees have submitted the annual Statement of Economic Interest document.

**New Business**

**Confidentiality of Library Records Policy Review**

Bodewes presented for review the amended Confidentiality of Library Records Policy (TFML Policy No. 19). This is a statutory policy written by attorneys. The policy has been updated to remove reference to the expired Patriot Act. The policy was accepted as presented. The statute (75 ILCS 70/) will be included as an attachment to the policy.

**MOTION:** Carroll moved to approve as presented the amended Confidentiality of Library Records Policy; Baker seconded the motion.

**Roll Call:**

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

Kartsounes AYE

Montgomery AYE

All approved.

There being no other business, Carroll moved to adjourn at 7:52 p.m.; Fuelleman seconded the motion. All ayes.

**The next regular meeting of the Board of Trustees will be held on Tuesday, May 28, 2024.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary