



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the August 22, 2023

Fahrenbach called the meeting to order at 7:00 p.m.  
Present: Carroll, Fahrenbach, Foster, Fuelleman, Montgomery      Absent: Baker, Kartsounes  
Also present: Bodewes, Lewandowski, Wenslauskis, Mayfield

**MOTION: Minutes of the June 27, 2023 meeting of the Board of Trustees**  
Montgomery moved to approve with a procedural verification the minutes of the June 27, 2023 meeting of the Board of Trustees; Carroll seconded the motion. All approved.

**Treasurer’s Report**

Carroll reviewed the June 2023 and July 2023 treasurer’s reports. In June, noted income was Illinois Funds interest; noted expenditures were HR Source (policy review), Swan fees, newsletter, and door projects. In July, noted income was the State Per Capita grant; noted expenditures were the TBS scan station, and ebooks. All other income and expense were of the usual sort.

**June 2023 Treasurer’s Report**

Library Operating Fund #920	\$1,059,238.75
Graham Trust Fund #925	\$280,579.75
Building Maintenance Fund #930	\$173,285.07
Capital Fund #970	\$111,864.75
Timber Trails Fund #950	\$72,364.50
Debt Retirement Fund #940	\$138,058.48
June 2023 Vendor List	\$136,057.80

**MOTION: June 2023 Treasurer’s Report**

Foster moved to approve the June 2023 treasurer’s report and vendor list; Montgomery seconded the motion.

**Roll Call:**

- Carroll AYE
- Fahrenbach AYE
- Foster AYE
- Fuelleman AYE
- Montgomery AYE
- All approved.

**July 2023 Treasurer’s Report**

Library Operating Fund #920	\$974,958.87
Graham Trust Fund #925	\$282,001.32
Building Maintenance Fund #930	\$162,690.78
Capital Fund #970	\$112,430.59
Timber Trails Fund #950	\$72,730.54
Debt Retirement Fund #940	\$138,058.48

July 2023 Vendor List \$126,342.93

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

Fuelleman moved to approve the July 2023 treasurer's report and vendor list; Foster seconded the motion.

**Roll Call:**

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

Montgomery AYE

All approved.

**Librarian's Report**

**Staff Presentation:** Matthew Wenslauskis, Head of Adult Services, and Lily Mayfield, Teen/Tween Librarian  
Matthew presented an overview of the Adult Services Department. He introduced the AS team: Rachel Hoover, Jennie Stevens and Matthew are Adult Service Librarians; Lily Mayfield, Teen/Tween Librarian, and Madison Pickett serve teens and tweens. Responsibilities include the collections each selects/maintains and the programs each host. A popular and growing collection is the Library of Things. The department provides reference/information services, technology support, book club support, and conducts school visits for middle and high schools; Rachel maintains the Library website and provides IT support. The Library recently subscribed to the new library statistics database Collection HQ, a tool for collection management and development; staff training is scheduled in September. Lily presented an overview of the Teen/Tween Department. With an emphasis on the Teen Room as a welcoming space, Lily and Madison featured collections for younger teens, expanded grab-and-go crafts, added gaming laptops and dedicated graphic novel shelving. School visits generated record participation in Summer Reading, Library Battle of the Books and Teen Board. Lily and Madison plan to increase collection browsability, add more tech, and expand Team Board leadership. The Board thanked Matthew and Lily for the informative presentation. The Head of the Youth Services Department will present in October.

- **The 2022 Audit** is complete. Auditor Brian LeFevre from Sikich will present and discuss the audit at the September meeting. A digital copy of audit will be distributed in early September for advance review; hard copies will be available for pick up as well as at the September meeting.
- **Summer Reading Challenge** programs have come to an end and were a big success. Over 1,475 adult, teen/tween, and youth participants, an exciting increase from previous years, participated in programs and earned prizes. Appreciation was expressed to the Adult, Teen, and Youth departments for the time and effort that they put into making Summer Reading Challenge so successful.
- **The Fall Newsletter** will be in residences this week. This issue, which covers September through December, includes virtual and in-person programming, service highlights, and information about the upcoming and the Library Friends book sale and the Library Foundation's annual appeal.
- **State of Illinois Per Capita.** The letter from the State of Illinois awarding our annual Per Capita Grant was received. The Per Capita Grant is administered by the State Library and is awarded to all public libraries in Illinois. The grant amount this year is \$20,102.78. The award amount is based on population and the total appropriation available.
- **Safety Procedure Review.** Bodewes reported, in response to current events, on bomb threat procedures which have been reviewed with staff.
- **A scan station** has been installed in Adult Service area; the new service is free to patrons.
- **Statistics, Departmental, and Professional Development Reports** were presented.

**Visitors/Public Comment:** None.

**Communications:** None.

**Committees:**

**Building and Grounds**

Montgomery reported on building projects.

- The Chestnut Street doors and Wolf Road door have been installed; various hardware is pending delivery. Additional door projects are slated for Spring 2024.
- Removal of the evergreen tree at the southeast corner of the building due to crowding is scheduled this month. Sinnott Tree Service will do the work.
- Repairs to the north door area were completed by Mortenson Roofing. Gutter work and tuckpointing resolved issues leading to water damage during recent storms.
- Replacement of ceiling tiles damaged during recent HVAC issues is in progress.

**Library Friends**

Montgomery reported on the July 12 meeting. Requests supporting Children's programming and Adult/Teen/Tween Winter Reading were approved in the amount of \$3,600. Preparation continues for the Fall Book Sale scheduled for November 4-5.

**Library Foundation**

Bodewes reported on the July 18 meeting. The Foundation conducted a review of finances. The upcoming Annual Appeal was discussed. Library project funding opportunities for 2024 will be considered at the January 2024 meeting.

**Old Business**

None.

**New Business**

**Patron Behavior Policy Review**

Bodewes presented for review the Patron Behavior Policy (TFML Policy No. 7). The policy was amended to remove 7.1.10 [*Unacceptable behavior includes...*] *Recording of patrons or employees within the Library without their consent....* due to no expectation of privacy in public spaces. Non-substantive changes for clarity were also made. The amended policy has been vetted by Library legal counsel. The amended policy was accepted without change.

**MOTION:** Carroll moved to approve as amended the Patron Behavior Policy; Montgomery seconded the motion.

**Roll Call:**

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

Montgomery AYE

All approved.

**Reference Services Policy Review**

Bodewes presented for review the Reference Services Policy Review (TFML Policy No. 9). The policy was amended to correct out-of-date terminology and authority. The amended policy was accepted without change.

**MOTION:** Foster moved to approve as amended the Reference Services Policy; Fuelleman seconded the motion.

**Roll Call:**

Carroll AYE  
Fahrenbach AYE  
Foster AYE  
Fuelleman AYE  
Montgomery AYE  
All approved.

**Review of Board of Trustees Executive Session Minutes**

The biannual review of Executive Session Minutes to determine which should be kept private or made public is required by law. At the advisement of Library legal counsel, it is recommended that Executive Session minutes pertaining to personnel matters be indefinitely retained. The Executive Session file will next be reviewed in January 2024. The Board accepted the recommendation.

**MOTION:** Carroll moved to retain as private all Executive Session minutes pertaining to personnel matters; Foster seconded the motion.

**Roll Call:**

Carroll AYE  
Fahrenbach AYE  
Foster AYE  
Fuelleman AYE  
Montgomery AYE  
All approved.

There being no other business, Montgomery moved to adjourn at 8:31 p.m.

**The next regular meeting of the Board of Trustees will be held on Tuesday, September 26, 2023.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary