



Thomas Ford Memorial Library
Board of Trustees
Minutes of the February 27, 2024

Fahrenbach called the meeting to order at 7:02 p.m.

Present: Baker, Carroll, Fahrenbach, Fuelleman, Kartsounes (arr. 7:05), Montgomery Absent: Foster

Also present: Bodewes, Lewandowski

MOTION: Minutes of the January 23, 2024 meeting of the Board of Trustees

Montgomery moved to approve as presented the minutes of the January 23, 2024 meeting of the Board of Trustees; Baker seconded the motion. All ayes.

Treasurer's Report

Carroll reviewed the December-13th month 2023 treasurer's report and the January 2024 treasurer's report and vendor list. December-13th month 2023 income and revenue reflect end-of-year interest and expenditures. Final 2023 expenditures will be reported at the March meeting. The January 2024 treasurer's report reflects state replacement tax revenue; a notable expenditure is the annual insurance payments.

December-13th month 2023 Treasurer's Report

Library Operating Fund #920	\$1,074,444.53
Graham Trust Fund #925	\$290,859.15
Building Maintenance Fund #930	\$155,646.03
Capital Fund #970	\$116,004.34
Timber Trails Fund #950	\$75,542.37
Debt Retirement Fund #940	\$46,438.72

MOTION: December-13th month 2023 Treasurer's Report

Baker moved to approve the December-13th month 2023 treasurer's report. Montgomery seconded the motion.

Roll Call:

- Baker AYE
- Carroll AYE
- Fahrenbach AYE
- Fuelleman AYE
- Kartsounes AYE
- Montgomery AYE
- All approved.

January 2024 Treasurer's Report

Library Operating Fund #920	\$961,624.89
Graham Trust Fund #925	\$290,859.15
Building Maintenance Fund #930	\$153,168.03
Capital Fund #970	\$116,004.34
Timber Trails Fund #950	\$75,542.37

Debt Retirement Fund #940 46,438.72
January 2024 Vendor List \$117,630.19

MOTION: January 2024 Treasurer's Report

Baker moved to approve the January 2024 treasurer's report and vendor list; Fuelleman seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Fuelleman AYE
Kartsounes AYE
Montgomery AYE
All approved.

Librarian's Report

- **New Library Website.** Work has begun on the new graphics and web design. Bodewes shared samples of the company's work and discussed the timeline. This project will be completed this year. Appreciation was expressed for the Foundation's generous support of this project.
- **Statements of Economic Interest** must be completed annually by all elected officials by May 1. Trustees typically receive the SEI via email in March.
- **The FY2023 Audit** is reported later on the agenda.
- **The Illinois Public Library Annual Report (IPLAR)** is reported later on the agenda.
- **Statistics, Professional Development and Departmental Reports** were presented. Bodewes noted that teen librarian Lily Mayfield was named to the ALA national committee to select the 2024 winner of the Margaret A. Edward award which recognizes an author and their contribution to young adult literature.

Visitors/Public Comment: None.

Communications: None.

Committees:

Building and Grounds

Montgomery reported.

- The second phase of Library door projects is underway. The interior lobby doors are being refinished and the north exterior door will be replaced. Both projects will be completed this spring.
- Replacement fixtures for the lights located above the central stairway have been ordered. Temporary scaffolding has been arranged.
- Annual spring cleanup of Library grounds was done.
- A meeting to discuss the water detention area has been scheduled. Montgomery will attend.

Personnel

Baker reported. The Library Director evaluation for 2023 has been prepared compiling input from Trustees and members of Library staff. Baker will share the report with Bodewes in coming weeks.

Old Business

Audit Fieldwork. Initial fieldwork for the FY2023 audit has been completed. Bodewes met virtually with the auditors and letters from the auditors were sent to Trustees.

New Business

The Annual Report (IPLAR), a summary of Library activity for FY2023, has been completed and accepted by the Illinois State Library. Bodewes reviewed highlights. The numbers reflect a thriving library. The full report is also available.

2024 Board Action Calendar was presented and accepted without change. The Board Action Calendar is a guideline; the schedule may change but it serves to outline actions for the year.

Volunteer Policy Review

Bodewes presented for review the revised Volunteer Policy (TFML Policy No. 14). The policy was updated to reflect current practices relating to Library volunteers who are primarily students. It was noted that a volunteer guideline document will be provided to all volunteers.

MOTION: Carroll moved to approve the revised Volunteer Policy; Fuelleman seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Fuelleman AYE

Kartsounes AYE

Montgomery AYE

All approved.

There being no other business, Montgomery moved to adjourn at 8:01 p.m.; Carroll seconded the motion. All ayes.

The next regular meeting of the Board of Trustees will be held on Tuesday, March 26, 2024.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary