



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

Fahrenbach called the meeting to order at 7:01 p.m.

Present: Baker, Carroll, Fahrenbach, Foster, Fuelleman, Montgomery Absent: Kartsounes

Also present: Bodewes, Lewandowski, Daly

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

Montgomery moved to approve as presented the minutes of the November 28, 2023 meeting of the Board of Trustees; Baker seconded the motion. All ayes.

**Treasurer's Report**

Carroll reviewed the November 2023 and December 2023 treasurer's reports and vendor lists.

November and December treasurer's reports reflect large amounts of tax revenue. Notable November expenditures: SWAN fees, computers and databases, and the bond payment. Notable December/end-of-year expenditures: youth and adult books, computers. The anticipated overspending of the Building line was noted, as well as the Cleaning line due to a pricing change received after the budget was approved.

**November 2023 Treasurer's Report**

Library Operating Fund #920	\$759,738.70
Graham Trust Fund #925	\$288,043.55
Building Maintenance Fund #930	\$123,123.03
Capital Fund #970	\$114,883.15
Timber Trails Fund #950	\$74,317.08
Debt Retirement Fund #940	-\$32,679.08
November 2023 Vendor List	\$361,749.52

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

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

**Roll Call:**

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

**December 2023 Treasurer's Report**

Library Operating Fund #920	\$1,093,937.01
Graham Trust Fund #925	\$289,517.01
Building Maintenance Fund #930	\$161,699.05

Capital Fund #970	\$115,469.89
Timber Trails Fund #950	\$74,696.64
Debt Retirement Fund #940	\$46,438.72
December 2023 Vendor List	\$141,171.30

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

Baker moved to approve the December 2023 treasurer’s report and vendor list. Fuelleman seconded the motion.

**Roll Call:**

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

**Librarian’s Report**

**Department Presentation:** Beth Daly, Head of Technical Services

Beth presented an overview of the Technical Services Department. The Tech Services team – Beth, Nancy Kuta and Julie Lillquist – is responsible for the processing of the approximately 67,000 items in the Library’s physical collection, entailing cataloguing, labeling, specialized collection packaging (library of things/tech tools, binge boxes) and conversions, and repairs. Tech Services also works with the departments on special projects, e.g., collection repackaging and repositioning, creating duplicate collections for the Tween and Youth departments. Ted recognized Beth’s 27-year tenure as well as her excellent customer service at the Circulation Desk. The Board thanked Beth for the informative behind the scenes look at Technical Services; Beth then departed.

- **Snow Closure.** The Library was closed on January 12 due to extreme weather. The schools, recreation department, and Village offices were also closed. Items on hold were extended and activities canceled. The Library reopened the following day at the regular time.
- **Staff Performance** Appraisals are being conducted during January and February. 2024 goals and objectives were reviewed during the December Staff In Service. Staff has received their new pay rates and paid time off summaries which went into effect in the first paycheck of 2024.
- **Our second annual Winter Reading Challenge** is underway. Sign-up began on December 15 and the challenge is open to everyone 5th Grade and older. Patrons who sign-up receive a free box of chocolates. Everyone who reads 3 or more books this winter will also receive a cozy knit cap!
- **Foundation Gift.** The Foundation approved funding for the redesign of the Library website. This project will be completed this year. We are grateful to the Foundation for their support of the Library.
- **Statements of Economic Interest.** All elected officials are required to complete an annual Statement of Economic Interest by May 1 each year. Those statements typically arrive by email during the month of February and March.
- **Statistics, Professional Development and Departmental Reports** were presented. Bodewes shared that Uma Nori, head of the Youth Services Department, was nominated for the national ALA “I Love my Librarian” award. Several local families working together wrote a beautiful nomination honoring Uma.

**Visitors/Public Comment:** None.

**Communications:** Note of appreciation from First Congregational Church Preschoolers; letter of appreciation from the Rotary Club for serving as a collection location for clothes and gifts for local children.

**Committees:**

**Building and Grounds**

Montgomery reported. A meeting was held with Bodewes and Lewandowski to discuss 2024 projects: site survey of the water detention area, update east landscaping, update/improve Technical Services Room and Janitor/Utility Room (furniture and shelving). Building activity reported this month:

- Three light fixtures located above the central stairway require repair or replacement. Temporary scaffolding is being arranged due to the challenging location of the fixtures.
- Snow and ice management services have begun with several service days logged.
- The Western Springs Garden Club holiday decorations again made the Library shine. The Board expressed appreciation for the support of the WSGC.

**Personnel**

Baker reported. Trustees were reminded to email 2023 Library Director evaluation forms to Baker. Baker met in January with members of Library staff to discuss their respective goals and how the Director supports these goals. The committee will compile the feedback; Baker will then meet with Bodewes.

**Library Friends**

Montgomery reported on the January 10 meeting. 2024 activities and leadership roles were discussed. The book sale will be held in the Fall with book donations resuming in the Spring in preparation. Funding was approved for Youth Services Summer Programming. The Board expressed appreciation for the generous support in both time and funds by the Library Friends.

**Library Foundation**

Bodewes reported on the January 16 meeting. Finances and investments were reviewed. The 2023 Appeal was very successful with donations of approximately \$19,000. Izzy Gut and Kat Lewandowski were thanked for their assistance with the appeal. Bodewes presented a project proposal for the Library website redesign. The Foundation enthusiastically committed \$25,000 to sponsor the website redesign project which will be completed in 2024. The Board thanked the Foundation for funding this long-anticipated and exciting project. To express its appreciation of the Library staff, the Foundation will host a staff celebration during National Library Week (April 7-13).

**Old Business**

**Staff In Service and Appreciation.** Lewandowski reported. The Library was closed on December 8 for an In Service Day. The closure was posted at the Library, on the website and on social media. The day included news and updates, a review of 2024 library-wide goals, and a dynamic presentation and conversation on Readers' Advisory led by the Adult Services/Teen/Tween and Youth Services librarians. The excellent program provided invaluable knowledge/tools for every staff member -and reader. Lunch was followed by departmental meetings. TFML-branded thermal tumblers were gifted to the staff in appreciation for the good work done during 2023. Note: tumblers were made available to trustees at cost. The day was informative, useful and enjoyable.

**New Business**

**2024 Policy Review Schedule**

The 2024 Policy Review schedule was presented.

MOTION: Carroll moved to accept the Policy Review Schedule as presented; Baker seconded. All ayes.

**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. It is the advisement of Library legal counsel that Executive Session minutes pertaining to personnel matters be indefinitely retained.

**MOTION:** Carroll moved that the following minutes be retained in the Executive Session file to be reviewed again in July 2024; Foster seconded the motion. All ayes.

- Personnel Matters and Staff Salaries: Personnel Matter (all minutes from 1998 Executive Sessions related to this); Second Personnel Matter (November 2007); Third Personnel matter (February 23, 2010, April 26, 2011); Fourth Personnel Matter (October 27, 2015)

There being no other business, Baker moved to adjourn at 8:18 p.m.; Montgomery seconded the motion. All ayes.

**The next regular meeting of the Board of Trustees will be held on Tuesday, February 27, 2024.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary