



**Thomas Ford Memorial Library**  
Board of Trustees  
Minutes of the June 27, 2023

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

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

Also present: Bodewes, Lewandowski, Sandy Frank

**MOTION: Minutes of the May 23, 2023 meeting of the Board of Trustees**

Montgomery moved to approve as presented the minutes of the May 23, 2023 meeting of the Board of Trustees; Foster seconded the motion. All approved.

**Treasurer’s Report**

Carroll reviewed the May 2023 treasurer’s report. All other income and expense are of the usual sort.

**May 2023 Treasurer’s Report**

Library Operating Fund #920	\$1,163,462.30
Graham Trust Fund #925	\$279,127.20
Building Maintenance Fund #930	\$204,059.11
Capital Fund #970	\$111,286.57
Timber Trails Fund #950	\$71,990.48
Debt Retirement Fund #940	\$137,571.22
May 2023 Vendor List	\$131,162.97

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

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

**Roll Call:**

Baker AYE

Carroll AYE

Foster AYE

Kartsounes AYE

Montgomery AYE

All approved.

**Librarian’s Report**

**Department Head Presentation:** Sandy Frank, Head of Circulation

Sandy provided an overview of the Library’s Circulation Department and the services provided. Along with skilled processing of materials, the Circ Desk staff provides vital customer service to every Library patron, fostering connections and building meaningful community relationships. The department recently implemented MessageBee, a customizable patron communication tool made available through the SWAN consortium. The Circ Department provides support for 35 Western Springs community and neighbors book clubs garnering much positive feedback. Bodewes recognized Sandy’s tenure of 27+ years. The Board thanked Sandy for providing an inside look at Circulation. The Head of the Adult Services Department will present in August.

- **Special Event.** Bodewes was honored to be a guest of Secretary of State Alexi Giannoulias at the signing of House Bill 2789 into law by Governor Pritzker on June 12. This law is the first anti-book-banning law in the United States and is an important protection for libraries and free speech. The ceremony was held at the Harold Washington Library downtown.
- **Summer Reading Challenge.** All three summer reading programs are off to an amazing start with 1,317 residents signed up for the programs: 756 children, 370 teens, and 191 adults. The response to programming has been extremely strong and we are excited for the rest of the summer.
- **Gathering on the Green** was held on Friday, June 16th at the Tower Green. The library table was staffed by Bodewes, Christine Ricker, Lily Mayfield, Jeff Zagoudis, and Uma Nori. Giveaway items included tote bags, water bottles, and temporary tattoos. This event always represents a great opportunity to engage with the community and market the library in a meaningful, local way.
- **RAILS Board.** Trustee Jean Carroll was congratulated on her election to the RAILS board. RAILS is a regional library system, a government agency that provides services to libraries in the northern and west-central areas of Illinois. RAILS provides interlibrary delivery, continuing education and consulting resources to library employees and trustees, shared catalog and cataloging support, e-content services, museum and attractions pass program, group purchases and vendor discounts, networking opportunities for library employees, and targeted grant funding to member libraries. Carroll will report on her first RAILS meeting (July 31) at the next Board meeting.
- **ALA Annual Conference.** The American Library Association's annual conference was held in Chicago, June 22-27. The multiday conference is a wonderful professional development occasion for staff to learn, network and explore our dynamic profession. Nine staff members as well as Trustee Foster attended the conference. Staff reports will be shared with the Board.
- **Bodewes** completed a 6-year term as president of the SWAN Consortium. The Board recognized his leadership and service to the consortium member libraries.
- **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: A note/artwork in appreciation of librarians was received from a child patron, delivered via curbside book return.

Committees:

### **Building and Grounds**

Montgomery reported on building projects.

- The Library closed early on June 1 due to a power outage (blown transformer). Power was restored overnight. Service calls were required the next day for the HVAC system, elevator, and self-check equipment; there was no damage to any systems. All backup systems performed as expected.
- The annual elevator inspection was conducted.
- An HVAC leakage issue was serviced.
- In progress photos of the door fabrication were shared.
- It was noted that the evergreen tree at the southeast corner of the building needs to be removed due to crowding the building.
- Repairs to the northside gutter and surrounding area are pending.

### Old Business

None.

**New Business**

**Resolution for .02% Building Maintenance Levy**

Every year the Library must request the Village to levy a tax for the maintenance of this public building. The Library, through the Village, has levied this tax for many years.

**MOTION: Building Maintenance Levy**

Carroll moved that a Building Maintenance tax in the amount of .02% of the value of all taxable property in the Village be levied for the purpose of maintenance, repairs, and alterations of the Library building and equipment for the fiscal year beginning January 1, 2024. Foster seconded the motion.

**Roll Call:**

Baker AYE  
Carroll AYE  
Foster AYE  
Kartsounes AYE  
Montgomery AYE  
All approved.

**Tutoring Policy Review**

Bodewes presented for review the Tutoring Policy (TFML Policy No. 26). The policy was accepted with a formatting change.

**MOTION:** Carroll moved to approve as amended the Tutoring Policy; Kartsounes seconded the motion.

**Roll Call:**

Baker AYE  
Carroll AYE  
Foster AYE  
Kartsounes AYE  
Montgomery AYE  
All approved.

**Gifts to the Library Policy Review**

Bodewes presented for review the Gifts to the Library Policy Review (TFML Policy No. 10). The policy was revised to reflect current practices. The recommended revisions were accepted without change.

**MOTION:** Baker moved to approve as amended the Gifts to the Library Policy; Carroll seconded the motion

**Roll Call:**

Baker AYE  
Carroll AYE  
Foster AYE  
Kartsounes AYE  
Montgomery AYE  
All approved.

There being no other business, Foster moved to adjourn at 8:09 p.m. Montgomery seconded.

**Trustees were reminded that the July meeting is canceled. The next regular meeting of the Board of Trustees will be held on Tuesday, August 22, 2023.**

Respectfully submitted,

Kathleen Lewandowski, Recording Secretary