



Thomas Ford Memorial Library
Board of Trustees
Minutes of the November 28, 2023

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

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

Also present: Bodewes, Lewandowski, Gut

MOTION: Minutes of the October 24, 2023 meeting of the Board of Trustees

Fuelleman moved to approve as presented the minutes of the October 24, 2023 meeting of the Board of Trustees; Montgomery seconded the motion. All ayes.

Treasurer's Report

Carroll reviewed the October 2023 treasurer's report and vendor list. Expenses were of the usual sort with end-of-year spending for books, computers and Hoopla credits.

October 2023 Treasurer's Report

Library Operating Fund #920	\$652,430.40
Graham Trust Fund #925	\$286,428.64
Building Maintenance Fund #930	\$95,277.76
Capital Fund #970	\$114,240.22
Timber Trails Fund #950	\$73,901.17
Debt Retirement Fund #940	\$141,068.70
October 2023 Vendor List	\$130,258.10

MOTION: October 2023 Treasurer's Report

Montgomery moved to approve the October 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: Izzy Gut, Marketing Coordinator

Izzy presented an overview of her role as Marketing Coordinator. Working with Bodewes, Izzy develops Library branding and a marketing plan, and coordinates and executes the campaign. Along with the color print newsletter, community engagement is increased through digital content via monthly e-news newsletters and regular social media posts. Departments collaborate to provide dynamic information regarding programming, services and news. Focus in the new year will be on strategic development of content,

including features on every day resources, library of things, and more. The Board thanked Izzy for the informative presentation, and expressed support for her ongoing efforts. Izzy then departed.

- **TFML Newsletter.** The December-January-February issue of the newsletter has been delivered to homes in Western Springs this week. We have many programs and activities planned through the holidays including the Winter Reading program.
- **December Board Meeting.** As is long-standing practice, the Library Board will not meet in December unless warranted by budget issues. The next regular meeting will be held in January.
- **FY24 Budget** is discussed later on agenda.
- **Statistics, Professional Development and Departmental Reports** were presented. Jennie Stevens attended ILA and Lily attended YALSA; conference reports are included.

Visitors/Public Comment: None.

Communications: No communications.

Committees:

Finance

Minutes of October 24, 2023 Finance Committee meeting

Carroll moved to accept as presented the minutes of the October 24, 2023 meeting of the Finance Committee. Fahrenbach seconded the motion. All ayes.

FY24 Budget and FY24 Levies

The Board accepted the FY24 Budget as presented. Bodewes and Carroll will attend the December 4 Village Public Hearing, where the FY23 Budget and Levies will be presented and accepted. Adoption will be approved at the December 19 Village Board meeting and documents will be forwarded to the County for filing.

MOTION: Carroll moved that the FY24 Budget be accepted as presented. Fuelleman seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

Montgomery AYE

All approved.

FY24 Levies

Levies for FY24 in the amount of \$1,933,825 were reviewed. This represents a 2.0% increase over FY23.

Library Operating Fund #920

MOTION: Carroll moved that a levy in the amount of \$1,458,124 be approved for the purpose of operating the Thomas Ford Memorial Library and providing FICA coverage in FY24. Foster seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE
Montgomery AYE
All approved.

Building Maintenance Fund #930

MOTION: Carroll moved that a levy in the amount of \$166,071 be approved for the purpose of maintaining and repairing the Library building and equipment during FY24. Montgomery seconded the motion.

Roll Call:

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

IMRF

MOTION: Carroll moved that a levy in the amount of \$61,200 be approved for the purpose of providing IMRF coverage for Library employees during FY24. Fuelleman seconded the motion.

Roll Call:

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

Bond

MOTION: Carroll moved that a levy in the amount of \$248,430, including a 5% allowance for loss, be approved for the purpose of General Obligation Bond repayment due in FY24. Baker seconded the motion.

Roll Call:

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

Building and Grounds

Montgomery reported. Grounds winterizing was completed and the cedar tree stump removed. Seasonal HVAC issues were managed. A meeting with Bodewes to discuss 2024 projects will be scheduled in the coming month.

Personnel

Minutes of November 8, 2023 Personnel Committee meeting

Baker moved to accept as presented the minutes of the November 8, 2023 meeting of the Personnel Committee. Fahrenbach seconded the motion. All ayes.

Library Director Annual Review. The Personnel Committee chair will reach out to Board members regarding the 2023 Library Director review.

Library Friends

Montgomery reported on the November 8 meeting. The fall book sale held on November 5-6 was very successful generating revenue of \$3,000. Book donations will be paused until 2024. Program funding requests will be reviewed at the January meeting. The Board expressed appreciation for the generous support in both time and funding by the Library Friends.

Library Foundation

Lewandowski reported on 2023 Appeal. There has been very strong community response with over \$12,000 in donations received to date.

Old Business

FY23 Budget Modifications

Bodewes reviewed modifications to the FY23 Budget. The FY23 budget remains balanced upon implementation of these changes. Upon approval, the modified budget will be transmitted to the Village of Western Springs and the Library's auditor.

FY23 Building and Maintenance Fund Modifications

- Expenditure line 8102930 52200 Building Repairs and Upkeep be increased from \$63,311 to \$84,578
- Expenditure line 8102930 65999 Contingency be decreased from \$21,267 to \$0

MOTION: Carroll moved to approve that the presented modifications be made to the FY23 Building and Maintenance Fund Budget. Fuelleman seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

Montgomery AYE

All approved.

New Business

Board of Trustees 2024 Calendar

The 2024 calendar was presented. Schedule issues should be emailed to Bodewes/Lewandowski.

Montgomery moved to accept as presented the 2024 calendar. Foster seconded the motion. All ayes.

Personnel Policy Review/Approval

Bodewes presented for review the Personnel Policy (TFML Policy No. 2). The policy was updated to reflect current laws and reviewed by the Personnel Committee. The Committee recommended to accept the policy as presented.

MOTION: Baker moved to approve as presented the Personnel Policy. Fuelleman seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Fuelleman AYE

Montgomery AYE

All approved.

There being no other business, Baker moved to adjourn at 8:08 p.m.; Foster seconded the motion. All ayes.

The next regular meeting of the Board of Trustees will be held on Tuesday, January 23, 2024.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary