



Thomas Ford Memorial Library
Board of Trustees
Minutes of the September 26, 2023

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

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

Also present: Bodewes, Lewandowski, Brian LeFevre

MOTION: Minutes of the August 22, 2023 meeting of the Board of Trustees

Carroll moved to approve as presented the minutes of the August 22, 2023 meeting of the Board of Trustees; Montgomery seconded the motion. All approved.

Treasurer’s Report

Carroll reviewed the August 2023 treasurer’s report. All funds are balanced. As previously discussed, the Building Line has been spent and a budget modification is slated for the November meeting. Noted income was Illinois Funds interest; noted expenditures were door and landscaping projects. All other income and expense were of the usual sort.

August 2023 Treasurer’s Report

Library Operating Fund #920	\$908,523.13
Graham Trust Fund #925	\$285,003.69
Building Maintenance Fund #930	\$137,008.71
Capital Fund #970	\$113,625.66
Timber Trails Fund #950	\$73,503.62
Debt Retirement Fund #940	\$141,543.70
August 2023 Vendor List	\$121,143.46

MOTION: August 2023 Treasurer’s Report

Kartsounes moved to approve the August 2023 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

- The scheduled Departmental Presentation was rescheduled to a later meeting.

- **The FY24 Budget** is discussed later on the agenda. Bodewes will meet with the chairs of the Building and Grounds Committee and Personnel Committee in October to discuss 2024 building and salary expenditures.
- **National Library Card Sign Up Month.** As of September, more than 300 new library cards have been issued in 2023. Approximately 55% of Western Springs residents have an active library card!
- **The FY22 Audit Presentation** is slated later on the agenda.
- **Staff Updates.** We welcomed two new staff members in August; Kate Ouwenga and Addie Nofal join the Circulation department as clerks.
- **Statistics, Departmental, and Professional Development Reports** were presented. It was noted that a Staff In Service was held on August 25. Library staff very much enjoyed the visit to the American Writers Museum in Chicago. In-service days are a valuable team building activity as work schedules are so varied.

Visitors/Public Comment: None.

Communications: Village invitation to the Dedication of the A. Gallagher Pedestrian Bridge.

Committees:

Finance

FY24 Budget

A meeting of the Finance Committee for the purpose of budget planning was called for October 24 immediately preceding the regular Board meeting. Bodewes reviewed the budget process and timeline. Draft #1 of the FY24 budget will be reviewed at the October Board Meeting. The final budget will be presented for approval at the combined November/December meeting. The approved budget will be presented at the Village Board meeting in December.

Building and Grounds

Montgomery reported on building projects.

- The delayed door hardware has been installed and the Chestnut Street and Wolf Road door projects are officially completed. Community feedback has been very positive.
- Removal of the overgrown evergreen tree at the southeast corner of the building has been completed.

Personnel

Committee chair Baker will call a meeting of the Personnel Committee to be held prior to the October meeting. The purpose of the meeting is to review the draft personnel policy/employee handbook, as well as discuss the director evaluation process.

Library Friends

Montgomery reported on the September 13 meeting. Finances were reviewed and funding was approved for winter programming and the Welcome Baby program in the amount of \$1,570. Preparation continues for the Fall book sale scheduled for November 4–5. The next meeting will be held on November 8. The Board expressed appreciation for the support of the Friends.

Library Foundation

Bodewes reported on the September 19 meeting. The annual appeal will be in residences mid-October. Library project funding opportunities for 2024 will be considered at the January 2024 meeting.

Old Business

Presentation of Audit Summary for FY22 by Brian LeFevre, Auditor, Sikich LLP

LeFevre reviewed the FY22 audit summary noting that the Library financial reporting and management narrative rated the highest opinion possible. The audited FY22 financial statement will be posted on the Library's website.

New Business

Staff Recognition

The Board expressed support of the annual staff appreciation expenditure in recognition the excellent work done in 2023. The presentation will be made at the Staff In Service Day scheduled for December 8.

There being no other business, Baker moved to adjourn at 8:28 p.m., Fuelleman seconded.

The next regular meeting of the Board of Trustees will be held on Tuesday, October 24, 2023.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary