

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
February 17, 2009

ROLL CALL

President, Maxine A. Swanson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

Present were: President, Maxine A. Swanson; Vice President, Paul J. Nelson; Secretary, Deborah S. Wisowaty; Treasurer, David C. Westen; Members, Mark W. Moersch & Sharon R. Laughlin.

Also Present: Library Director, Betsy Adamowski; Business Manager, Izabela Wnuk; Business Assistant, Constance Ronnberg & Library Auditor, Janet Matthys, CPA with Sikich Certified Public Accountants & Advisors.

Absent was: Michael S. Golden.

AUDIENCE TO VISITORS:

Library Auditor, Janet Matthys reviewed the Annual Audit Report. The Independent Auditor's Report is an unqualified opinion which is the highest level of ad visitation given. The library is doing a great job. It was noted that the library did not choose to present a Management's Discussion and Analysis as required supplemental information. The Governmental Accounting Standards Board has determined it is not required to be a part of the basic financial statements. Mrs. Matthys stated it's common practice for smaller units of government not to include the Discussion and Analysis.

The Government Audit Report is a pyramid style report. You get more information the further you go back in the report. Budgetary comparisons between operating budget and operating actual were noted. The debt service fund nearly broke even. In comparing the Operating Fund and Fund Balance, four months of expenditures was noted as a prudent balance; however, it is not sensible to go lower than that. Page 15 noted the change in capital assets. The Statement of Net Assets was reviewed on page 3 and Restricted Funds were reviewed on page 8.

The restricted funds under Building and Equipment came up as a possible source for funding the sidewalk project. Its history needs to be reviewed for a full understanding of the line item. Moving restricted funds requires a referendum and funds under Working Cash need to be paid back. Items such as Audit, IMRF and FICA are limited as they are attached to the Levy.

The Standard definition "control deficiency" as noted in the Management Letter is not a concern. It is ambiguous and has already been reformulated by the auditing board.

Comment #1 from the Management Letter in regards to Capital Assets comes from the differing audit styles between the current and last auditor. Comment #2 regarding the investment policy is already being worked on by Mrs. Wnuk. Mrs. Matthys sees both items being resolved by the next audit.

President Barack Obama's stimulus package was discussed our library will not be affected as our revenue is directly linked to property taxes. We may benefit a little with Broadband, but nothing is expected.

It was requested that Mrs. Matthys look at our Budget lines 3050 Building & Equipment Revenue Account, 6150 Building & Improvements Expense Account as suitable sources for our sidewalk project. She stated it is an acceptable use of the funds so long as they are not offsetting each other.

Mrs. Matthys concluded with praise and pleasure in working with Mrs. Wnuk and the library.

SECRETARY'S REPORT:

1. Approval of the minutes as Received or Corrected.

- Mrs. Wisowaty made and Mr. Moersch seconded the motion to approve the minutes from Tuesday, January 20, 2009.

Voice vote: Ayes: 6 Nays: 0 Abstained: 1 Motion Passed.

FINANCIAL REPORT:

1. Approval of Bills Payable

- Mr. Westen made Mrs. Wisowaty seconded the motion to approve the Bills Payable in the amount of \$ 232,127.14. The motion carried on the following

Roll Call:

Ayes:

Mr. Nelson

Mrs. Swanson

Mr. Westen

Mrs. Laughlin

Mr. Moersch

Mrs. Wisowaty

Nays:

2. Treasurer's Report- None

LIBRARIAN'S REPORT:

- Completed Director's Evaluation Packets need to be in Mrs. Swanson's mailbox at the library by March 7th. On March 9th, Mrs. Wisowaty will prepare the results for the March Board Meeting.
- Mrs. Adamowski was the ILA Representative at the Auto Show unveiling of the Special President Obama License Plate with Secretary of State, Jesse White. The cost of the plate is \$50.00 of which \$40.00 goes directly to the Illinois Libraries. The money will help with ILA short investments and the IREAD program.
- President Barack Obama's stimulus bill will not benefit the library. Mrs. Adamowski has entered Itasca in the construction side of the stimulus plan. She included replace roof, replace carpeting, update landscaping, organize and digitize local history materials, upgrade technology, repair & replace parking lot and sidewalks. The projected cost was \$60,000.00 (which came from the cost of the sidewalks).
- The library experienced a sewer backup which was resolved with a needed sewer flush. We are checking on annual flushing services.
- The plaque for the library card winners was shown. It will hang in the Youth Area and was such a hit will be repeated every other year. Ms. Stork, Youth Librarian, is writing articles to get the word out on this successful program.

- As for Construction:
 1. Window installation is 1-1/2 weeks away.
 2. The paint for the doors was shown as brown.
 3. The options of new sconces vs. repainting the old ones will be reviewed.
 4. The sidewalk sketch was presented. Due to the cost, it will need to go to bid. The west sidewalk is not included in the bid, but as an alternate. A few alternates will be included. Tables, chairs and extras will be left out. Mrs. Adamowski will present this to the Village once the bid package is complete for proposal. Placement of the bike rack is unknown, but the Village was awarded a grant for the rack. The flagpole is also not on this basic drawing.
 5. Cleanup on the east side has started.
 6. The decorative vent frames are being finished.

REPORTS OF COMMITTEES OF OFFICERS: None

OLD BUSINESS:

NEW BUSINESS:

1. Motion to approve Capitalization Policy for the Itasca Community Library. Mr. Westen made and Mrs. Laughlin seconded the motion to approve the Capitalization Policy for the Itasca Community Library.
Voice vote: Ayes: All Nays: None Motion Passed.

This policy addresses the Management Letter from the Audit. It is part of the GASB process, which directly speaks to large government entities. It was written by Mrs. Wnuk.

ADJOURNMENT:

With no further business before the board Mr. Westen made and Mr. Moersch seconded the motion to adjourn.

Voice Vote: Ayes: All Nays: None Motion passed.

The meeting adjourned at 8:10 p.m.
 Minutes were written by Constance Ronnberg.

I hereby note these minutes are approved.

 Deborah S. Wisowaty, Secretary

 Date