

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
September 16, 2008

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; Member, Michael S. Golden.

Also Present: Library Director, Betsy Adamowski; Business Assistant, Constance Ronnberg & Library Attorney, Bob Kay.

Late Arrival: Member, Sharon R. Laughlin.

Absent was: Member, Mark W. Moersch.

AUDIENCE TO VISITORS:

- 1.) Mr. Bob Kay, our Library's Attorney with Peregrine, Stime, Newman, Ritzman and Bruchner Ltd., gave the Board a summary followed by a discussion on the Open Meetings Act, Freedom of Information Act & State Officials and Employee Ethics Act as required by the application for the 2008 Illinois Per Capita Grant. Mr. Kay handed out a summary of each act and its highlights.

Open meeting Act

The Open meeting Act is intended to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly. The majority of a quorum of a public board is considered a meeting. He advised the board to be cognizant of discussion where a majority of a quorum exists. With our Board, four is a quorum; three is the majority. This also applies to phone calls and e-mails. The key words to remember are contemporaneous interactive communications.

A tape record must be kept for closed executive sessions. They are to be held for 18 months. The board may approve destruction of tapes/transcript after approval of minutes.

All closed session minutes must be reviewed at least semi-annually to determine if confidentiality is still necessary. If no longer necessary, it should be released and made an open file.

An item not on the meetings agenda may be discussed but no action can be taken. In Special Meetings only items on the agenda may be discussed. It is a class A misdemeanor should the rules be violated. The state wants compliance.

Teleconference meetings must be agreed by the board; however they are allowed to restrict permission to others not on the board.

As for e-mails, distribution is ok, discussions are not. It was recommended to avoid e-mails between board members.

Freedom of Information Act

The act entitles all persons to full and complete information regarding the affairs of government. It is not intended to violate individual privacy, further commercial enterprise or disrupt the work of any public body. It covers public records and e-mails,

which are considered public documents unless clearly personal. The process, reimbursement of costs and exceptions were outlined in the handout. In the situation of the internet fraud that occurred at the library it was matter for the police and handled as such.

State Officials and Employee Ethics Act

This covers the political activities of officers and employees of the governmental entity and the soliciting and accepting of gifts by and the offering and making of gifts to officers and employees of the governmental entity. Political activity must be voluntarily off duty and the gift ban is \$100 or less per year/ per source.

SECRETARY'S REPORT:

- Mrs. Wisowaty made and Mr. Westen seconded the motion to approve the minutes of the board meeting of August 19th, 2008.

Voice vote:

Ayes: All, but Mr. Golden who abstained. Nays: None Motion passed.

FINANCIAL REPORT:

1. Approval of Bills Payable

Mr. Westen made Mr. Golden seconded the motion to approve the Bills Payable in the amount of \$130,162.82. The motion carried on the following

ROLL CALL:

AYES

NAYS

Mr. Westen

Mr. Golden

Mrs. Laughlin

Mrs. Wisowaty

Mr. Nelson

Mrs. Swanson

2. Treasurer's Report- none

LIBRARIAN'S REPORT:

- An update on the construction was reviewed. All parties (roofer, HVAC, Architect) are now on the same page and know that BTC is in full charge of the project. The next construction meeting is Friday at 8 a.m. Weekly construction meetings are in the short term plan so all Trustees are encouraged to attend if available. The mold has been removed on the east side without any penetration to the interior. It was revealed that the building is hanging off the foundation. Custom angles are going to be needed in those areas and thus our first change order. As for the furring, which is normally 6", our building has a space of 20 some inches. An extra spacer is needed to meet the furring and foam was suggested. It is all under review with Mr. Farahmandpour, who has the project under close control while winning the respect of all contractors on the project.
- As for the weekend rain, the building did not present any new areas of issue nor did damage occur. The space by the picture books is being looked at in depth. It continues to be a water problem due to the lack of foundation under the door. The construction minutes will be distributed to the board as they are available. Mold came back on the exterior of the Director's office, but did not penetrate to the interior. It is not surprising due to the poor window quality and installation.
- A mock façade wall is being constructed to show the color scheme of the façade. It will be anchored to the pool fence. Color and texture samples were narrowed down and

passed around the board room.

- The window color was determined as hemlock green to match the roof, sign, arch and the bay windows.
- Custom angles will be used only in the areas needed. It does not affect the entire building.
- A free Lake Park pass for 2008-09 was given out.
- The new Addison Library has opened. A flyer was passed around.
- Open workshops for Trustees are offered on Oct 3 & Nov 14th. Topics and info were left on the table for those interested.
- Oct 6th the DLS Presidents Round Table has been opened to all trustees, to cover the Open Meetings Act.
- It was confirmed that the Management Association (MAI) that Mrs. Adamowski joined is known by other trustees. Mr. Westen has used them at his place of business for a long time. The cost is \$640.00 per year. The service will aid in revising the library job descriptions.
- The Village is updating their profile magazine. The Library will have a two page spread.
- Lighting quotes are still out.
- Spouses are not included in Oktoberfest.
- A nice committee volunteered for the Mrs. Adamowski's Halloween project.

Mrs. Swanson extended congratulations to Mrs. Adamowski for judging for the Reading and Writing Contest.

Confirmation that board minutes are not distributed to the public via web page before they are approved by the Board is and has always been standard practice.

REPORTS OF COMMITTEES OF OFFICERS: None

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

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

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

The meeting adjourned at 8:18 p.m.

Minutes were written by Constance Ronnberg.

Respectfully Submitted,

Deborah S. Wisowaty, Secretary