

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
December 15, 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; Treasurer, David C. Westen; Secretary, Deborah S. Wisowaty. Trustees: Michael S. Golden & Sharon R. Laughlin.

Also Present: Library Director, Betsy Adamowski; Business Manager, Izabela Wnuk; Business Assistant, Constance Ronnberg & Sikich CPA, Janet Matthys.

Late Arrival: Trustee, Mark Moersch

AUDIENCE TO VISITORS:

1.) Sikich LLP (to discuss the Library's Audit Report)

Janet Matthys reviewed the Library's 2009 Audit with the Board. The most important highlight of the report is in the Independent Auditor's Report and their opinion of our financial statement. The library was issued an "unqualified opinion" which is the highest level of accreditation. An explanatory statement was included addressing the lack of a Management Letter, a summarized financial overview. It is technically required by government accounting standards but commonly not practiced in small libraries, therefore, it is not reflected as a mark on our record.

As an aside, the statute for filing an audit report is 6 months and since we are tied to the Village of Itasca it does increase the information gathering timeline. It is a comprehensive review of all of our records.

Mrs. Matthys went through the specifics of the financials as listed, reporting a bottom line financial outlook for the Library as "doing well". A benchmark for that is seen in carrying 3 ½ months of expenditures in revenue.

The Post Employment Benefit Plan is new to the library this year. It is a benefit offering insurance to retired employees. It is an implicit benefit that actuaries calculate as a benefit value. \$555.00 is our calculated liability to cover this benefit. It is very insignificant for us at this point.

Under the Management Letter, the Capitalization of Assets Policy was drafted and approved by the board but was not implemented. This will now be adjusted to conform to the policy. Anything under \$1,000.00 will come off the assets listing.

The comments from last year's Management Letter were all addressed, except for tweaking the investment policy. This was due to GASBY and has already been addressed. It will be off the report next year.

SECRETARY'S REPORT:

1. Approval of the November 17, 2009 Minutes as Received or Corrected.

- Mrs. Wisowaty made and Mr. Golden seconded the motion to approve the minutes from Tuesday, November 17, 2009.

Voice vote: Ayes: All Nays: None Motion Passed.

FINANCIAL REPORT:

1. Approval of Bills Payable

- Mr. Westen made Mrs. Laughlin seconded the motion to approve the Bills Payable in the amount of \$ 174,242.55. The motion carried on the following

Roll Call:

Ayes:

Mrs. Swanson

Mr. Westen

Mr. Golden

Mrs. Laughlin

Mr. Moersch

Mrs. Wisowaty

Mr. Nelson

Nays:

By the January Board Packet, the final bills from the building renovation will show paid and the project complete. As for the sidewalk project, 10% is being held until the handicap portion of the sidewalk is corrected.

2. Treasurer's Report- None

LIBRARIAN'S REPORT:

- The grant for the Itasca Historical Pictorial Display was not received; however will not hinder Mrs. Adamowski in researching other avenues of support. She is committed to this project due to the importance to the community and will consider down sizing the project and its placement to meet financial constraints.
- The Friends of the Library collected \$500.00 at the last book sale. Large book sales are not longer practical, due to the lack of storage and man power. Mrs. Adamowski would like to refocus the group and is presenting her idea of "Celebrate the Season" at the January Friends of the Library Meeting. The International Christmas Tree display will run through the holidays, November to January, throughout the library.
- FOIA was discussed. Library Attorney, Bob Kay, sent the official breakdown of requirements for compliance. Mrs. Adamowski has taken the lead officer position for FOIA, but in an effort to meet all request timelines, she has also appointed all Department Heads as back up officers. All officers will participate in the same mandatory training.

In an effort to get the new DVD's circulating in a timely fashion, Mrs. Sathaye switched vendors to acquire the materials quicker. This came at an increase in cost, which concerned the board; however, they understand service comes at a price.

Library computers are on a five year plan of rotation; placements of the newest computers are tracked by the technology team and may not go directly into public areas.

It was noted that the breakdown of attendance by program in the Youth Department Report was appreciated by Mrs. Swanson.

Mrs. Adamowski stated to look for Mrs. Swanson in the Daily Herald, where she was highlighted for her library service.

REPORTS OF COMMITTEES OF OFFICERS: None

OLD BUSINESS:

NEW BUSINESS: None

1.) Motion to Approve FOIA Officer for Library.

Mr. Westen made and Mrs. Wisowaty seconded the motion to designate the Library Director, as Chief Executive Officer of the Itasca Community Library, to serve as the Library's Chief Open Meetings Act Officer and Chief Freedom of Information Act Officer, and authorize the Library Director to designate her Department Heads of Staff to serve as Open Meetings Act Officers and/or Freedom of Information Act Officers.

Voice vote: Ayes: All Nays: None Motion Passed.

ADJOURNMENT:

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

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

The meeting adjourned at 7:58 p.m.
Minutes were written by Constance Ronnberg.

I hereby note these minutes are approved.

Deborah S. Wisowaty, Secretary

Date