

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
February 16, 2010

**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; Trustee, Michael S. Golden.

**Also Present:** Library Director, Betsy Adamowski; Business Manager, Izabela Wnuk; Business Assistant, Constance Ronnberg & Anne Boehne, Itasca Resident.

**Absent:**

**Late Arrival:** Trustee, Mark Moersch arrived at 7:32. Sharon R. Laughlin arrived at 7:42.

**AUDIENCE TO VISITORS: None**

**SECRETARY'S REPORT:**

**1. Approval of the January 19, 2010 Minutes as Received or Corrected.**

- Mr. Westen made and Mr. Golden seconded the motion to approve the minutes from Tuesday, January 19, 2010.

**Voice vote: Ayes: All    Nays: None    Abstained: 1    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 \$ 116,020.46. The motion carried on the following

**Roll Call:**

**Ayes:**

**Mr. Nelson**

**Mrs. Swanson**

**Mr. Westen**

**Mr. Golden**

**Nays:**

As for the deficit on page 1, it is reflective of the construction project which came out of the operating fund. The Auditors will make the adjustment. To calculate a rough estimate of our deficit of approximately \$300,000.00 would be to take the Revenue Report item number 6158 Construction Project and subtract the Surplus Deficit. Keep in mind that we have 3 months of operating costs left before the year is out.

**2. Treasurer's Report- None**

**LIBRARIAN'S REPORT:**

- The Per Capita Grant was received. It was paid out through the LSTA Grant which is a Federal Grant verses the State.
- Two Policies are up for review this month.
- The Library, Park District and Fire Department are all still awaiting news from Ross Hitchcock in regards to costs for the combined parking lot repaving project.
- Mrs. Adamowski's meeting with Mayor Pryn and Trustee, Frank Madaras, to unveil to the Village a need for a Community information binder for area Hotels, lead to possibilities for a visitor's website.

- The Milwaukee Road, Historical Society and the Itasca Historian will be tagging items in the Depot Museum this Monday to be moved to a storage facility.
- Volunteers are needed for the Library's Conversational English Classes. Send interested parties to Mrs. Adamowski.
- Mrs. Adamowski met with the Friends of the Library Executive Board to discuss the need for the Friends of the Library group to re-visit its mission and by-laws. More programming and library awareness could be done and the emphasis on the book sales can be minimized. Mrs. Adamowski also alerted the members that the corner book sale will need to be re-located and some options were discussed for that. The meeting was positive and the information discussed will be taken back to the entire membership on March 2<sup>nd</sup>.
- Everyone noticed the new professional library signs on the front doors of the library.
- The library was presented with an award from the Village for our participation in the 2009 National Night Out.
- On March 1<sup>st</sup> Aquabrowser, the new computer catalog, will be up and running.

An update on the Snap Shot Day was given by Mrs. Adamowski. The numbers were high even with Mother Nature's interruptions.

#### **REPORTS OF COMMITTEES OF OFFICERS: None**

#### **OLD BUSINESS:**

##### **1.) Discussion of board vacancy.**

Mrs. Boehne was interviewed by the board for the open position.

Mrs. Adamowski will find out if the open position will fill out the old term to 2013 or will be required to run at the next election year 2011. A motion of action on this candidate will be on the March agenda.

#### **NEW BUSINESS: None**

##### **1.) Motion to approve Computer and Internet Use Policies.**

Mr. Moersch made and Mrs. Laughlin seconded the motion to approve the Internet Use Policy as presented.

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

Mr. Moersch made and Mrs. Laughlin seconded the motion to approve the Computer and Equipment policy as presented.

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

Mrs. Adamowski announced that all Library Policies will be updated and reorganized to ease the administration and maintenance of online and hard copy forms. The Board will review a few each month. It was requested that a hard copy be made available to the public for reference.

Since the new Internet Policy states anyone can use the internet regardless of age, parents will need to be responsible for monitoring their children's internet use when in the library. A letter stating this Policy change will be sent to the immediate public it affects.

Mr. Westen made a request for a volunteer to fill the open spot as LINC alternate that was left by Mrs. Wisowaty. Mr. Golden offered to fill the position.

Finally, The Board was impressed with the Library Newsletter and all its offerings.

**CLOSED SESSION**

**1.) Discussion of Library Director Evaluation.**

Mr. Westen made and Mr. Nelson seconded the motion to go into Executive Session at 8:03 p.m.

Mr. Westen made and Mr. Golden seconded the motion to end Executive Session at 8:28 p.m.

**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 8:35 p.m.

Minutes were written by Constance Ronnberg.

I hereby note these minutes are approved.

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Sharon R. Laughlin, Secretary

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Date