

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
April 20, 2010

ROLL CALL

President, Maxine A. Swanson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:02 p.m.

Present were: President, Maxine A. Swanson; Vice President, Paul J. Nelson; Treasurer; David C. Westen, Secretary; Sharon R. Laughlin, Members; Mark Moersch, Michael Golden & Anne Boehne.

Also Present: Library Director, Betsy Adamowski; Business Assistant, Constance Ronnberg.

Absent: Business Manager, Izabela Wnuk.

AUDIENCE TO VISITORS: None

SECRETARY'S REPORT:

1. Approval of the March 16, 2010 Minutes as Received or Corrected.

- Mr. Westen made and Mr. Golden seconded the motion to approve the minutes from Tuesday, March 16, 2010, with the corrections of adding Michael Golden to the absent list and switching the word "none" under New Business to reflect as such under Old Business.

Voice vote: Ayes: All 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 \$86,109.01. The motion carried on the following

Roll Call:

Ayes:

Nays:

Mrs. Swanson

Mr. Westen

Mr. Golden

Mr. Moersch

Mrs. Boehne

Mrs. Laughlin

Mr. Nelson

2. Treasurer's Report-

Clarification on the deficit was needed. With the referendum money still working its way out of the accounting system, a true deficit is not being reflected at this point. However, a small deficit is expected in this year's budget, due to the new pediment.

LIBRARIAN'S REPORT:

- Apologies for a late Youth Services Report were extended to the board.
- The Villages "Green Day" event is scheduled for May 8th. The Library will man the book collection area.
- The "What is addiction?" display is being sponsored by the Library and the Police Department. A kick-off breakfast for May 11th is planned to promote the display. The display runs through June 9th.
- There is no news to report on the Public Works Parking Lot Repaving Bid. The library is included in their bid package.

- Resurfacing the handicap areas of the parking lot has been delayed due to availability of the concrete company. Money has been withheld until the project is completed. Bumpers will be added to the entrance for safety purposes to prevent patrons from driving over the sidewalk and up to the doorway.
- May 3rd is the Shape of Itasca.

The Fine Policy will be included in next month's agenda.

October is the beginning of the Group Insurance Fiscal Year and thus the cutoff for membership changes.

The bare spots, where bushes were removed, will be seeded with grass.

The bike racks are up in the patio area.

Concern that the new book area looks empty brought on a discussion of the budget. Cuts were made with the new trend in "browsing libraries" in mind. Janitorial cuts, a New Book Policy, revising on-line databases, modifying the newsletter and salary freezes will be implemented under the new budget. The influence of the internet created this trend, which all libraries are following, and the staff accepts openly.

The Trustees were pleased to see the Village Calendar of events.

REPORTS OF COMMITTEES OF OFFICERS: None

OLD BUSINESS: None

NEW BUSINESS:

1.) Motion to approve Home Services Policy.

Mr. Westen made and Mr. Moersch seconded the motion to approve the Home Services Policy as presented.

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

Jenny Warner makes the visits with only a few patrons subscribing to the service at this time.

2.) Motion to approve Exam Proctoring Policy.

Mr. Golden made and Mrs. Laughlin seconded the motion to approve the Exam Proctoring Policy as presented.

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

This is becoming more popular due to the internet college courses.

3.) Motion to approve Notary Service Policy.

Mr. Moersch made and Mr. Westen seconded the motion to approve the Notary Service Policy as presented.

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

4.) Motion to approve Tax Forms Policy.

Mrs. Laughlin made and Mr. Westen seconded the motion to approve the Tax Forms Policy as presented.

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

5.) Motion to approve Fax Service Policy.

Mrs. Boehne made and Mr. Westen seconded the motion to approve the Fax Service Policy as presented.

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

6.) Motion to approve Photocopy Service Policy.

Mrs. Laughlin made and Mr. Westen seconded the motion to approve the Photocopy Service Policy as presented.

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

7.) Motion to approve Donated Materials Policy.

Mr. Moersch made and Mrs. Laughlin seconded the motion to approve the Donated Materials Policy as presented with the elimination of the term semi-annual with reference to the Book Sale.

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

The Donator is allowed to request titles or subjects.

The policy should not include a time reference for the Book Sale.

8.) Motion to approve Reference Policy.

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

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

The turn around time for reference questions has not been an issue. The staff does notify patrons within 24 hours that a voice mail question was received and is being addressed.

9.) Motion to approve Group Insurance Policy.

Mr. Westen made the motion to approve the Group Insurance Policy as presented.

This motion was tabled until next month for revision and clarification.

A possible raise in fines from \$.20 to \$.25 was met without resistance. This will be revisited in next month's agenda under the New Fines Policy.

10.) Motion to approve 2010-2011 Library Budgets.

Mr. Westen made and Mr. Moersch seconded the motion to approve the 2010-2011 Library Operating fund in the amount of \$ 1,334,878.00.

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

Roll Call:

Ayes:

Mr. Westen

Mr. Golden

Mr. Moersch

Mrs. Boehne

Mrs. Laughlin

Mr. Nelson

Mrs. Swanson

Nays:

- The cost of the Audit reflects the estimation process of the Levy. The actual cost verses levied amount is never the same.
- Ground maintenance increased due to the cost of plowing. The Park District never charged for the service in prior years. Mrs. Adamowski will try to negotiate a deal.

- Account line #5108 for Standing Orders was decreased due to the library's need for reference materials.
- All account entries with stars include a detailed breakdown.
- Line #5208 for CD's was increased to \$2,000 based on circulation needs.

Mr. Westen made and Mr. Golden seconded the motion to approve the 2010-2011 Debt Fund in the amount of \$242,113.00.

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

Roll Call:

Ayes:

Nays:

Mr. Golden

Mr. Moersch

Mrs. Boehne

Mrs. Laughlin

Mr. Nelson

Mrs. Swanson

Mr. Westen

Mr. Westen clarified that the Debt Fund is basically a pass through account for the funds that were given to the library by the voters under the last referendum.

CLOSED SESSION – Was not needed.

1.) Discussion of Personnel

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 8:00 p.m.

Minutes were written by Constance Ronnberg.

I hereby note these minutes are approved.

Sharon R. Laughlin, Secretary

Date