

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
January 19, 2021

ROLL CALL

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

Present:

President, Maxine Swanson (remote), Vice-President, Paul J. Nelson (remote),
Treasurer, Michael Golden, Secretary, Sharon Laughlin (remote)
Members: Anne O. Boehne (remote), Olia Mladenova (remote)-arrived at 7:15 p.m.

Also Present: Frank Murray, Library Director; Gail Herff, Business Manager

Absent: None

AUDIENCE TO VISITORS: None

Due to COVID, the meeting was conducted via ZOOM.

President Swanson informed meeting participants that the meeting was being audio and video recorded via Zoom.

Roll Call was taken.

All motions must have Roll Call votes to be compliant with updated OMA guidelines.

SECRETARY'S REPORT

1. Approval of the Minutes from December 15, 2020

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve the minutes from the Tuesday, December 15, 2020 meeting, as presented.

The motion carried on the following:

Roll Call Vote:	Ayes: 5	Nays: 0	Motion Passed
Mrs. Anne Boehne			
Mr. Michael Golden			
Mrs. Sharon R. Laughlin			
Mrs. Olia Mladenova (late arrival-no vote)			
Mr. Paul J. Nelson			
Mrs. Maxine Swanson			

FINANCIAL REPORT

1. Approval of Bills Payable

Mr. Golden made and Mrs. Laughlin seconded a motion to approve the Bills Payable in the amount of \$ 38,756.93.

There was a question about how Ground Pros charges the library for services. They charge us on a per incident basis.

The motion carried on the following:

Roll Call Vote:

Ayes: 5

Nays: 0

Motion Passed

Mrs. Anne Boehne

Mr. Michael Golden

Mrs. Sharon R. Laughlin

Mrs. Olia Mladenova (*late arrival-no vote*)

Mr. Paul J. Nelson

Mrs. Maxine Swanson

2. Treasurer's Report:

None

President's Report:

- Mrs. Swanson always enjoys reading about what each department is doing. She really enjoyed the library Christmas card.
- She is pleased by the work being done in the Business Office.
- How exciting that Krista has graduated from Dominican! Great job finding information on local history for a patron.
- Simon did an outstanding job creating a Japanese collection.
- She really likes the list of favorite books.
- She loves the pictures of Youth Department activities and the bags for the kids.
- It sounds like the license plate stickers are really taking off. She is pleased that we are offering this and the passport service to the community.
- She would like board members to complete their evaluation of the director by January 30, 2021. Put them in a sealed envelope and give them to Frank or Gail.
- Mr. Nelson volunteered to compile the information and distribute to everyone prior to the February meeting.
- Zoom is very popular, and it helps organizations like ours take care of business.
- She is pleased to hear that we are delivering and picking up materials for patrons.

Library Director's Report:

- We are at 100% with our staff again. Everyone is doing okay. He received feedback from staff regarding a desire for additional protective barriers at the public service desks.
- There has been an increase in demand for passport services.
- We are still below normal attendance numbers, but we have seen some increases. We had 50+ on a recent Sunday so hopefully we are trending in a positive direction.
- We received a check from DuPage County in the amount of \$13,455.76 for the CARES Act expense reimbursement. We received payment for 100% of the expenses we submitted.
- License plate stickers have been very popular. We are averaging about 2 per day. We processed 36 sticker renewals in December.
- He has been working with Propay for several months to negotiate a lower fee for credit card charges. They have agreed to reduce the fee from 1.99% to 1.50%. This will result in an additional .74 of revenue per transaction.

- The audit report has been pushed back until February. Brian from Sikich will attend the February meeting to review the results with us.
- We are putting some information together for patrons that will highlight what has been going on at the library in 2020.
- We are still working on the computer and Wi-Fi sections in the Board Stats report. There were over 1,000 virtual events in the Youth Department! It is amazing what we've been able to do. Electronic checkouts continue to be high.

OLD BUSINESS

Mrs. Mladenova made and Mr. Golden seconded a motion to approve the Sick Time Policy.

Roll Call Vote:

Ayes: 6

Nays: 0

Motion Passed

**Mrs. Anne Boehne
Mr. Michael Golden
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Maxine Swanson**

Serving Our Public 4.0, Chapters 7-9

The board and director reviewed the information in chapters 7-9.

- Chapter 7 – Collection Management

Frank feels we do a good job meeting everything on this list. We are well within the stated range.

- Chapter 8 – System Member Responsibilities and Resource Sharing

Frank feels that we meet all the strengths listed here.

- Chapter 9 – Public Services: Reference and Reader's Advisory Services

Frank said we are doing what the state is asking of us. Youth Services staff are trained to help patrons with literacy. Kelly is fluent in American Sign Language. Our staff does a great job getting involved in councils, etc.

We can improve in the areas of training for patrons with disabilities and access to local codes and ordinances in electronic format.

Frank reminded the board that we would be reviewing chapters 10 - 13 at the next meeting.

NEW BUSINESS

TRUSTEE BY-LAWS

The Trustee By-Laws were updated in the following areas:

- How to address the handling of public comments
- Excessive board member absences

To satisfy the 10-day notice requirement, approval of these changes will take place at the February meeting.

Mr. Nelson asked if board members would still be able to attend meetings via Zoom after the COVID situation resolved. Frank said it will continue to be allowed as long as there is a quorum in the building.

ACTION PLAN 2021-2022

Mrs. Boehne likes the idea of a little library. There is currently one by the building that used to be Starbucks. She feels the community would like a shredding event a couple times a year. She feels the plan is very detailed. It is amazing that we were able to create it ourselves without having to pay anyone to assist us.

Mrs. Swanson really likes the Library of Things and the ideas for expanding it. She also likes the special dress days for staff.

Frank shared that we would really like to focus on replacing the remainder of the old carpet on both floors, renovating the public restrooms and the West Meeting Room. Projects will have to be planned as the budget allows.

Mr. Golden asked about the outdoor sign. Frank said the suggestion was to get an outdoor digital sign. They are expensive and we may consider partnering with the park district.

Mrs. Swanson likes the suggestions for the renovation of the West Meeting Room. She feels updating it to have a kitchenette for cooking classes is a great idea.

Frank will share this information with staff and ask for any other comments or questions. He will also put a list together of projects and projected costs.

He will put this on the agenda for approval at next month's meeting.

LIBRARY BOARD TRUSTEE CANDIDATE

Patricia Schumacher is running for the open position that resulted from Kris Kauther's resignation. Since the election is uncontested, we could ask her if she is interested in joining the board now. She is a former library employee. When she left here, she joined the Addison Public Library, and she is now at Northwestern.

Mr. Nelson asked if we could make an appointment without posting the open position to the public. Frank will check on this with the attorney.

LEAGUE OF WOMEN VOTERS

The director was approached by the League of Women Voters about possibly assisting with a virtual candidate forum. They would like our assistance with Zoom to provide this service to the community. This is a virtual event only, so no one would need to be at the physical building. They would handle the publicity. This would allow residents to learn more about the candidates running in contested races in Itasca.

Mrs. Laughlin asked if they had any kind of agenda, since the library usually doesn't get involved in politics.

Mr. Golden feels that with so many candidates running, people may be more interested in this election. We might consider doing it if no one else is.

Mr. Nelson said the library is not associated with the League of Women Voters. We would only be hosting this to assist the community.

Mrs. Boehne asked if we want to get involved with a group that may have an agenda. If we decide to do this, Mrs. Boehne feels we should provide a carefully and strongly worded statement to make our position clear.

Mrs. Swanson does not want the library to get involved in politics.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business before the Board, Mrs. Swanson made and Mrs. Boehne seconded a motion to adjourn.

The motion carried on the following:

Roll Call Vote:	Ayes: 6	Nays: 0	Motion Passed
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**Mrs. Anne Boehne
Mr. Michael Golden
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Maxine Swanson**

The meeting adjourned at 8:05 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.


Sharon Laughlin, Secretary


Date