

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
March 16, 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: Olia Mladenova (remote), Patricia Schumacher (remote)

Also Present: Frank Murray, Library Director; Gail Herff, Business Manager, Beth McCloskey, Simon Czerwinskyj

Absent: Anne O. Boehne

AUDIENCE TO VISITORS:

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 February 16, 2021

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the minutes from the Tuesday, February 16, 2021 meeting, as presented.

The motion carried on the following:

Roll Call Vote:	Ayes: 6	Nays: 0	Motion Passed
Mrs. Anne Boehne (<i>absent</i>)			
Mr. Michael Golden			
Mrs. Sharon R. Laughlin			
Mrs. Olia Mladenova			
Mr. Paul J. Nelson			
Mrs. Patricia Schumacher			
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 \$ 29,643.95.

The motion carried on the following:

Roll Call Vote:

Ayes: 6

Nays: 0

Motion Passed

Mrs. Anne Boehne (*absent*)
Mr. Michael Golden
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Patricia Schumacher
Mrs. Maxine Swanson

2. Treasurer's Report:

None

President's Report:

- Mrs. Swanson is pleased that we are back to our regular hours.
- She is excited about how well the license plate sticker renewals are doing.
- Mrs. Swanson ask Frank to extend a thank-you to the staff who volunteered at the vaccine clinic held at the park district.
- She is concerned about the roof leak and hopes we can get it taken care of.
- She has a question about the window film project and will bring it up when we get to that part of the meeting.

Library Director's Report:

- Library staff who volunteered at the vaccination clinic held at the park district were able to get a vaccine. There is another clinic on March 23rd. He is working on getting volunteers for it. The library will provide some supplies.
- We have returned to our regular hours. We had 80+ patrons last Saturday, so we are hoping that attendance continues to improve.
- The demand continues to be steady for passports and license plate stickers, which is great.
- We are working on plans for the summer. We may begin to have patrons in the building on a limited basis for book discussions, outdoor story times, etc.
- We're working on the FY22 budget and staff evaluations. He will provide the board with a budget overview prior to the meeting.
- Mr. Nelson asked what happens when we get to Phase 5. Will we be able to resume indoor programming and if so, will there be any limitations? Frank heard there may be a Phase 4.5 which means we would still have a mask mandate; however, the situation is still evolving so we'll have to wait and see.
- We have patron holds on the Dr. Suess titles that have recently been deemed controversial. We plan to review them and regardless of the decision, we will update our Collection Policy. If we remove these titles from our collection, we are concerned about where this process would stop. We need to have clear guidance in place for staff and the community. Mrs. Laughlin feels this is just the beginning. Frank shared that our current process defines how a title can be added or removed. This is not a problem, but now we need to make sure our policy is very clear.

OLD BUSINESS

Mr. Golden made and Mrs. Mladenova seconded a motion to approve the Trustee Bylaws.

Relative to Section 4 c, it was agreed that the director will notify the board president or treasurer about the need to pay an expense in advance of a board meeting. It would be presented to the entire board at the next regular meeting.

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

NEW BUSINESS

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the Organizational Chart.

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

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the Public Comment Policy.

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

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the Window Tinting Proposal from Tinted Vision.

Mrs. Swanson is aware of the problem caused by having windows that don't have UV protection. She wants to make sure that we get film that allows us to continue to be able to see in and out. Frank said samples of each proposed film type have been installed in the southeast corner. The film type in Tinted Vision's proposal does not appear dark and there

isn't a reflection on the outside, as you see with some films. All of the exterior windows in the building will be done except those on the north side.

Mr. Golden asked about the type of cleaner they recommend. The film should be cleaned with a non-ammonia cleaner and microfiber rags.

The film is applied in the same way a cell phone cover goes on. It is sticky on one side. There is a 15-year warranty on the film.

Mrs. Mladenova suggested we might want to investigate Hunter Douglas shades that open and close electronically. It was concluded that this may be very expensive and would require regular maintenance. The film option would require minimal to no ongoing maintenance.

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Anne Boehne (*absent*)
Mr. Michael Golden
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Patricia Schumacher
Mrs. Maxine Swanson

Mrs. Swanson thanked Simon and Beth for attending the meeting. Mrs. Laughlin thanked Beth for the wonderful harmonica Take & Make Craft last week. It was so clever.

EXECUTIVE SESSION

Mrs. Laughlin made and Mr. Golden seconded a motion go to into Executive Session at 7:43 p.m.

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Anne Boehne (*absent*)
Mr. Michael Golden
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Patricia Schumacher
Mrs. Maxine Swanson

Mrs. Swanson made and Mrs. Mladenova seconded a motion to approve a 3% increase to the Director's salary effective May 1, 2021.

Roll Call Vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Anne Boehne (*absent*)
Mr. Michael Golden
Mrs. Sharon R. Laughlin
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Patricia Schumacher
Mrs. Maxine Swanson

ADJOURNMENT

With no further business before the Board, Mrs. Laughlin made and Mr. Golden seconded a motion to adjourn.


The motion carried on the following:

Roll Call Vote:	Ayes: 6	Nays: 0	Motion Passed
Mrs. Anne Boehne (<i>absent</i>)			
Mr. Michael Golden			
Mrs. Sharon R. Laughlin			
Mrs. Olia Mladenova			
Mr. Paul J. Nelson			
Mrs. Patricia Schumacher			
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