

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
September 17, 2019

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, Vice-President, Paul J. Nelson,
Secretary, Sharon Laughlin, Treasurer, Kris Kauther
Members: Anne O. Boehne, Michael Golden, Olia Mladenova

Also Present: Tuki Sathaye, Library Director; Gail Herff, Business Manager

Absent: None

AUDIENCE TO VISITORS: *None*

Tuki informed the Board that she wanted to amend the agenda to include a demonstration of the new SWAN APP.

SECRETARY'S REPORT

1. Approval of the Minutes from August 20, 2019

Mr. Golden made and Mrs. Boehne seconded a motion to approve the minutes from the Tuesday, August 20, 2019 meeting, as presented.

The motion carried on the following:

Voice vote:	Ayes:7	Nays: 0	Motion Passed
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FINANCIAL REPORT

1. Approval of Bills Payable

Mrs. Mladenova made and Mrs. Boehne seconded a motion to approve the Bills Payable in the amount of \$ 67,197.82.

Mr. Golden asked a question about the negative figures on the financial reports. They are due to the excess revenue we have received and not budgeted, related to the bond payment.

The motion carried on the following:

Roll Call Vote:	Ayes: 7	Nays: 0	Motion Passed
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**Mrs. Anne Boehne
Mr. Michael Golden
Mrs. Kris L. Kauther
Mrs. Sharon R. Laughlin**

Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Maxine Swanson

2. Treasurer's Report:

None

President's Report:

- Mrs. Swanson attended the Staff In-Service last Friday. It was very informative and it was very nice to spend time with the staff.
- Mrs. Swanson really liked getting a picture of our new staff member. She would like to get pictures of new staff in the future.
- The article on cats had a lot of good ideas for helping others.
- Mrs. Swanson thanked Tuki for planning ahead for Night with Santa. It will be a big help to the new director.
- She really liked that Jackie reported to the school principals about the summer reading program.
- Mrs. Swanson thanked Mike and Olia for the time they've devoted to interviewing candidates for the director position. They've done an impressive job!

Library Director's Report:

- Tuki provided the board with a tutorial on the new SWAN APP via YouTube.
- The work is coming along on the East Meeting Room. We purchased the monitor and the electrician will be returning to install that and the under-cabinet lighting. She has also asked for a proposal to put the windows in the West Meeting Room doors.
- Night with Santa is on Monday, December 9th. She has confirmed Mr. and Mrs. Claus and the choir. The graphic designer is working on the posters. This year's theme for the Christmas Tree decorating contest is "Bloom with Holiday Cheer" in honor of the Garden Club's 90th anniversary. Itasca Bank & Trust has agreed to donating \$500 for the prizes.
- Tuki received a call from Saint Luke's in Itasca. They want to donate \$250 to assist in sponsoring the event. There was concern about whether they should be allowed to decorate a tree, since it could be viewed as a conflict. After some discussion, it was decided that we should accept the donation and allow Saint Luke School to participate in the Tree Decorating contest as its Saint Luke Christian Day School that's making the donation.
- In October, Tuki will have a proposal for a salary benchmarking study to be done for our library. It's been several years since this has been done and in light of the minimum wage increase that was voted into law, it's a good time to do a market review of our salaries.
- Tuki will provide a final budget update to the board at the October meeting.
- The retiree insurance and HRA policy will be presented at the October meeting.
- Tuki has reached out to the Village several times to get clarification on what, if anything, our board needs to do for the upcoming Haymarket meeting. No one from the Village has responded to her. At this point, we do not intend to have anyone speak at the meeting on behalf of the library.

OLD BUSINESS

None

NEW BUSINESS

Mrs. Kauther made and Mr. Golden seconded a motion to go into Executive Session at 7:32 p.m.

The motion carried on the following:

Voice Vote: Ayes: 7 Nays: 0 Motion passed

ADJOURNMENT

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


The motion carried on the following:

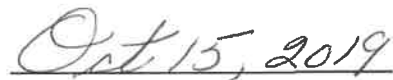
Voice Vote: Ayes: 7 Nays: 0 Motion passed

The meeting adjourned at 8:13 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.


Sharon R. Laughlin, Secretary


Date