

MINUTES OF ITASCA COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
500 W. Irving Park Road
Itasca, Illinois
April 17, 2018

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;
Treasurer, Kris Kauther
Members: Michael Golden, Anne O. Boehne, Olia Mladenova

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

Absent: Sharon R. Laughlin

AUDIENCE TO VISITORS: *None*

President Swanson appointed Mrs. Boehne as Secretary Pro Tem.

SECRETARY'S REPORT

1. Approval of the Minutes from March 20, 2018

Mrs. Boehne made and Mr. Golden seconded a motion to approve the minutes from the Tuesday, March 20, 2018 meeting, as presented.

The motion carried on the following:

Voice vote:	Ayes: 5	Nays: 0	Motion Passed
	<i>(Mr. Golden abstained.)</i>		

FINANCIAL REPORT

1. Approval of Bills Payable

Mrs. Kauther made and Mr. Golden seconded a motion to approve the Bills Payable in the amount of \$382,991.76.

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. Kris L. Kauther
Mrs. Sharon R. Laughlin *(absent)*
Mrs. Olia Mladenova
Mr. Paul J. Nelson
Mrs. Maxine Swanson

2. Treasurer's Report:

No report.

President's Report:

- The annual Board letter to the Director will be read at the May meeting.
- Mrs. Swanson attended the Shark Tank Jr. event and had a lot of fun. She was so pleased with her purchase that she contacted Beth to try to buy more of them. She ran into Mr. Binnebose from the Itasca Bank & Trust who was there to judge.
- Mrs. Swanson inquired about Natalie's departure from the library. Tuki said she was looking for full-time employment and hoping to get it at the library in Glenview where she was working part-time.
- Mrs. Swanson is so impressed with the number of libraries that Jackie visited to obtain ideas for the new Youth Discovery Wall.
- She really likes the new books being at the front. It seems much more convenient for our patrons.
- As always, she is so impressed with the number of events our Youth Department provides for kids.
- Mrs. Swanson asked how many passports we're doing. The number of passports we're processing has increased over time. Tuki shared that we had 32 this past month and the fee has been increased from \$25 to \$35, which is good for the library.
- If Tuki isn't able to find an organization in town that wants the historical Itasca picture, Mrs. Swanson will find a home for it.

Library Director's Report:

- We are waiting for the new shelving to arrive, which will be in the two second floor corners as well as by the front door. It is currently scheduled to arrive by the end of the month.
- One of the walls in the West Meeting Room is damaged from the chair legs hitting it. Shales is going to install FRP board to cover up all of the marks. This is an inexpensive short-term solution until we do the next phase of construction, which will include that room.
- We had a total of ~\$49,000 in Contingency funds in addition to the \$10,000 that Joseph Construction had in Contingency. We are very pleased with all of the extras we've been able to get with those funds.
- The Friends of the Library Book Sale will be upstairs by the café area.
- When we combined the YA and Adult DVD collections, the shelves became extremely crowded. Once LFI is done installing the other shelving, we are going to try to use existing leftover materials to add another level of shelving.
- We are going to order some signage to minimize confusion for patrons, since things have moved around so much and they aren't sure where to go.
- All of the new computers have been setup. The cords will be organized by Alison and Nick. Alison has expressed an interest in helping Nick with IT support. They came in on Saturday, April 7th and spent the day organizing the patch cables in the server room. It looks fantastic!

OLD BUSINESS

None

NEW BUSINESS

Mr. Golden made and Mrs. Mladenova seconded a motion to retain Sikich as the Accounting firm to perform the library's annual audit and the approval of the annual audit proposal.

Mr. Nelson asked if we were required to change auditing firms after a certain number of years. Tuki is not aware of any requirement to do that. Historically, we have always used to same firm that the Village uses. She will find out if there is any reason why we would need to change.

The motion carried on the following:

Voice Vote:

Ayes: 6

Nays: 0

Motion Passed

Mr. Golden made and Mrs. Boehne seconded a motion to approve the 2018-2019 Library Operating Budget.

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion Passed

Mr. Boehne made and Mrs. Mladenova seconded a motion to approve Non-Resident Card Participation.

The motion carried on the following:

Voice vote: Ayes: 6 Nays: 0 Motion Passed

Mrs. Boehne made and Mrs. Mladenova seconded a motion to approve the Tax Bill Method to Calculate Non-Resident Fees.

The motion carried on the following:

Voice vote: Ayes: 6 Nays: 0 Motion Passed

ADJOURNMENT

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

The motion carried on the following:

Voice Vote: Ayes: 6 Nays: 0 Motion passed

The meeting adjourned at 7:33 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

Anne O. Boehne

Anne O. Boehne, Secretary Pro Tem

5-21-2018

Date