

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
500 W. Irving Park Road  
Itasca, Illinois  
August 18, 2020

**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,  
Treasurer, Kris Kauther, Secretary, Sharon Laughlin (remote)  
Members: Anne O. Boehne, Michael Golden,

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

***Absent:*** Olia Mladenova

**AUDIENCE TO VISITORS:** *None*

Since some of the trustees are attending remotely, Mrs. Swanson asked them to identify themselves by name before they speak, so that everyone would know who was talking.

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

Roll Call was taken to record the attendance of each board member.

**SECRETARY'S REPORT**

**1. Approval of the Minutes from July 21, 2020**

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the minutes from the Tuesday, July 21, 2020 meeting, as presented.

The motion carried on the following:

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

**FINANCIAL REPORT**

**1. Approval of Bills Payable**

Mrs. Kauther made and Mrs. Boehne seconded a motion to approve the Bills Payable in the amount of \$ 44,667.62.

The motion carried on the following:

**Roll Call Vote:**

**Ayes: 6**

**Nays: 0**

**Motion Passed**

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

## **2. Treasurer's Report:**

None

### **President's Report:**

- Mrs. Swanson is very pleased with all the work that Fred is doing around the library. He is taking good care of our building.
- It would be great if we could get reimbursed for some of the expenses related to COVID through the CARES Act.
- It's good to know that we continue to buy safety supplies, so we don't run out.
- Mrs. Swanson wanted to know how we handled the patron that wasn't able to wear a mask. Frank shared that we were able to set the patron up on the bench in front of the library with a laptop.
- Mrs. Swanson asked if patrons were able to use the 2<sup>nd</sup> floor. Frank confirmed the 2<sup>nd</sup> floor is open to patrons. Staff walk around every 30 minutes to make sure that patrons are following our safety guidelines.
- Mrs. Swanson asked about the laptop cabinet. Frank said we purchased the laptop cabinet, so we have a place to store and charge our laptops.
- Mrs. Swanson loves the Take & Make Crafts idea the Youth Department came up with. The numbers keep increasing, which is great!
- Mrs. Swanson extended a special thank-you to all the staff for the work they are doing. She reads the reports and is always very impressed with everything that they're able to do each month.

### **Library Director's Report:**

- We need to correct two dates for the Executive Session motions, which we'll do under Old Business.
- We have our Phase IV Reopening Guidelines ready in anticipation of school being back in session. Tutors will likely be looking for a space to work with students. The plan increases the time allowance in the library from 1 hour to 2 hours.
- Frank would like to start the process of working on a Strategic Plan in the coming months. It will probably look different from the last one, since we aren't sure what the coming months will bring. We will discuss this more when we get to New Business.
- He would like to move forward with the license plate sticker service that we discussed last March. We will also talk about this under New Business.
- The Realm test #3 was conducted and the results reflect a small trace after 4 days. We will update our quarantine period to 5 days to be on the safe side.
- Frank is going to explore three grant opportunities with the Illinois State Library. They are Back to Books, PPE for Public Libraries and Digital Network Access.

- Fred is doing awesome work! He is cleaning up and reorganizing the storage room. He was able to fix the lock on our book drop door. We are glad he's here!
- The mystery leak on the roof appears to be fixed.
- The economizers were fixed on RTU#4 & RTU#9. We are waiting for a proposal to repair the economizer on RTU#1. The economizers allow us to bring fresh air into the building.
- Frank is going to setup an itascalibrary.org email for board members, because personal email is subject to FOIA.
- Nick Ayala has resigned his position effective August 28<sup>th</sup>. He will be going to the Chicago Public Library. He will be missed!

**OLD BUSINESS**

Mrs. Boehne made and Mrs. Laughlin seconded a motion to approve making public all Executive Session minutes except August 15, 2017, July 16, 2019, August 20, 2019, September 17, 2019, December 17, 2019, January 21, 2020 and March 17, 2020.

The motion carried on the following:

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

Mrs. Laughlin made and Mr. Golden seconded a motion to destroy the verbatim record of the January 15, 2019 Executive Session minutes.

The motion carried on the following:

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

Mrs. Boehne made and Mr. Golden seconded a motion to approve the Phase IV Reopening Plan.

The motion carried on the following:

<b>Roll Call Vote:</b>	<b>Ayes: 6</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
<b>Mrs. Anne Boehne</b> <b>Mr. Michael Golden</b>			

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

## **NEW BUSINESS**

Discussion of Strategic Plan options

Frank reviewed information provided in the Director's Report with the board. He feels we can create a bridge plan without using an outside consultant. If we are not able to create a plan internally, we can always seek outside assistance at a later date.

Discussion of Illinois License Plate Renewal Service

Frank would like to move forward on this. He feels this would be a great service to provide to our patrons. Mr. Golden asked if we could handle this right now considering everything that's going on relative to COVID. Frank said training is relatively easy, so he is confident we will be able to do it. Mrs. Boehne asked how much a laser printer costs. Frank said we could get one for ~\$200.00. She is sure patrons would rather come to the library to take care of this. Mrs. Kauther asked if we would be listed on the .gov website once we are up and running. Frank said he will investigate this. Everyone agreed that moving forward on this would be a good idea.

## **EXECUTIVE SESSION**

Mr. Golden made and Mrs. Kauther seconded a motion to go into Executive Session.

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

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

## **ADJOURNMENT**

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

The motion carried on the following:

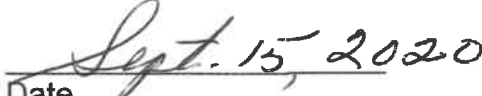
**Voice Vote:**                      **Ayes: 6**                      **Nays: 0**                      **Motion Passed**

The meeting adjourned at 7:50 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

  
Sharon Laughlin, Secretary

  
Date